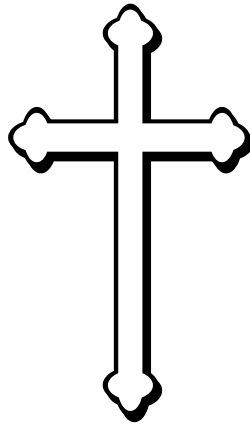


ALISO VIEJO CHRISTIAN SCHOOL

A MINISTRY OF LUTHERAN CHURCH OF THE CROSS



Parent Handbook 2011-2012

*Grow in the grace and knowledge of our
Lord and Savior Jesus Christ.*

II Peter 3:18

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Accredited by
Association of Christian Schools International (ACSI)
and
Western Association of Schools and Colleges (WASC)

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II Peter 3:18

Mission Statement

It is the mission of the school, as a ministry of Lutheran Church of the Cross, is to be a Christ-centered, Bible-based environment, which provides academic excellence and nurtures students to become life-long learners who know Jesus Christ and share His Word, His grace, and His love with all people.

Educational Philosophy

Teaching the Christian faith is integrated in all we do, because we believe in one God who is eternally revealed through the Creator, our Heavenly Father and source of knowledge; through Jesus Christ, His only Son and our source of salvation; and through the Holy Spirit, the Sustainer and Giver of Faith.

Qualified Christian teachers provide an excellent learning environment of safety, security, respect, and Christ's love.

Academic excellence is attained through the core curriculum, which is sequential, cumulative, and developmentally appropriate for each grade level.

Students experience educational opportunities to develop good communication, problem solving, critical thinking, and collaborative skills enabling them to lead the Church and their generation into the future.

Students are encouraged to be good stewards of all the Lord has entrusted to their care, utilizing their time, talents, and energies for the glory of God and the welfare of others.

Parents are an integral part of their child's educational experience, partnering with the school to promote spiritual, academic, physical, and social growth.

AVCS uses and develops curriculum that will further the love of learning, increase knowledge, glorify God, challenge students, and follow a consistent developmental scale, while meeting and exceeding the state competencies.

As an extended ministry of Lutheran Church of the Cross (LCC), Laguna Woods and Aliso Viejo, AVCS invites all students and families to worship weekly, attend Sunday School, and participate in ongoing Christian ministries at their own local churches or, if they do not belong to a local church, at LCC. Lutheran Church of the Cross is an evangelical, Christ-centered, and Bible-based family of faith. You are welcome at all worship services and or activities.

Statement of Faith

Please carefully read the following statement of our faith. Hopefully, it is also the statement of your family's basic Christian conviction. While we respect all people and their religious beliefs, AVCS will teach these Biblical principles as Truth. Aliso Viejo Christian School will strive to lead all students into a continuing commitment to Jesus Christ as Savior and Lord.

The Bible: We believe that the Bible is God's Living Word, without error in terms of God's intent in original manuscripts. Inspired by God's Spirit, the Bible is still our final authority in matter of faith and life (II Tim. 3:16, Psa. 119:105).

God: We believe there is one God (Deut. 6:4), eternally existing in three persons: the Father, the Son, and the Holy Spirit (Matt. 3:16-17, 28-29, Cor. 13-14).

Jesus Christ: We believe that Jesus Christ, in His earthly ministry, was both fully God and fully human, and is now in His glorified state equal and co-eternal in the one Triune Godhead. Jesus' death and resurrection paid the penalty for our sins and, by grace through faith, offers believers full forgiveness and eternal salvation (I Tim. 3:16, Isaiah 9:6, Rom. 4:25, Col. 1:15-20, Gal. 2:20, I Peter 2:24).

The Holy Spirit: We believe that the Holy Spirit, also co-eternal in the Triune Godhead, brings us to a saving faith in Jesus Christ as Lord and Savior, as the Holy Spirit teaches, gathers, and equips believers to live lives that bring honor and glory to the Lord and fullness of life to the world (Acts 2, I Cor. 12:1-31, 14:1-12, Gal. 5).

