



Dear Families,

What a blessing that you and your family are a part of Los Altos Grace School. We are looking forward to this school year. Our teachers and staff have the pleasure and opportunity to demonstrate tender loving care for each student. At Los Altos Grace School each classroom focuses on Christian character, and lessons that are biblically integrated into a sound academic program. Each subject and social interaction in the classroom, as well as on the playground, has a biblical focus. The music, art, and computer programs are enriching. The weekly chapel is full of enthusiasm, engaging all the students to participate in worship. Learning is fun and prepares our students well for matriculation to middle school and beyond. Feel free to come to us with any cares or concerns, as we partner in your child's education.

Blessings,

Debra Martin
Principal

MISSION STATEMENT AND HISTORY

Los Altos Grace School 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.

This continuity of school families reflects our intentional efforts to create a family orientation at Los Altos Grace School. 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 Grace School admits students of any race, color, and national or ethnic origin.



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

STATEMENT OF FAITH

1. Bible

We believe that the Bible, the sixty-six books of the old and new testaments, is the verbally inspired Word of God. It is infallible and inerrant as originally given of God. It is our only standard for faith and lifestyle.

2 Timothy 3:16-17 2 Peter 1:20-21

2. The Trinity

We believe that the only true God exists co-equally and eternally as three Persons.

Matthew 28:19 Luke 3:22 2 Corinthians 13:14

3. Jesus Christ

We believe that Jesus Christ is God manifest in the flesh by the virgin birth. He lived a sinless life, died for our sins, physically arose from the dead, ascended bodily into heaven, and is now at the right hand of God as our mediator, priest, and advocate. We can only know God through Jesus Christ. He will return bodily to this earth to remove the Church prior to the Tribulation and afterward descend with His Church to establish His kingdom.

Matthew 1:18-23

John 1:14

Acts 1:9-11

2 Corinthians 5:21

1 Thessalonians 1:10, 4:16-17

Hebrews 9:24

Revelation 19:11-20:6

4. Holy Spirit

We believe that the Holy Spirit is the third Person of the Godhead. He convicts the world of sin and unrighteousness. He causes spiritual rebirth and indwells every believer at salvation—teaching, guiding, and filling them as they walk in obedience to the Word.

John 16:7-15

Romans 8:9,14

Ephesians 5:18

Titus 3:5

5. Man, Sin, and Death

We believe that mankind is of priceless value to God. Man was created by God in His own image and is not a product of evolution. Through Adam's sin, all mankind has inherited a sinful nature and practices sin. Man is unable to save himself from sin and death. Death is both physical and spiritual.

Physical death is separation of the spirit from the body, while spiritual death is separation of the individual from God eternally in Hell.

Genesis 1:26-28, 2:7, 3:1-24 *Romans 3:23, 5:12*

6. Salvation

We believe that every person may individually be spared from sin's control and spiritual death by God's gift of salvation, which is received through faith in Jesus Christ as personal Savior and Lord.

John 3:16, 14:6

Romans 3:23

1 Corinthians 5:17

Ephesians 2:8-9

7. Water Baptism and Communion

We believe that Jesus requested His followers to be baptized after conversion and to participate in communion as a reminder of His sacrifice on our behalf and His soon-coming return. Both actions demonstrate obedience to Jesus Christ, but are not prerequisites for salvation by Him.

Matthew 28:19 *1 Corinthians 11:26* *1 Peter 3:21*

8. The Christian Lifestyle

We believe that all followers of the Lord Jesus will seek to live a life of righteousness and good works, exhibit the fruit of the Spirit, and seek to fulfill the Great Commission in making disciples of all nations. We believe all believers make up the Church of Jesus Christ, which is manifest on earth in local churches where believers assemble for worship, teaching, fellowship, service, and prayer.

Matthew 28:18-19 Romans 12:1-2
Galatians 5:16-23 Philipians 2:1-5
1 Peter 4:10-11

9. Angels and Satan

We believe that angels are supernatural beings created by God. There are faithful angels who serve God and fallen angels who have eternally separated themselves from God by following Satan. Satan is a fallen angel who is the adversary of God and His people.

