



LOS ALTOS CLASSICAL
CHRISTIAN | ACADEMY

**Parent/Student
Handbook
2023-2024**

**Los Altos Classical
Christian Academy**

**6565 E. Stearns Street
Long Beach, CA 90815
(562) 430-6983
LAClassical.org**

*Training children through home and school
to know God and serve Him all their days.*



LOS ALTOS CLASSICAL

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Welcome Parents,

As we begin this 2023-2024 school year, we are excited to move forward with an intentional and encouraging focus on building a solid foundation for your children's education. A biblical worldview instilled through classical Christian education prompts students in making decisions and navigating complex moral issues. This fosters God's truth and His redemptive plan for humanity.

The spiritual theme for this year is **THINK ABOUT IT!** We are using this phrase to remind ourselves that what we put into our minds and hearts can help or hinder our decisions. Join us in putting this into action.

Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, Whatever things are of good report, if there is any virtue and if there is anything praiseworthy - meditate on these things. Philippians 4:8 NKJV

Thank you for taking the time to read this booklet. We believe that the areas mentioned will help us work together. If you have any questions, please feel free to contact the office for clarification.

We are blessed to have each of you be a part of God's school!

Let's Think About It together,

Mrs. Debbie Martin
Grammar School Principal

MISSION STATEMENT AND HISTORY

Los Altos Classical Christian Academy was established to provide children with a quality education founded on Biblical principles. Our school uses a time-proven, Biblically-integrated curriculum designed to foster the development of the whole child—spiritually, mentally, emotionally, and physically. This solid academic curriculum is based on a developmentally appropriate philosophy and is aligned with California’s state-mandated standards.

We believe that the Bible has given parents the primary responsibility for educating and training their children. We see our contribution as an extension of the parents’ involvement in the nurture, discipline, and enrichment of their children.

Our school has a long and distinguished history of serving the community and of providing a well-rounded education for children. A great number of our graduates have gone on to excel at both the high school and college levels, and have become respected members of their professions and communities. Perhaps the ultimate expression of our school’s success is that former graduates are now bringing their own children to be educated and nurtured at our school.



Training children through home and school to know God and serve Him all their days.

This continuity of school families reflects our intentional efforts to create a family orientation at Los Altos Classical Christian Academy. Each member of our administration, faculty, and staff strives to relate to every student on a personal basis.

All instruction is provided by experienced and dedicated Christian teachers. Most teachers have been part of our school for a number of years, which attests to their ongoing desire to minister to students and their families. Such consistency fosters security and confidence, as well as a school heritage of shared focus and goals.

Los Altos Classical Christian Academy admits students of any race, color, and national or ethnic origin.

STATEMENT OF FAITH

1. **THE BIBLE:** The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts, and therefore wholly without error as originally given of God (2 Timothy 3:16; 2 Peter 1:21).
2. **THE ONE TRUE GOD:** Existing eternally as three persons – the Father, the Son and the Holy Spirit (Luke 3:22; Matthew 29:19; 2 Corinthians 13:14).
3. **THE HEAVENLY FATHER:** Creator of all mankind (Acts 17:29), the author of our salvation before the world began (Ephesians 1:3-6), the Father of the Lord Jesus Christ (Matthew 3:17) and, in a very special way, the Father of all who believe in Christ (Galatians 3:26).
4. **THE LORD JESUS CHRIST:** His pre-existence and deity (John 1:1-3), incarnation by virgin birth (John 1:14; Matthew 1:18-23), sinless life (Hebrews 4:15), substitutionary death (2 Corinthians 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Hebrews 4:14-16), and coming again (Acts 1:11).
5. **THE HOLY SPIRIT:** His personality (John 16:7-15), deity (Acts 5:3-4), and His work in each believer; baptism and indwelling at the moment of regeneration (1 Corinthians 12:13; Romans 8:9); and filling (Ephesians 5:18) to empower for Christian life and service (Ephesians 3:16; Acts 1:8; Galatians 5:22-23).
6. **MAN:** His direct creation in the image of God (Genesis 1:26-28), his subsequent fall into sin resulting in spiritual death (Genesis 3:1-24; Romans 5:12), and the necessity of the new birth for his salvation (John 3:3-5).

7. **SALVATION:** A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Ephesians 2:8-9; Titus 3:5-7; 1 Peter 1:18-19).
8. **THE CHURCH:** One true Church, the body and bride of Christ (Ephesians 1:22-23; 5:25-23), composed of all true believers of the present age (1 Corinthians 12:12-13); and the organization of its members in local churches for worship, for edification of believers, and for world-wide gospel witness, each local church being autonomous but cooperating in fellowship and work (Ephesians 4:11-16).
9. **CHRISTIAN LIFE:** A life of righteousness, good works and separation unto God from the evil ways of the world (Romans 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Ephesians 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 Corinthians 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Romans 12:17-21), exhibiting the fruit of the Spirit (Galatians 5:22-23), and maintaining a life of prayer (Ephesians 6:18; Philippians 4:6), including the privilege, when sick, of calling for the Elders of the church to pray and to anoint with oil in the name of the Lord (James 5:13-18).
10. **SATAN:** His existence and personality as the great adversary of God and His people (Revelation 12:1-10), his judgment (John 12:31), and final doom (Revelation 20:10).
11. **FUTURE LIFE:** The conscious existence of the dead (Philippians 1:21-23; Luke 16:19-31), the resurrection of the body (John 5:28-29), the judgment and reward of believers (Romans 14:10-12; 2 Corinthians 5:10), the judgment and condemnation of unbelievers (Revelations 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matthew 25:46; Revelation 20:15).