Human Nature: We believe that human nature contains selfishness and sin, which are not removable by human means (Isa. 53, Rom. 3).

Salvation: We believe that Christ alone (Acts 4:12, John 14:6) provides what the human needs---forgiveness of sins, assurance of eternal life, and joyful peace. This is called salvation and is a free gift "Grace" (Eph. 2:8-9).

The Church: We believe that we are a part of the one, true Church (Eph. 3:4-6, Rom. 12:5) made up of all who believe in Christ as Lord and Savior. We extend the proclamation and invitation of this Gospel (salvation through Christ) to all people, and welcome into Christian fellowship all who accept this message and believe in Jesus Christ as Lord and Savior (Rom.15:7).

Prayer: We believe that God invites us to pray and that He always hears and answers prayers in ways that respect our bidding and fulfill His ultimate will (James 5:16, Matt. 18:18-20).

Baptism and the Lord's Supper: We believe that Jesus instituted Holy Baptism and the Lord's Supper as a promised means of His Grace. We believe the Lord truly acts in the sacraments, and that our faith is an essential part of the equation, which makes the sacraments real and effective (Mk. 16:16, I Cor. 11:23-29).

The Second Coming of Jesus Christ: We believe that Jesus Christ will return in glory and power to judge the living and the dead (Matt. 25:31, John 14: 1-6, Rev. 19-21).

Christian Lifestyle - based on the Bible, God's word given to His Church:

- We believe that Christians are to be actively involved in sharing the saving Gospel of Jesus Christ with all people who do not yet believe in Jesus Christ as Lord and Savior as the sole means of salvation.
- We believe that a full sexual relationship belongs within the boundaries of a publicly committed marriage between one man and one woman.
- We believe in the sanctity and defense of all human life including the unborn.
- We believe that Christians are to be pro-active in peacemaking, seeking justice, and meeting human needs for all people.
- We believe that Christians are to work actively to break down the barriers that divide people—especially those barriers of race, economics, and gender. We do not believe that these distinctions will matter in heaven and teach that the Church on earth should begin to mirror this eventual reality.

Curriculum

The following will be taught in Kindergarten:

Bible, reading readiness (letters and sounds, moving into beginning reading for those who are ready), math, social studies, science/health, physical education, motor skills, fine arts (art/music), printing, and computer science.

Texts used in Kindergarten:

Bible: Biblical Choices (Standard Publishing)

Phonics: Starting Off with Phonics (Modern Curriculum Press)

Language Arts: Beginning to Read, Write, and Listen (McGraw-Hill), Wordly Wise (Educators Publishing Services), Accelerated Reader (Renaissance Learning), Words Their Way (Prentice Hall)

Math: Saxon, Modern Curriculum Press (Pearson Learning)

Social Studies: Houghton Mifflin

Science: FOSS (Delta Education), Harcourt Science (CA)

Art: Meet the Masters

Physical Education: Physical Education Framework (CA)

The following will be taught in 1st thru 8th Grade:

Bible, reading, math, social studies, geography, science/health, physical education, fine arts, handwriting, language arts (phonics, reading comprehension, vocabulary development, spelling, writing, analogies and grammar) reading groups – grades 1st-3rd, literature circles – grades 4th-8th music, PE, and computer science (All grades – keyboarding, grades 2nd-5th may include – creative writer, Word, Power Point, Excel 6th - 8th Word, Excel, Power Point, Desk Top Publishing, Web Page Design, Newspaper, and Video production.