Psalms 33:6 Matthew 12:24-26
Hebrews 1:13-14 Revelation 12:10

10. Future Life

We believe that all mankind will experience resurrection. Those who have not accepted Jesus through salvation will be resurrected to an eternity in Hell. Those who have responded to God's gift of salvation in Jesus will spend a glorious eternity enjoying the splendors of the New Heaven and New Earth, which God Himself will create.

Matthew 25:46 John 5:28-29
Revelation 20:11-15, 21:18

ADMISSION PROCEDURES

Los Altos Grace School accepts students — kindergarten through sixth grade — upon successful completion of entrance tests; evidence that their parents share in the school's goals is also essential.

Each prospective student is interviewed and tested, with the 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 the student's academic achievement, emotional stability, social behavior, and conduct.

All new students will have a four-week probationary period.

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

A student's continued enrollment will also be based upon the parents' ongoing support of our school's goals and policies.

Parents wishing to enroll their children in our school must:

- Complete a student application.
- Arrange for an interview and testing with the administrator.

When a student is accepted into the school, the parents must:

- 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).
- Complete emergency information forms. (Note: Forms must be updated with any changes during the school year.)
- Purchase supplies (list provided in the school office) and a New King James Version Bible (available in office).
- Pay registration fee.

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 or
Half-day option	8:30am to 12:00pm
	- Lunch until 12:45pm is highly recommended.
Grades 1 st -6 th	8:30am to 3:00pm

Children should not arrive at school before 8:15am. 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 Grace of liability.

Morning Arrivals

Kindergarten students may be escorted through the front gate by the auditorium on Stearns Street and must be signed in each day. Their class will be on the playground at the east end of the campus.

Grades 1st-6th must come through the gate on El Progreso Street, which is on the north side of the playground.

Morning Day Care (Kindergarten – 6th) 7:00am to 8:15am

Kindergarten students arriving before 8:15am will enter through the Stearns Street gate and go to their classroom.

Grades 1st–6th students arriving before 8:15am must enter through the El Progreso gate and go to the basement for day care.

Afternoon Departures

Kindergarten will be picked up on the kindergarten playground, and must be signed out each day by a parent or designated adult 18 years or older.

Grades 1st–6th must be picked up at the gate on El Progreso by a parent or designated adult 18 years or older. The teachers on duty are there to ensure the safety of the students and *cannot conference* at that time. A staff person 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 school office.

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 2:00pm. Students must be signed out if picked up by someone other than their parent or "routine" car pool driver.

Afternoon Day Care Kindergarten – 6th Grade, 3:15pm to 6:00pm

Extended day care has been established as a special help for working parents. *Students must be signed out by a parent or designated adult 18 years or older.* 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 -6th.)

To contact the day care staff...

Kindergarten day care	(562) 430-6813
Grades 1-6 after 3:15pm	(562) 304-0155

Being late in picking up a student from day care (after 6:00pm) will result in a \$5.00 charge *every five (5) minute increment after 6:00pm.* 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 6)

A.M. Arrival: Kindergarten will go directly to their classroom at 8:00am. Grades 1-6 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 1-6 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 1-6, will be in the basement; please enter through the playground door.

Safety

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. As always, safety is our priority and focus.

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.

TARDIES:

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

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 on the morning of the absence. 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.** (Refer to page 16.)

CALENDAR

Early Out: Grades K through 6 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 full day kindergartners. On all Early Dismissal days, daycare charges begin ten minutes after dismissal.

Holidays: Los Altos Grace School 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 Grace School 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 9:30 a.m. to 10:00 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 himself/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.

In each class, a system is used to record the behavior of every student. At any point in time a student can gauge his/her progress in exercising self-discipline. Beyond the classroom system, our discipline plan consists of Infraction Notices, Student Referrals, and Suspensions. Parents are informed of inappropriate behavior(s), because partnership between home and school is an invaluable facet of student achievement.

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.

CURRICULUM

Our school provides a well-rounded curriculum, which includes instruction in Bible, math, reading, English/language arts (spelling, writing, and grammar), social studies, science, physical education, art, computer, 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 Grace School 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. Homework is for drill and practice. New concepts will be taught by our teachers during class time each day.