ADMISSION PROCEDURES

Los Altos Classical Christian Academy accepts students entering into kindergarten through sixth grade. Each prospective student and their family is interviewed and tested, with the teacher/administration retaining the prerogative to select and place the student into the class best suited for his or her needs. Acceptance and continuance of a student in the school is based upon: successful completion of entrance tests; the student's academic achievement; emotional stability; social behavior; conduct; and evidence that their parents share in the school's goals is also essential. A student's continued enrollment will also be based upon the parents' ongoing support of our school's goals and policies. **All new students will have a four-week probationary period.**

Los Altos Classical Christian Academy is not equipped to serve as a disciplinary school or to meet the needs of children having special neurological, emotional, or academic needs.

ENROLLMENT PROCESS

Parents wishing to enroll their children in our school must:

1. Complete a student application.
2. Arrange for an interview and testing with the teacher/administrator.
3. Pay registration fee.
4. Provide completed physical examination reports, including immunization records (State Form #PM 171A, Report of Health Check-Up for School Entry is required for first grade only).
5. Complete emergency information forms. (Note: Forms must be updated with any changes during the school year.)
6. Purchase supplies (list provided in the school office) and a New King James Version Bible (available in office).

ARRIVAL AND PICK-UP PROCEDURE

School Hours

The following school hours will be in effect from Monday through Friday:

Kindergarten	8:30am to 2:45pm
Grades 1 st -5 th	8:30am to 3:00pm

Children should not arrive at school before 8:00am. All students must be picked up within 15 minutes following dismissal.

Morning Arrivals/Afternoon Departures: As a school, it is our recommendation that all students be accompanied by a parent or designated adult (18 years or older) when arriving and departing from school. If you chose to allow your child(ren) to walk or bike ride to or from school without adult supervision, please stop by the office and sign a waiver releasing Los Altos Classical Christian Academy of liability.

Morning Arrivals

Kindergarten students will be admitted through the front gates by the auditorium or preschool office on Stearns Street and must be signed in each day through the Brightwheel app. Their class will be on the playground at the east end of the campus.

Grades 1st-5th must come through the gate on El Progreso Street, which is on the north side of the playground.

Morning Day Care (Kindergarten – 5th) 7:00am to 8:00am

Kindergarten students arriving before 8:00am will enter through the Preschool gate and go to their classroom.

Grades 1st–5th students arriving before 8:00am must enter through the El Progreso gate and go to the basement for day care.

Afternoon Departures

Kindergarten will be picked up at the Stearns St. main gate near the auditorium from 2:45-300. After 3:00pm, kindergarteners should be picked up at the preschool gate and must be signed out each day by a parent or designated adult 18 years or older.

Grades 1st–5th must be picked up at the gate on El Progreso by a parent or designated adult 18 years or older, unless other arrangements have been made. The teachers on duty are there to ensure the safety of the students and *cannot conference* at that time. Staff persons will remain on duty during this 15-minute period while students are being picked up. After these 15 minutes, students will be sent to day care and parents will be charged accordingly. In case of emergencies resulting in pick-up delays, parents should notify the office if after 3:00pm at (562) 430-6983 or communicate through the Brightwheel app.

Names of persons authorized to take child from facility

Authorized persons must be listed on the Enrollment & Emergency Contact Information form. Change in pick up can be authorized by a note from home or phone call to the office. If your pick-up plans change during the school day, please let the office know by 1:00pm. Students must be signed out if picked up by someone other than their parent or "routine" car pool driver.

Extended Day Care has been established as a special help for working parents. *Students must be signed out through the Brightwheel app by a parent or designated and approved pick up person.* Each child in our extended day care program will receive a daily snack after school hours. (Kindergarten morning/afternoon day care is separated from 1st - 5th.)

To contact the day care staff

Kindergarten thru Grades 1-5 after 3:15pm Use the Brightwheel App to communicate with Daycare staff. If a call is best, call preschool at (562) 430-6813

Being late in picking up a student from day care (after 5:30pm) will result in a \$1.00 per minute charge *every minute after 5:30pm*. At this time, we will begin to call the emergency contacts from the child's emergency form. The late charge payment is to be given directly to the daycare staff person upon pick-up.

Rainy Days (Grades K through 5)

A.M. Arrival: Kindergarten will go directly to their classroom at 8:00am. Grades 1-5 are to report to the basement through the playground door. If the double gates are open, parents may drive directly onto the parking lot to drop students off; otherwise, please use the El Progreso gate entrance as usual.

P.M. Pick-Up: Kindergarten will be picked up in their classroom. If you have a kindergarten child and an elementary child, park for the elementary pick-up and walk through the elementary playground to pick your kindergartner up first. Parents may drive directly onto the parking lot. Grades 1-5 will be kept *inside* by the staff on duty and **dismissed from the chapel**. Extreme caution is requested of all drivers to ensure student safety. Extended daycare, grades 1-5, will be in the basement; please enter through the playground door.

Safety

As always, safety is our priority and focus. Double-parking is not permitted on any street surrounding the school. U-turns on Stearns Street are against the law. Please heed all street signs, red curbs, and staff directions when picking up or dropping off children.

ATTENDANCE AND MAKE-UP WORK POLICY

Regular attendance and punctuality are required of all students, as this is an important way that they demonstrate responsibility and dependability. Absences and tardies are recorded daily and noted on report cards.

Students who are ill *must* be kept home from school. Please notify the office if your child is ill. All students must be fever/symptom free for 24 hours before returning to school.

Excused Absences

These include illness, medical appointments, family deaths, or other serious family situations. To ensure that the school is aware of your child's whereabouts, please notify the school office of the absence.