Texts used in 1st thru 5th Grade:

Bible: Biblical Choices (Standard Publishing)

Language Arts: Signatures (Harcourt), Accelerated Reader (Renaissance Learning)

Language Arts: Enrichment (1st & 2nd Grade): Open Court (McGraw Hill)

Vocabulary: Wordly Wise (2nd-5th Grade) (Educators Publishing Services)

Spelling: Words Their Way (Prentice Hall)

Handwriting: Manuscript, Cursive

Novel Studies

Math: Saxon

Social Studies: Houghton Mifflin

Science: Harcourt Science (CA), FOSS (Delta Education)

Art: Meet the Masters

Physical Education: Physical Education Framework (CA)

Music: Music Standards Framework (CA), Composer Countdown (K-3rd Grade)

Texts used in Middle School (6th thru 8th Grade):

Bible: Christ in My Life (ACSI), Daring Deliverers (ACSI), Let God Be God (ACSI)

Language Arts: McDougal Littell, Accelerated Reader (Renaissance Learning)

Vocabulary: Wordly Wise and/or Classical Roots (Education Publishing Services)

Vocabulary Roots: (Educators Publishing Services)

Math: Course 1 (Prentice Hall), Pre-Algebra and Algebra (Prentice Hall), Geometry (Glencoe/McGraw Hill), Algebra 2 (McDougal Littell)

Health: ACSI

Texts used in Middle School (6th thru 8th Grade) - continued:**Social Studies:** Houghton Mifflin**Science:** Glencoe/McGraw Hill**Spanish:** TPRS Spanish Curriculum**Physical Education:** Physical Education Framework (CA)**Music:** Music Standards Framework**Supplemental Academic Enrichment:** 1st thru 8th Grade – Daily Geography, Daily Analogies, Daily Oral Language, Daily Math, Math Challenges, Daily Science, Creative Writing, Research Writing, Study Skills and drama.

AVCS Curriculum Enrichment Programs

AVCS students are given a variety of opportunities for expression and development. Music, PE, Spanish, library, and computer classes are scheduled for students. Middle school will also have enrichment, which may include study skills, health, writing/research paper, vocabulary roots, media production, biblical mission, speech and drama, and computer technology

Activities: We believe it is our responsibility to assist students in the development of their God-given talents. In addition to the curriculum, a number of programs may be offered, such as scouting, intramural sports, foreign language, and instrumental music, along with other possibilities throughout the year.

Admission Policy

Lutheran Church of the Cross Schools are a ministry of Lutheran Church of the Cross, Laguna Woods and Aliso Viejo. Lutheran Church of the Cross Preschool and Aliso Viejo Christian School admit students of any race, color, nationality and ethnic origin to the rights, privileges, programs, and activities made available to school students.

Aliso Viejo Christian School reserves the right to be selective in admissions regarding religious conviction and affiliation that in any way would be considered contrary to and/or undermining to the statements of faith and philosophy. The school further reserves the right to be selective in admissions regarding any student who may present undue burden upon the school to provide for his/her needs.

Students enrolling in Kindergarten must be five years of age on or before September 1st of the school year they are to enter. Students entering 1st Grade must be six years of age on or before September 1st of the enrollment year. Students entering 2nd Grade must be seven years of age on or before September 1st of the enrollment year. Students entering Third Grade must be eight years of age on or before September 1st of the enrollment year. (Exceptions for 1st, 2nd and 3rd Grade require administrative approval.)

Aliso Viejo Christian School attempts, through screening (such as but not limited to: interview, placement tests, school recommendation form, grade level report cards, standardized test scores), to prevent the possibility of asking a student to withdraw after admission. Students must meet academic and citizenship entrance requirements and maintain successful school performance. All enrollments, however, are viewed as tentative, pending the student's satisfactory adjustment to the curriculum, academic code of honor, school operation, and standards of conduct. Final determination for enrollment will be the decision of the school administration. Aliso Viejo Christian School strives to meet the educational needs of each and every student. In the event a child has a special academic or behavioral need, AVCS will review each case in order to determine what is in the best interest of the child.

Parental Involvement

Parental involvement is encouraged at Aliso Viejo Christian School. Volunteering in school activities, classroom functions, Chapel, and parent/teacher conferences provides opportunity to become involved in your child's education. During Back-to-School night and throughout the school year, there will be many opportunities for signing-up to volunteer within the classroom and through PSEO (our parent organization).