At-Home Reading Program

Students in grades one through six are required to read a minimum of 90 minutes each week. Completed, signed forms are due each Friday. Weekly records 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. A once-a-week computer class is part of the curriculum for grades kindergarten through six. Once keyboarding skills have been acquired, students' progress to working in small groups on word-processing projects related to classroom curriculum. Computer class is a graded part of the report card for grades 1-6.

Music Program

Music is an important part of our school. Kindergarten – third grade students have classroom music one time each week. Students are eligible to join choir beginning in the third grade; the band program is open to fourth, fifth, and sixth graders. Students can progress from Beginning Band to the Advanced Band, and on to our award-winning Jazz Band. 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.

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 6:00pm), all gates will be locked. Students will be released at the north gate on El Progreso only to their parents or designated individuals listed on the Authorization for Emergency Care form on file.

DRESS CODE

We believe that clothing strongly influences a child's attitude towards school and affects his/her approach to learning during the day. Neat, conservative dress and hairstyles will be required for both boys and girls. While no dress code can speak to all current fashion trends or situations, the following standards are deemed modest and acceptable.

We want our students to come ready to learn.

Shirts/Tops for Boys and Girls: Solid-color polo shirts (2-, 3, or 4-button with collar) with long or short sleeves. Any manufacturer's logo on the shirt must be no larger than a quarter (25¢). No words or other ornamentation is acceptable. Shirts must completely cover waistbands when students raise their arms, sit, or stand. Students may also wear school t-shirts.

Boys Bottoms: Solid-color navy, khaki, black, gray, or brown long pants and shorts (no other colors); solid color blue denim or black jeans and shorts. (No other colored jeans.) "Sagging" is not allowed.

Girls Bottoms: Solid pants, shorts, capris, skirts, skorts, and jumpers in navy, khaki, black, gray, brown, or solid color blue denim or black jeans and shorts. (No other colored jeans.) *Leggings/jeggings may not be worn as a substitute for pants.* Leggings/jeggings can only be worn as tights under skirts, shorts, jumpers, etc. **Any garment worn over the leggings must be no shorter than 4" above the knee.** Any solid color polo-style dresses may also be worn. Dresses/ shorts/skirts/ skorts may not be more than 4" above the knee. Shorts, solid color leggings (no lace) or tights must be worn under all jumpers, skirts, and polo dresses.

Hair: Conservative neatly trimmed and groomed hairstyles (natural color) are required of both boys and girls.

Shoes: Must be conducive to the classroom and playground. Students should wear athletic shoes on Tuesday/Thursday for PE. Socks or tights must be worn. Sandals and dress shoes are inappropriate for school wear, as are any high heels, platform shoes, boots, open-toed and/or open-heeled shoes.

Sweaters, Sweatshirts, and Jackets: Patterns and appropriate wording is allowed. Polo or school shirts must be worn beneath any sweaters, sweatshirts (pullover/zip up), or jackets (including fleece). *Please write your child's name in all outerwear.*

General Standards for Boys and Girls

- Clothes must be in good repair, with no frayed edges, tears, rips, or holes.
- All clothing must fit properly. Parents may allow for growth, but baggy/oversized or excessively tight clothes are unacceptable.
- Athletic wear, such as sweat pants, nylon running pants/shorts, and dance or yoga pants, are not appropriate pants for school.
- Clothing should be conducive to safe playing on the playground. (No ankle length dresses or inappropriate footwear as noted above.)
- All undergarments must be tucked in and not visible.
- For safety, girls' earrings must fit completely on the ear lobe (no dangling earrings).
- Make-up is not permitted at school or at school functions.

THE ADMINISTRATION AND STAFF RESERVE THE RIGHT TO MAKE THE FINAL DECISION ON THE ACCEPTABILITY OF ANY CLOTHING OR APPEARANCE. PARENTS OF STUDENTS NOT IN DRESS CODE MAY BE CALLED TO BRING APPROPRIATE CLOTHING.