TARDIES:

Any student arriving after school has begun (8:30am) is tardy. **An adult MUST accompany the student to the main gate for admittance to class.** Safety is our greatest priority. It is very important that parents escort their child to avoid a student walking/running across the parking lot alone. It is never okay for a student to enter the Stearns gate unattended.

A student may be required to complete missed assignments at the teacher's discretion. The amount of days out equals the amount of days they have to make up the work. However, the amount of work to be made up and the time frame involved will be determined by the teacher according to the specific situation.

Family Vacations/Absences:

When taking family vacations during the school year, please clear the missing days with the administration before your vacation. Notification of planned absences is appreciated; however, make-up work requested prior to the absence will be given at the discretion of the teacher.

Parents must realize that make-up assignments do not replace classroom instruction and grades may be adversely affected.

EXCESSIVE ABSENCES OR TARDIES MAY CONSTITUTE GROUNDS FOR DISMISSAL.

Withdrawal from School

Parents wishing to remove their child from our school must notify the school secretary so that proper records and forms may be completed.

Students having attended one or more days of any month will owe the full month's tuition.

CALENDAR

Early Out: Grades K through 5 are dismissed at *1:50 p.m.* on the *first Tuesday* of each month. This enables our staff to participate in on-site workshops, curriculum review, long-range planning, and other types of training relevant to elementary education. Any early dismissal will include kindergartners. On all Early Dismissal days, daycare charges begin ten minutes after dismissal.

Holidays: Los Altos Classical Christian Academy observes several holidays throughout the school year. Some have national significance, such as Veterans Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, and Washington's Birthday. Others have special spiritual importance and include Thanksgiving, Christmas, and Easter. In each case, teachers will help students more fully appreciate the meaning of the holiday.

Back to School Night: Each fall, a Back-to-School Night is held to better communicate the philosophy, goals, and expectations of the school and of individual grades. Both administration and teachers will be involved in the program. This is a required meeting for PARENTS ONLY.

Open House: Each spring, Los Altos Classical Christian Academy holds an Open House. This is a special occasion for all parents and friends to visit the school and share in the students' work and projects. All parents are encouraged to attend.

CHAPEL

All students, kindergarten through sixth grade, participate in Chapel each Friday from 8:30 a.m. to 9:05 a.m. Parents are welcome to attend. As part of our program, we focus on a major doctrine of the Bible —represented by a key verse — each month. These are reviewed each year to reinforce and clarify the Biblical teaching students are receiving in class. See **Verse of the Month** for a complete list.

CONDUCT & DISCIPLINE PLAN

We believe that every student is accountable for individual behavior and has the responsibility to conduct him/herself in a manner that contributes to a positive school environment.

We desire to assist each one in developing the good judgment and internal control necessary for success, both in school and in life. We recognize that achieving this goal requires consistent reinforcement of rules by caring, responsible adults.

In order to foster students' increasing awareness of their behavior, and the consequences thereof, each teacher posts, discusses, and refers to rules of behavior for the classroom and the playground. These rules are in accordance with school-wide standards of discipline.

Good discipline in the classroom is free from disorder and antisocial behavior. It means that each child, and the group as a whole, operates freely within guidelines that are understood and incorporated into student behavior without constant reminders or punishment.

We are working together to guide our students toward personal responsibility and showing RESPECT to all. Showing respect is important at all times. It helps to make school fun and a pleasant place to learn. When students need to refocus, the teacher will assist the student in taking a break and reflecting. Communication for home will be in the form of a "Fix It Ticket" filled out by the student (or teacher and student). This "Fix It Ticket" will then be discussed at home, signed by a parent and returned the following day to the teacher. Combined support from home and school create a consistent environment to develop strong, respectful, God-honoring students.

Should the need arise, the administration or teacher may request a conference with a student and his/her parents. At that time expectations and corrective actions will be clearly defined. Any student not in compliance with correction after the conference will be subject to suspension or dismissal.

The administration reserves the right to deal with flagrant violations on an individual basis. Automatic suspension or expulsion may follow certain actions, including—but not limited to—violence, pornography, and weapon possession.

AGGRESSIVE BEHAVIOR POLICY

It is the policy of Los Altos Classical Christian Academy to maintain a safe learning and work environment that is free from aggressive behavior. As a Christian school, our goal for all behavior is that of I Peter 3:8: *“Finally all of you should be of one mind. Sympathize with each other. Love each other as brothers and sisters. Be tenderhearted and keep a humble attitude.”*

Students, staff, and our school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards each other. We prohibit all forms of bullying or aggressive behavior.

DEFINITION: Bullying or any kind of aggressive behavior is repeated, intentional, harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. Examples are as follows:

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (drawings, magazine, over a cell phone or internet, etc.)
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or taking the victim’s property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.

- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

AWARENESS: All Los Altos Classical Christian Academy staff will take the initiative in combating aggressive behavior, and encouraging Biblical behavior. They will be watchful for warning signs, supervising children on the playground, in the classrooms, hallways, etc.

- Teachers will conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of aggressive behavior, responding assertively to the bully, walking away from inappropriate behavior, etc.
- At the beginning of the school year, and as needed, the school shall ensure that the student body is familiar with the conduct policy regarding aggressive behavior. School and class policies, rules and consequences will be posted in the classrooms. School policies are written in the handbook. We expect everyone to tell a staff member if they suspect bullying is happening.
- The school shall notify the parents/guardians that our Aggressive Behavior Awareness and Procedures are listed in the Student Handbook

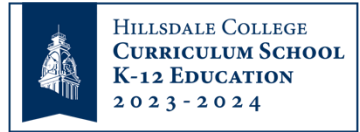
REPORTING:

- Students are prohibited from knowingly falsely accusing another of bullying or poor behavior. Disciplinary action, up to, and including expulsion/suspension shall be taken if they knowingly make false reports.
- Any member of the school staff receiving a suspected report of aggressive behavior (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall assess the situation to determine if the aggressive behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)
- If the behavior meets the criteria for bullying, the staff member must report this to the school principal immediately. The staff

member is to immediately forward an Aggressive Behavior Incident Report to the principal for investigation. The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.