To enhance a better understanding of the educational process on the part of every family, parents are invited to visit their child's classroom during the school year. Attendance on class field trips is also encouraged. Parents are welcome and encouraged to participate in a variety of ways, but arrangements for any visitation or classroom help should be made with your child's teacher in advance. As this time is very important to your child's education, siblings are not to be in attendance.

Aliso Viejo Christian School believes and strives for a partnership with each child's parents. Communication and cooperation between home and school are essential. Please check with your child's teacher as to the individual classroom method for parent/teacher communication (homework folder and/or e-mail). Phone calls to teachers are to be directed through the office and will be returned as soon as possible (within a 24-hour period).

Parents and children who do not have a local church home are invited to participate in weekly worship, Sunday school, and all bible studies and fellowship at Lutheran Church of the Cross, Laguna Woods and Aliso Viejo.

Academic Code of Honor

Whereas: Christian values and moral behavior in education are essential, and individual students are responsible for their own work and actions; the individual school and society benefit greatly from the maintenance of Christ's standards. Therefore, be it known, that the following Academic Code of Honor is in effect at Aliso Viejo Christian School:

- The student shall respect the rights, dignity, and integrity of other students, teachers and support staff.
- The student shall respect another student's right to privacy of materials, tests, and property.
- The student shall be responsible for his/her own homework.
- The student shall behave in an honorable way so as not to either acquire or provide an unfair advantage over fellow students or to hinder other students' progress.
- Before, during and after examinations, the student shall use only those materials allowed by the teacher or those made available to all students by the teacher.
- The student, when doing research assignments, shall give proper credit (footnotes, citations, Internet and/or bibliography in compliance with teacher instructions) to those sources used in order to avoid plagiarism.

Academic Code of Honor will be enforced in the following manner:

First Occurrence

- The teacher may assign an **F, Zero, or U** for the work in question.
- The teacher may refer the incident in writing to an administrator.
- The teacher or administration will notify the parents of the student.
- The administration may place a notation of the Honor Code violation in the student's central file.
- The administration may assign detention or other disciplinary penalties to the student.

Second Occurrence

- The teacher will assign the letter grade of **F** or **U** for the work or assignment in which the violation occurred.
- The administration will place a notation of the second honor code violation in the student's central file.
- The teacher or administration will notify the parents of the student.
- The administration may suspend the student from school or assign other disciplinary action.

Academic Eligibility Standards

Aliso Viejo Christian School has established the following eligibility standards for co-curricular participation.

The "C" Eligibility Rule applies to students who represent AVCS as elected or appointed representatives, who compete on school teams or to students who represent the school in a performing group. Extra-curricular activities may be held during school hours or outside of school hours. The rule is as follows:

- A "C" average is a 2.0 grade point average.
- Students must maintain a "C" average (2.0) in the previous grading period.
- If a student does not maintain a "C" average in the previous grading period, the student is ineligible to participate in extra curricular activities for the next trimester grading period.
- Eligibility is determined at each trimester.
- A student may earn one (1) "F" and if the student's overall grade point average is a "C" average, the student will be eligible. A student who earns two (2) "F's in one grading period is automatically declared ineligible.
- Students who have been declared ineligible because of a below average GPA in grading period may appeal to the principal for an eligibility waiver.

Grading Guidelines and Standards

The following guidelines and standards are designed and intended to express how a student performs in specific subject areas. Grades are reflective of the student’s work, study, and social skills. At Aliso Viejo Christian School grades are based on a percentage scale.

Kindergarten student’s assessment will be expressed through an evaluation report.