Please check your student each morning for all items of “dress code” clothing. This would include socks and shoes, as well as a neat and trim hair style that will not be a distraction throughout their day. If your student arrives at school “out of dress code” a note will be sent home as a reminder. If there are continued days of dress code unpreparedness, a parent will be called to bring appropriate dress code clothing.

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 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.

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 August 1st. The percentage of this discount is determined and announced each year.

Prompt payment of tuition is expected. Accounts are due on the first of each month and are delinquent after 3:00 p.m. on the 10th. When the 10th falls on a Saturday or Sunday, the grace period is extended to 3:00 p.m. Monday. There will be a

\$20 late fee charged for any payment not received in the school office by the due date/time.

Tuition payments may be mailed or brought to the office. Kindergarten through 6th grade tuition payments are received in the Elementary Office.

The first payment is due September 1st. The last tuition payment is due June 1st. Any alternative payment plans must be approved by the administration. As a convenience to parents, third - sixth grade tuition rates include payments for Ironwood, Genesis Account and Rawhide Ranch camps, respectively.

Any tuition payment check returned by a bank due to insufficient funds will result in a \$25 charge to the parent. A second "insufficient funds" check will result in all future payments being made by cash, cashier's checks, or money orders only.

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 re-enroll.

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.

Milk (optional for kindergarten through sixth grades): \$50.00 per year, payable with September tuition.

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 Grace School 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 and the office will give as needed.

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 Grace School 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 then will be offered to the "finder."

LUNCH AND MORNING SNACK POLICY

Los Altos Grace School does not provide food services other than milk at lunchtime. (Milk orders are handled on an annual basis only, not daily. The cost is \$50.00/year paid in September.) 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.

PARENTS

Involvement Opportunities

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

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 Lunches

Scrip Program

Jog-a-thon

Open House Volunteers

“Walk Through” Programs (Gr. 4-6)

Thanksgiving Feast

Attendance at Chapel and Assemblies

Family Nights

Parent Support Group (PSG)

All parents are invited to participate in our Parent Support Group.

PSG meets one Monday a 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.

PHOTO POLICY

As your child participates in special event, 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 never post photos/videos of children (other than your own) on any social media outlets (Facebook, Instagram, Twitter, etc.)
- Photos/Videos taken by the teachers will be used for school purposes such as yearbook, class displays, slideshows, videos, and/or website. They will not be shared through any social media (Facebook, Instagram, Twitter, etc.) without prior approval.

We are always thinking of the safety of our children. 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.

REPORT CARDS AND PARENT-TEACHER CONFERENCES (Grades K - 6)

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.

Birthdays: Los Altos Grace School does not permit individual birthday parties in the classroom, and parents are asked not to send birthday 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. Special recognition for each “birthday student” will be given in class.

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 receive and 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, 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 8:00 a.m. to 3:00 p.m. Please make calls during this time.

TESTING

In addition to regularly scheduled classroom examinations, the TERRA NOVA standardized test, which is sponsored by the Association of Christian Schools International, will be administered each spring to grades 3-6. Our students' test scores consistently rank above the national average.

VISITORS

All parents and visitors must check with the school secretary 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.

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.
Character Trait: Self-Discipline — Proverbs 25:28

I, even I, am the LORD, And besides Me there is no savior. Isaiah 43:11

October: The Bible is God's word and the source of all truth.
Character Trait: Responsibility/Work — Ecclesiastes 9:10a

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

November: Man was created by God.
Character Trait: Friendship — Matthew 7:12a

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

December: Everyone is sinful by nature and cannot save himself.
Character Trait: Compassion — Ephesians 4:32

For all have sinned and fall short of the glory of God. *Romans 3:23*

January: God's gift of salvation is through Jesus.
Character Trait: Respect/Obedience — Romans 12:10

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

February: Salvation is by grace and not works.
Character Trait: Honesty — Proverbs 12:22

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

March: As believers we will live to please the Lord.
Character Trait: Loyalty — Joshua 22:3

You shall love the LORD your God with all your heart, with all your soul, and with all your strength. Deuteronomy 6:5

April: A believer will pray.
Character Trait: Perseverance — Galatians 6:9a

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

May: Believers can stand against temptations.
Character Trait: Courage — Joshua 1:9

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

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

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.”

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