- The principal or designee will promptly and thoroughly address suspected reports of bullying. She will individually meet with the victim/witness and bully privately. If she determines that bullying has occurred, she will act appropriately within the discipline codes of the school and will take reasonable action to end the behavior. The message for the child who acts aggressively will be, "Your behavior is unacceptable and must be stopped." She will inform the student that he/she will be closely monitored. She will also ensure the careful monitoring of the victim during this time, by enlisting the help of a class buddy. She shall ensure that prior to the end of the school day, notification of the incident has been given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue. Parental notification and the discipline taken shall be documented on the Aggressive Behavior Incident Report. If necessary, the appropriate authorities may be contacted.
- Copies of the Aggressive Behavior Incident Report shall be given to the victim's and offender's teachers, be placed in the victim's and offender's files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim. (To view a sample copy or the Aggressive Behavior Incident Report form, please contact the school office.)

CURRICULUM



Los Altos Classical Christian Academy is a Hillsdale College Curriculum School.

Students are provided with a well-rounded foundational Liberal arts and sciences classical Christian curriculum, which includes integrated instruction in Bible, Math, Reading, English/language arts (spelling, writing, and grammar), History, Science, physical education, art, technology, and music.

Textbooks

Students will be issued consumable and non-consumable texts. These become the responsibility of the student, and lost books must be paid for by the parent.

Grading

The purpose of our reporting system is to give parents and students an indication of the progress that is being made. Los Altos Classical Christian Academy uses E, S, and N in reporting a student's achievement in first and second grades. In third through sixth grades, report cards contain traditional letter grades (A – F). Any discussion of a report card grade must be arranged in a timely manner: thirty days after a grade has been given is the time period allotted for such dialogue.

Homework

Well-defined, purposeful homework is part of schooling. One of its major functions is to develop responsibility and independent study habits. Responsibility for homework must lie with the student—not the parents or classmates—because self-discipline and independent follow-through are essential for future scholastic and vocational success.

At-Home Reading Program

Students in grades Kindergarten through 2nd grade are required to read/or be read to a minimum of 30 minutes each night (120 min per week). Students in 3rd – 5th grade are required to read/or be read to a minimum of 120 minutes per week. Completed, signed reading logs are due each Friday. The weekly reading logs are kept as a graded part of the report card.

Plagiarism

While the Internet is an invaluable resource for learning and research, it must be used as a tool of education and not as an end product. Plagiarism is the act of offering another's work as one's own. This will not be tolerated at our school. We know that parents join us in placing a premium on learning—starting with the basics of knowing the difference

between right and wrong. School policy regarding plagiarism will be discussed in each class. Students (and parents) will be made aware of the consequences of violating this policy.

Art

As part of our Fine Arts curriculum, all students have a scheduled art class once per week, during the regular school day. The art curriculum includes elements of art and design as well as Art History. Student work will be displayed at various times during the year.

Computer

In keeping with our school's philosophy of developmentally appropriate instruction, keyboarding begins in kindergarten. Students will be provided keyboarding instruction in the classroom. Once keyboarding skills have been acquired, students' progression continues with word-processing projects related to classroom curriculum. Computer class is a graded part of the report card for grades 1-5.

Music Program

Music is an important part of our school. Kindergarten – 3rd grade students have classroom music one time each week. Students are eligible to join choir beginning in the second grade; the band program is open to third and fourth graders. All band members take private half-hour lessons from the band music staff. Our choir and bands participate in several concerts each year. Detailed information is given to vocal and instrumental music students and parents at the start of the school year.

Private piano lessons may be scheduled with Mrs. Santucci.

DISASTER PREPAREDNESS

Disaster drills are scheduled. Our staff members are trained in First Aid and CPR and are assigned areas of responsibility in case of emergency. Supplies of food, water, first aid, blankets, etc. are stored in the disaster storage shed on the parking lot. Emergency evacuation plans are posted throughout the school.

If there is a major earthquake or other disaster during school hours (7:00am to 5:30pm), all gates will be locked. Students will be released at the north gate on El Progresso only to their parents or designated individuals listed on the Authorization for Emergency Care form on file.

DRESS CODE

Los Altos Classical Christian Academy students come to school ready to learn. We believe that clothing strongly influences a child's attitude towards school and affects his/her approach to learning during the day. By wearing uniforms, students are creating an environment of excellence set forth by expectations of Los Altos Classical Christian Academy. This allows students to stay focused on their education and not on their clothes. Uniforms allow for an attitude of professionalism that supports a philosophy of dressing up for education; enhancing school pride, unity, and community spirit.

Our uniform supplier is Lands' End. Everything in the Los Altos Classical Christian Academy's online catalog provided by Lands' End is approved for LACCA school wear.

BASIC UNIFORM FOR ALL STUDENTS AT LACCA (Grades Kindergarten - 6th)

All students will wear the following and will be known as our "chapel uniform."

Cobalt blue polo shirt (long or short sleeve) with logo or cobalt polo dress for girls (with shorts underneath)

Black bottom - pants, shorts, skirt, skort, and jumper (girls must wear shorts under skirts for modesty)

Uniform Shirts:

Polo shirts (long or short sleeve) are to be purchased from Lands' End with the LACCA logo.

Girls may wear "polo style dresses" (cobalt blue or black) purchased from Lands' End with the LACCA logo.