S = Satisfactory progress in subject area N = Needs Improvement
 I = Improving in subject area □ = Not Introduced yet

1st thru 3rd Grade:

	Percentage:
O - Outstanding	O = 90% --- 100%
G - Good	G = 80% --- 89%
S - Satisfactory	S = 70% --- 79%
N - Needs Improvement	N = 60% --- 69%(Passing)
U - Unsatisfactory	U = 0% --- 59%

4th thru 8th Grade:

Percent	Range	GPA	Percent	Range	GPA
98% - 100.0%	A+	4.0	73% - 76%	C	2.5
94% - 97.9%	A	4.0	70% - 72%	C-	2.0
90% - 93.9%	A-	3.75	67% - 69%	D+	1.7
87% - 89.9%	B+	3.7	63% - 66%	D	1.5
83% - 86.9%	B	3.5	60% - 62%	D-	1.0
80% - 82%	B-	3.0	59% - Below	F	0
77% - 79%	C+	2.7			

Pull-out Grades: The grading schedule for the pull-out classes (PE, Music, Spanish, and Computer) are as follows: For classes that meet 1 time per week: **1st trimester:** No grade recorded at either midterm or end of the trimester. **2nd trimester:** Grade will be recorded at mid-trimester as a progress report and only if the student is achieving a B or below. The grade will not count toward the honor roll. **3rd trimester:** A progress report will be issued at mid-term, and a final grade recorded at the end of the trimester. This grade will count toward the honor roll in grades 4th-8th.

For classes that meet 2 or more times per week: 1st trimester: The grade will be issued at the end of the trimester as a progress report only. **2nd trimester:** A progress grade will appear at mid-term only if the student is achieving a B or below. A final grade will be recorded at the end of the trimester and will count toward the honor roll for grades 4th-8th. **3rd trimester:** A progress report will be issued at mid-term and final grade will be recorded at the end of the trimester. This grade will count toward the honor roll.

For classes that meet every day for that trimester: A progress report will be recorded at mid-term and a final grade will be recorded at the end of the trimester. This grade will count toward the honor roll for 4th thru 8th Grade.

Grading will appear as follows: **For Kindergarten thru 3rd Grade:** DV – Developing the necessary skills
 NI – Needs to Improve

For 4th thru 8th Grade: The grades will be the same as other academic areas.

Academic Honor Roll and Academic Achievement

To attain the Academic Honor Roll and Academic Achievement Awards, students need to have maintained the following grade point average for a grading period. The categories are as follows:

(4th thru 8th Grade)	
Academic Honor Roll	
Highest Honors	3.96 – 4.00
High Honors:	3.75 – 3.95
Honors:	3.50 – 3.74

Also, to attain the Academic Honor Roll and Academic Achievement Awards, students need to have no more than 5 tardies per trimester and need to demonstrate Christ-like citizenship and behavior in the classroom, on the playground, and during all school sponsored activities. All Academic Awards will be given at the end of each trimester. Students in 1st thru 3rd Grade may receive awards in individual subject areas. There will also be monthly awards given for class consistency or growth in a particular quality (Fruit of the Spirit and/or Conquerors). End of the Year Awards will include both Academic Achievement and Honor Roll, as well as Outstanding Attendance, 100% Bible verses, Fruit of the Spirit Character Traits, and Athletic Achievement awards. A note or phone call will be sent home indicating that your child will be receiving an award, and your attendance would be appreciated.

Academic Probation and Extra-Curricular Eligibility

Any student with a GPA lower than 2.0, or any grade lower than a C- at the time of progress reports or report cards will be ineligible to participate in extra-curricular activities (i.e. athletics, drama productions, student council, etc.) during the following week. Students who continue to be on academic probation for two consecutive trimesters may be placed on an academic contract.

Promotion Policy

Students are promoted to the next grade upon successful completion of the academic program in the previous grade. Decisions are made by the teacher and administration, in consultation with the parents, as to whether to retain or promote a child. This is based upon classroom performance, absences, test scores, as well as emotional and physical aptitude.

Homework Policy

The primary purpose of homework is to reinforce content material already taught and to develop habits of independent study and discipline. Homework will be assigned as a regular part of the daily instruction. Daily homework reinforces the learning process and demonstrates that learning occurs in all aspects of our life, not just in the classroom setting. The curriculum requires a determined amount of material to be covered and therefore incomplete or improperly done classwork may be sent home each night to complete.

Homework is an essential part of school life for students and an extension of our program. The following guidelines should be considered:

- Parents need to be aware that homework assignments require careful supervision. A peaceful working environment, as well as patience and compassion will facilitate learning.
- If your child becomes frustrated with a particular problem make a note of it and move on. His/her teacher will review the work and discuss all problems the following day.
- Homework should not be new material to be taught by the parent. Rather, homework should help a student gain mastery of material or skills taught by the teacher.
- Parents can share in their child's learning through assistance in the practicing and reinforcing process of homework. By doing so, homework becomes a form of communication regarding what is happening in class.
- Generally, homework is not assigned over weekends or holidays in Grades K-4th. Students should have time to develop other social and cultural interests outside of school.
- Each class will have a homework policy communicated to the student and parent at the beginning of the school year. This should include an explanation of expected homework patterns.
- Previously scheduled assignments are due the first day the student returns to school.
- In Middle School, late assignments receive a grade of 50% or lower.
- Time Guidelines: These are meant to be guidelines and may vary depending upon many factors. Homework for elementary students is usually given four nights a week, except when a student is working on a project, etc. which may require more time. Middle school students may have homework assigned over the weekend.

1 st Grade:	20 - 60 minutes each night
2 nd Grade:	25 - 60 minutes each night
3 rd Grade:	35 - 60 minutes each night
4 th & 5 th Grade:	45 – 90 minutes each night
Middle School:	90 – 180 minutes each night

- Please have your child read every night as reading is essential for learning both academic and spiritually.

Homework Requests

Students who miss school due to an excused absence will be given any missed work the next day the student is in school. Students may also check the school website for homework. Students will be given a reasonable amount of time (one day per day missed), after they return, to complete missed work. However, due to the nature of some assignments, students may not be able to make up the exact assignment missed. In this case, an alternative assignment will be provided. Students, who miss school due to unexcused absences such as non-school holidays, may receive credit for school work missed during such absences at the teacher's discretion. If notified in a timely manner (at least one week prior to the absence), teachers may provide assignments for students to complete during their absence, or they may require the work be completed prior to the absence.

Standards of Conduct

Aliso Viejo Christian School maintains a high Standard of Conduct. We believe the most effective learning environment is maintained when all students act with kindness and compassion reflecting Christ and a Christ-like manner. Students at Aliso Viejo Christian School are expected to behave in a manner that demonstrates a respect for the right of all students to learn and the right for all teachers to teach. We value truth, academic integrity, a healthy mind and body, and respect toward one another. Each student has the right to feel safe and free from physical, verbal, social alienation, intimidation, and cyber harm (bullying). Established guidelines are designed for all students to feel safe and to learn in a Christian environment. Aliso Viejo Christian School, being a Christ-centered and Bible-based environment, utilizes an assertive discipline program, based on positive behavior management, and integrated with Christian values, forgiveness, redemption, grace, and the Fruit of the Spirit.

Be kind and compassionate, forgiving each other, just as Christ God forgave you.

Ephesians 4:23

Discipline

As a Christ-centered school, our role as teachers, staff, and administration is to enable your child to become a “disciple” student who will follow in the way(s) of the Lord. AVCS desires to turn a student’s misbehavior into a ministry to the student’s true needs and an experience that motivates the student toward better choices in the future. Discipline is a life-long learning process. At AVCS, we strive to:

- Build a faith in Christ
- Follow the principles of God’s Word
- Submit to the authority of God, parents, and teachers (Hebrews 13:17)
- Understand what is inappropriate behavior
- Provide ways to re-direct to appropriate behavior
- Be kind, compassionate, and courageous to stand up for others that are being mistreated
- Internalize through prayer and guidance Christ-like behavior into the heart and life of each child
- Follow Jesus and become His disciple

“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test what is God’s will – his good, pleasing and perfect will.” Romans 12:2 NIV

For discipline to be effective there needs to be a partnership between home and school. Parents need to:

- Provide prayer, support and seek understanding through communication with the teacher
- Realize the learning process of discipline from inappropriate to appropriate behavior
- Teach acceptance of responsibility for behavior – not excuses for behavior. “If we claim to be without sin, we deceive ourselves and the truth is not in us” (1John 1:8 NIV)
- Provide a partnership with the school by “following through” at home

“The Word of God changes things. It changes situations. It changes attitudes. It changes personalities. It changes behavior. It changes people. ...God’s Word provides the basis and direction for appropriate behavior.” (Classroom Discipline, Gibson and Haddock, ACSI, p. 19)

Based upon God’s word and prayer, our discipline plan outlines our school expectations, behavior expectations, tardy policy, and discipline procedures for appropriate behavior.