Students are required to wear the LACCA monogrammed polo shirt (cobalt blue) and black bottoms on Fridays for chapel and on school field trips unless the school announces otherwise.

Long sleeve bulldog t-shirts or plain white undershirts (tucked in for neatness) may be worn under the emblemed polo shirts for warmth in the classroom.

Bottoms:

Black, gray, or khaki pants, shorts, skorts, and jumpers can be purchased from our Lands' End online catalog.

Students K-6 may wear uniform style shorts, skirts, skorts and pants from other suppliers. No tight pants or jeggings allowed. No short skirts or shorts (less than 4 inches above the knee).

Girls must wear black (or dark colored) shorts or leggings under skirts or dresses.

Uniforms must be free from rips and tears.

Denim is allowed on free dress days only.

Spirit Wear:

Bulldog t-shirt (long or short sleeve)

Bottom - gray, black, or khaki

- Bulldog t-shirts (short and long sleeve) are available in the school office.

All outerwear (for warmth- in or out of the classroom)

Must be a school-issued sweatshirt, zippered jacket, or solid cobalt blue or gray in color (logo only, no print or design).

Outerwear needed (other than for warmth as mentioned above) for inclement weather may be worn outside but must be stowed into a backpack during class time.

- Bulldog sweatshirts and zippered hoodies are available in the school office.

Shoes

Must be closed toe, closed heel, laced-up or slip-on athletic or sneaker. Must be conducive to safety in the classroom and on the playground. Students should wear athletic shoes on Tuesday/Thursday for PE. Socks or tights must be worn with all shoes. If rain boots are worn, please provide regular school shoes to wear in the classroom.

The following shoes are inappropriate for school wear: sandals (including croc style), dress shoes, high heels, platform shoes, boots, open-toed and/or open-heeled shoes.

Hair

Hairstyles for boys and girls must be **conservative, groomed, and neatly trimmed** (natural color).

Hair bows, bands, or ornamentation must not be a distraction to learning.

Free Dress Days

Free dress apparel must fall within the general dress code guidelines for modesty.

No clothing that advertises alcohol, drugs, or other offensive material.

No costume-like wear or accessories.

No tank, halter, crop or spaghetti strap tops.

No short skirts or short shorts (shorter than 4 inches above the knee).
No clothing with holes/rips or frayed edges.
No tight pants (jeggings)
No sweatpants

Hats and Sunglasses

Hats, caps, jacket hoods, or sunglasses may not be worn during class, chapel or assemblies unless there is a medical reason.
Hats may be worn outside at recess/lunch time.
All hair accessories must be school colors (cobalt blue, gray, black, and white) and not a distraction from learning.
At all times clothing and accessories may not advertise alcohol, drugs, or other offensive material.

Please check your student each morning for all items of uniform clothing. This would include socks and shoes, as well as a clean and well-groomed hairstyle that will not be a distraction throughout their day.
If your student arrives at school "out of uniform" a note will be sent home as a reminder. If there are continued days of uniform unpreparedness, a parent will be called to bring appropriate uniform clothing. Thank you for your part in building success into our school.

THE ADMINISTRATION AND STAFF RESERVE THE RIGHT TO MAKE THE FINAL DECISION ON THE ACCEPTABILITY OF ANY CLOTHING OR APPEARANCE.

FINANCIAL INFORMATION

The registration fee and first monthly tuition payment are **NON-REFUNDABLE**.

Family discount policy: 2nd child — 2%; 3rd child — 20%.
A discount will also be given if the entire year's tuition is paid by September 1st. The percentage of this discount is determined and announced each year.

If paying tuition monthly, tuition is payable to **Los Altos Grace Schools**. Tuition payments are due on the first of the month and delinquent if not received by close of school on the 10th. There will be a \$25 late fee charged after the 10th unless prior arrangements have been made with the school office.

You have one tuition account for all students preschool-5th grade. You will be sent one tuition invoice. You can pay online or with check or cash.

Band/Choir payments are in addition to tuition and are paid annually or nine (9) equal monthly payments, October – June. Band: \$1000/yr. or \$112/mo. Choir: \$300/yr. or \$35/mo. If paying monthly, fees will be included in your monthly tuition invoice.

Parents with delinquent accounts will be contacted. At the discretion of the School Commission, students whose accounts are more than one-month delinquent may face dismissal from the school. Please call the school office regarding personal situations of financial difficulty so that options can be explored.

June report cards and all records will be withheld from any student who has outstanding tuition, choir, band, or daycare payments at the end of the school year. All “past due” accounts must be brought current to return in September for the new school year

In the case of student withdrawal, for any month in which a student attends a portion thereof, no refund will be given. Students having attended one or more days of any month will owe the full month's tuition. The balance of the yearly tuition will be due in full should parents choose to withdraw on or after April 1. If the tuition is paid in one annual sum and the student leaves before the end of the school year, refunds will be pro-rated for any months yet remaining. Registration fee is non-refundable.

FIELD TRIPS

As an off-campus extension of the classroom, field trips are planned by the teachers. Parents will be informed of all details prior to each excursion. At times, parents will be invited to drive and/or chaperone teacher-specified student groups. Each potential driver must provide a copy of his/her current driver's license and proof of insurance. Any parent participating on field trips agrees to assist the teacher as needed, rather than simply accompany his/her own child. No siblings are allowed on field trips. Parent drivers are asked to return to school directly from the field trip; no stops, including drive-thru restaurants.

GRIEVANCE PROCEDURE

A high priority is placed on working through difficulties that may arise during the school year in a timely manner. Since Los Altos Classical Christian Academy values and respects all students, open communication between school and home is beneficial to all. The following steps should be used as guidelines in these situations.

Any *student* having a complaint about an issue should present the matter directly to the teacher or administrator as soon as possible. In this manner, problems can be resolved quickly. *Parents* should strongly encourage children to communicate with the teacher immediately.

Any *parent* having a complaint about an issue should first present the matter to the classroom teacher. In order to facilitate a productive and distraction free discussion, parents are requested to **make an appointment** for this discussion. An administrator may join this parent/teacher conference. If further discussion or follow-up is needed, parents may request an additional meeting with the administration.

If a parent has a concern or complaint involving the behavior of another student at school, the above procedure should be followed. Parents should never approach any students either on or off campus to discuss concerns regarding school behavior. To preserve each child's integrity, parents should not discuss issues among themselves as an alternative to a discussion with the teacher or administrator.

If the concern or problem remains unresolved, parents may request to speak with the School Commission or Church leadership.

HEALTH AND FIRST AID

Students who are ill *must* be kept home from school. **All students must be fever-free/symptom-free for 24 hours before returning to school.** Parents will be asked to pick up students who become ill at school.

The school will provide appropriate first aid, depending on the type of injury. Treatment by school staff is limited to using ice packs, washing injury site with soap and water, applying peroxide, and providing bandages. A pain reliever, such as Tylenol, may be given if we have parent permission on the Emergency Card or via telephone approval. If your child needs cough drops or throat drops, please bring them to the office, or send with your child, and the office will give as needed. Please notify the office if you are sending with your child.

If medication is to be administered at school, **all** of the following conditions **must** be met:

- ◇ A written statement must be obtained from the physician, clearly specifying the condition for which the medication is to be given, along

with the dosage, time, and instructions for emergency treatment in case of an allergic reaction.

- ◇ The parent/guardian must sign a request for administration of medication at school.
- ◇ Medication should be delivered to the school by the parent/guardian or other responsible adult—not by the student.
- ◇ Medication must be in the original, pharmacy-labeled container, with all of the student's prescription information clearly stated (name of medication, dosage, administration, and time). Suggestion: request two containers from the pharmacist—one for home and one for school.

In case of severe injuries or other emergencies, 911 will be called. Parents will also be called in case of emergency. For this reason, **it is important that your contact information is kept current in the school office.**

INSURANCE

Los Altos Classical Christian Academy provides Student Accident and Medical Insurance for each student. This type of coverage is secondary coverage. This means that if a student is injured at school or while participating in a school-sponsored activity, claims must first be submitted to the parents' insurance carrier. The school's policy will cover whatever reasonable expenses remain after the parents' insurance carrier has settled. Please see the office for further information.

LOST AND FOUND

All students' clothing and backpacks must be clearly identified by name so that they can be returned to their rightful owners if misplaced. Unlabeled items will be placed in the lost & found area in the office. After a reasonable period of time, all items not claimed will be donated to a charitable organization.

Items (other than clothing) turned in to the school office will be held for 30 days. All unclaimed items will then be offered to the "finder."

LUNCH AND MORNING SNACK POLICY

Los Altos Classical Christian Academy does not provide food services. Students must bring their lunches to school. It is our desire that each student have a nutritious lunch. We strongly discourage "junk food" and do not allow carbonated beverages, candy, gum, or drinks/food in glass containers to be part of students' lunches. Each student may bring a *small* snack in addition to his/her lunch each day. This will be eaten in

the morning under teacher supervision. Please provide a snack that is as FREE of sugar, salt, and preservatives as possible. Suggested snacks: fresh fruit, fresh vegetables, nuts, raisins, “100%” fruit juice, trail mix without candy, dried fruit, cheese, crackers, peanut butter. Los Altos Classical Christian Academy is a “peanut sensitive” campus. Please be considerate to those who are allergic.

PARENT VOLUNTEERISM

Parent Support Group (PSG)

All parents are invited to participate in our Parent Support Group. PSG meets one Monday each month, from 7:00 p.m. to 8:00 p.m. (For scheduling purposes, it is usually the first Monday of each month.) Free childcare is provided. Its purpose is to encourage and support the school, students, and staff through select fundraisers, the scrip program, and organized events.

We welcome parent involvement and often ask for help to complete projects in and out of the classroom.

IT IS STRONGLY RECOMMENDED THAT PARENTS PLAN ON PROVIDING 10 HOURS OF VOLUNTEER TIME DURING THE SCHOOL YEAR.

Examples of Involvement Opportunities

Parent Support Group
Parents' Prayer Time
Parent Education Seminars
Room Parent
Classroom Holiday Parties
Field Trip Drivers and Chaperones
Sharing Occupations and Hobbies
Special Classroom Crafts and Lessons
Band and Choir Support
Art Program Support
Parent Support Group Hot Lunches
Coffee House
Scrip Program
Jog-a-thon
Open House Volunteers
“Walk Through” Programs (Gr. 4-5)
Thanksgiving Feast
Attendance at Chapel and Assemblies
Family Nights

PHOTO POLICY

As your child participates in special events, lessons, or is just having fun on the playground, teachers and parents often have great photo and video opportunities. Our policy regarding photographing and videoing children while at school is as follows:

- Photos/Videos by parents are permitted at special events (special days, chapels, Jog-a-thon, field trips, etc.) without permission from administrators/teachers.
- Parents **should** ask permission from the teacher or administrator before taking photos/videos on the playground or in the classroom on a “regular” school day.
- Parents should exercise caution when posting photos/videos of their children (or children other than your own) on any social media outlets (Facebook, Instagram, Twitter, etc.)
- Photos/Videos taken by the teachers may be used for school purposes such as yearbook, class displays, slideshows, videos, website and school social media accounts such as Instagram or Facebook.