School Expectations:

- Be on time and prepared (Psalm 31:15, 2 Timothy 2:20-21)
- Listen carefully and follow directions (Proverbs 12:15)
- Keep hands, feet, and objects to yourself (1 Peter 2:17, 3:15)
- Be courteous and kind to everyone (Ephesians 4:32)

Behavioral Expectations: A Christian attitude, exemplified in the student’s behavior, is expected at Aliso Viejo Christian School by showing respect for adults, fellow students, self and property. While teachers will be more specific about behavioral expectations, each student is expected to:

- **Respect adults** by greeting adults in the halls and anywhere on campus; answering appropriately when spoken to; using polite and proper language; helping direct visitors on campus; offering to help adults carrying packages, opening doors, etc.; communicating with the office personnel at the front desk when entering the office; and using the telephone in the school office only with permission of the teacher or the office secretary.
- **Respect fellow students** by avoiding inappropriate behavior; being caring and helpful when needed; being kind and compassionate; wearing the complete school uniform; refraining from fighting or provoking a fight; and refraining from activities which might incur physical harm to another person; and refraining from bullying behavior.
- **Respect one’s self** by following the school rules; using the bathroom facilities in a clean manner; keeping an orderly desk and classroom, keeping track of personal belongings; walking instead of running when inside the buildings or on the sidewalks; using play equipment only when supervised by a school staff member; and always being honest.
- **Respect school property** by keeping classrooms, desks, and eating areas neat and clean; refraining from defacing school property (e.g., writing on or scratching desks, walls or furniture, or textbooks); eating all food at recess, lunch or after school and not in the classroom; gum chewing is not permitted at any time; and being in a classroom only when an adult is present.

Beginning each school year, teachers will establish their classroom expectations and guidelines. The Director of Supervision will also establish appropriate playground behavior which will be shared with all students, staff, and teachers. To encourage students to follow classroom and playground expectations, the administration, teachers, and staff will recognize appropriate behavior in the following ways:

- Positive Affirmations = “Catch them being Good”
- Verbal praise, hugs, encouragement
- Daily Incentive = stickers, stamps or treat
- Fruit of the Spirit ticket = given for displaying behavior reflective of the Fruit of the Spirit.

In Kindergarten thru 3rd Grade, if a student chooses to break a rule, the following steps will be taken using our colored tag pulling system:

GREEN	= Great day!
YELLOW	= Warning
BLUE	= Time-out
ORANGE	= 2 nd time-out (extended)
RED	= All of the above and a note home and/or visit with the Principal

In Kindergarten thru 5th Grade, a conduct card or student planner notation (4th and 5th) may be sent home for you to review, initial and return if your child’s teacher deems necessary. In Middle School, the steps will follow the disciplinary procedure. Middle School students who continue to demonstrate disrespect in the

classroom, in the hallway, in the restroom, and/or playground activity area will be assigned detention and/or Saturday School.

Discipline Procedures – When the need arises to utilize discipline for a student the following procedures are established to work with the student to change and/or redirect behaviors. At AVCS, we desired to form a partnership approach between parents, teachers, students, administrators, and playground supervisors to work together to encourage and develop Christ-like behavior into the heart and life of each child

Disciplinary Procedure – Kindergarten thru 5th Grade

Step 1 Initial incident – written notation of problem (teacher’s record, ABC ticket and/or conduct card)
Teacher and Student conference, Parent notified

Step 2 Problem continues without improvement - written notation of problem (teacher’s record, ABC ticket and/or conduct card)
Teacher and Student conference; Teacher and Parent communication
Consequence assigned – recess, Biblical essay