The safety of our students is a top priority. Our purpose in establishing and enforcing this policy is to protect your children, while still allowing you to record and preserve the sweet memories of your child’s school year. NOTE: If you do not want photos/videos of your child taken for school purposes, please indicate that on the form you sign in September.

REPORT CARDS AND PARENT-TEACHER CONFERENCES (Grades K - 5)

Report cards will be distributed three times during the school year: December, March, and June. An initial parent-teacher conference will take place after the sixth week of school. Another conference will accompany the March report card.

Student-free Parent Conference Days have been scheduled for this purpose. These conferences allow for strengthening the parent-teacher relationship, and for communicating the more subjective evaluations of student progress. Additional conferences may take place during the year upon request by the teacher or parents. The June report card will be distributed on the last day of school.

Please note: Stopping a teacher on campus or at the gate to discuss a student is not an effective way to communicate. Please offer the courtesy of making an appointment in advance.

SCHOOL REPORTING RESPONSIBILITIES

In accordance with state law, school faculty and staff are obligated—under penalty of fines and jail terms—to report reasonable suspicions of physical abuse, sexual abuse, or child neglect. In this very serious situation, the school must follow the law and not contact parents in advance of making a report to the authorities. The clear intent of state law, based on the seriousness of the aforementioned crimes, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child once reasonable suspicion has been established. The law allows for no legal alternative to making the report to the proper authorities for investigation and review.

STUDENT LIFE

Animals on Campus

In the interest of student health and welfare, dogs are not allowed on campus, including the sidewalks and gate area. Classroom sharing of any other pets requires written permission of the teacher in advance. These small pets must be confined in cages. Guide dogs and rescue dogs in training may be allowed when accompanied by their owner or trainer.

Classroom Parties: Teachers will schedule three parties each year—Christmas, Valentine’s Day, and End-of-the-Year. The teacher will coordinate with the room parent(s) regarding set-up, supervision and items needed. The size of each class/classroom may limit the number of parent helpers in attendance.

Celebrating Birthdays:

- Los Altos Classical Christian Academy does not permit individual birthday parties in the classroom
- Special recognition for each “birthday student” will be given in class
- Parents are asked not to send birthday treats.
- Parents are asked not to send party invitations to school unless the entire class is invited
- If selective birthday parties take place on school days, please be sensitive about when and where the invited children gather for the party

Leaving Campus

Students are not permitted to leave the campus during school hours unless arrangements are made through the school office.

Parents must sign their children out and receive an off-campus pass from the school office. All students must be signed in again upon returning to school that day.

If a student is to leave campus with someone other than a parent or previously designated person, a phone call or written authorization must be sent to the school. Children are not permitted to use the office phone after school to make these arrangements. This policy is for our students' safety and protection.

School Pictures: Individual portraits will be taken in the fall of the school year. Parents will have the option of purchasing these pictures.

Telephone Use

Students are allowed to use the school telephone with permission. Students do not need cell phones on campus. Parents are discouraged from calling their children except in emergencies. In such cases, the secretary will take a message to the student or summon him/her to the phone. Incidental messages may be left with the secretary for delivery to the student. Likewise, teachers will not be called to the telephone except for emergencies. Messages will be relayed and calls returned at a convenient time. School office hours are 8:00am. to 3:00pm. Please make calls during this time.

Personal Tech Devices/Watches

Cell phones or other electronic devices are not allowed on campus. Students have access to phones both in the classroom and school office should they need to use them for communicating with parents. If students have a watch that connects to the internet via cell service or Wi-Fi the following requirements must be followed.

Requirements for wearing Smart watches:

- If your student has a cell phone, the phone must be left at home.
- Apple watches must be in "School Time" mode while at school. If the smart watch is incapable of being "put to sleep" during school hours, it is not allowed to be at school.
- For all smart watches, teachers may at any time ask the student to remove the watch and put it in their backpack.

TESTING

In addition to regularly scheduled classroom examinations, Standardized Testing will be administered each spring to grades 3-5. Summary of this assessment will be delivered to parents when available. Our students' test scores consistently rank above the national average.

VISITORS

All parents and visitors must check with the school office before proceeding to the classroom or playground. Advance notice to observe a class is required, because some activities (such as testing) do not afford good opportunities for observation and/or visitation

SCHOOL VERSE

“Trust in the LORD with all your heart, And lean not on your own understanding; In all your ways acknowledge Him, And He shall direct your paths.” Proverbs 3:5-6

SALUTE TO THE AMERICAN FLAG

“I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

SALUTE TO THE CHRISTIAN FLAG

“I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.”

SALUTE TO THE BIBLE

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

VERSE OF THE MONTH:

The following are the emphasized Biblical truths and character traits. They are reviewed in Chapel as well as each classroom’s curriculum.

Biblical Truths & Monthly Character Traits

SEPTEMBER: There is only one true God.
I, even I, am the LORD, And besides Me there is no savior. Isaiah 43:11

Character Trait: Self-Discipline — A person without self-control is like a city with broken-down walls. Proverbs 25:28

OCTOBER: The Bible is God's word and the source of all truth.
All Scripture *is* given by inspiration of God, and *is* profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.
2 Timothy 3:16-17

Character Trait: Responsibility/Work — Whatever your hand finds to do, do *it* with all your might. Ecclesiastes 9:10a

NOVEMBER: Man was created by God.
Know that the LORD, He *is* God; *It is* He *who* has made us, and not we ourselves; *We are* His people and the sheep of His pasture. Psalm 100:3

Character Trait: Friendship — Therefore, whatever you want men to do to you, do also to them. Matthew 7:12a

DECEMBER: Everyone is sinful by nature and cannot save himself.
For all have sinned and fall short of the glory of God. Romans 3:23

Character Trait: Compassion — Be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you.
Ephesians 4:32

JANUARY: God's gift of salvation is through Jesus.
For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life. *John* 3:16

Character Trait: Respect/Obedience — Be devoted to one another in love. Honor one another above yourselves. Romans 12:10

FEBRUARY: Salvation is by grace and not works.
For by grace you have been saved through faith, and that not of yourselves; *it is* the gift of God, not of works, lest anyone should boast.
Ephesians 2:8-9

Character Trait: Honesty — The Lord detests lying lips, but he delights in those who tell the truth. Proverbs 12:22

MARCH: As believers we will live to please the Lord.
You shall love the LORD your God with all your heart, with all your soul,
and with all your strength. Deuteronomy 6:5

Character Trait: Loyalty — You have not left your brethren these many days, up to this day, but have kept the charge of the commandment of the Lord your God. Joshua 22:3

APRIL: A believer will pray.
Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; Philippians 4:6

Character Trait: Perseverance — Do not let yourselves get tired of doing good. If we do not give up, we will get what is coming to us at the right time. Galatians 6:9a

MAY: Believers can stand against temptations.
No temptation has overtaken you except such as is common to man; but God *is* faithful, who will not allow you to be tempted beyond what you are able, but with the temptation will also make the way of escape, that you may be able to bear *it*. 1 Corinthians 10:13

Character Trait: Courage — Have I not commanded you? Be strong and of good courage; do not be afraid, nor be dismayed, for the You're your God is with you wherever you go. Joshua 1:9

JUNE: God is our steadfast comfort.

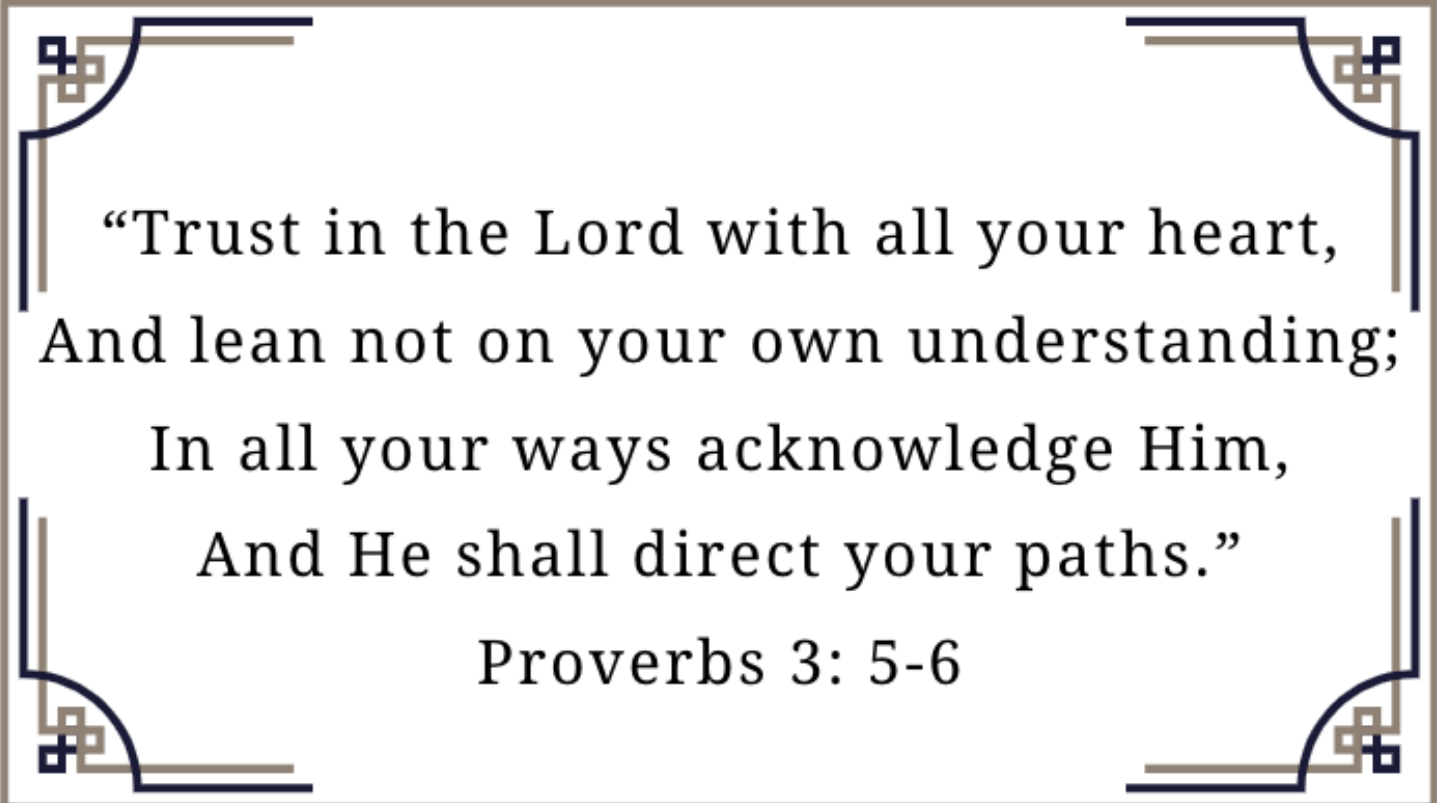
Be strong and of good courage, do not fear nor be afraid of them; for the LORD your God, He *is* the One who goes with you. He will not leave you nor forsake you.” Deuteronomy 31:6

Character Trait (See May)

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School Verse