Step 3 Problem continues without improvement - written notation of problem (teacher’s record, ABC ticket and/or conduct card)
Teacher, Parent, and Student communication, Administration informed
Consequence assigned – recess(s), Biblical essay

Step 4 Problem continues without improvement - written notation
Teacher, Parent, Student, and Administration communication
Consequence assigned – recess(s), in-school or out of school suspension

Step 5 Problem continues without improvement - written notation
Teacher, Parent, Student, and Administration communication
Student may be recommended for probation and/or withdrawal from school
(Probation may include, but not limited to, restricted or limited participation in school activities, sports teams, and student council.)

Disciplinary Procedure – Middle School

Step 1 Initial incident – written notation of problem (teacher’s record, ABC ticket and/or middle school documentation form, warning, and middle school team)
Teacher and Student conference, Parent notified

Step 2 Problem continues without improvement – written notation of problem (teacher’s record, ABC ticket and/or middle school documentation form, and middle school team)
Teacher, Parent, and Student communication, Administration informed
Consequence assigned – Biblical essay and 1 - 3 days of detention

Step 3 Problem continues without improvement – written notation of problem (teacher’s record, ABC ticket and/or middle school documentation form, and middle school team)
Teacher, Parent, Student, and Administration communication
Consequence assigned – Biblical essay and in-school or out of school suspension

Step 4 Problem continues without improvement – written notation Teacher, Parent, Student, and Administration communication
Student may be recommended for probation and/or withdrawal from school
(Probation may include, but not limited to, restricted or limited participation in school activities, sports teams, and student council.)

In certain situations, the teacher and administration, after gathering information and prayerful consideration, may feel the consequence for the behavior of an individual or individuals may warrant the immediate discipline procedure of in-school suspension, suspension from school, or withdrawal from school, and, therefore, acceleration of the discipline procedure steps. Examples of these incidents include, but not limited to, using foul language, inappropriate gestures, or act of aggression. Finally, if no progress toward improvement is shown, the parents may be requested to withdraw the child from Aliso Viejo Christian School. In more severe situations, a student may be expelled from Aliso Viejo Christian School for good cause. (Education Code for “good cause” and the Aliso Viejo Christian School expulsion procedures are available in the school office.)

Bullying

Bullying is the repeated hurtful behavior/incidents by one or more students of verbal, written, attitudinal, electronic expression, or physical action directed at another individual. Bullying behaviors include, but are not limited to:

- Name calling, racial slurs, comments regarding looks, clothing, possessions, family, etc.
- Exclusion from a group, not speaking to someone, gossiping, telling hurtful stories
- Stealing or damaging possessions
- Pressure to conform or disobey; ridicule
- Physical – hitting, pushing, kicking, pulling hair, deliberately tripping, etc.
- Cyber – text, email, chat, and other forms of social networking
- Retaliation

In the case of an incident or repeated behavioral/incidents, faculty, student, parents and administrators will follow the five step procedure outlined in the section on Disciplinary Procedure. Each incident or repeated incidents require the teacher, staff, and/or administration to implement a thorough investigation and corroboration by witnesses to ensure the safety of the student(s) and determine the necessary interventions and disciplinary steps.

Aliso Viejo Christian School works to create a climate of kindness and compassion in which students are encouraged and empowered to take a stand against bullying. When an issue of bullying arises, it is important to notify a staff member. As the body of Christ, we need to work together with all parties; therefore, the following guidelines have been established.

Policies and Procedures for Reporting and Responding to Bullying/Incidents

1. AVCS procedures for reporting an incident/bullying: Teachers, staff, students, parents, or others may provide a written or oral report to the administration. Reports from teachers and staff must be

written and recorded using either the incident reporting (ex. ABC Ticket) or detention form. Reports made by students, parents, or others may be made anonymously. With an anonymous report, no disciplinary action will be taken solely on this information. However, AVCS will create a teacher, supervisory, staff, and administrators notice to observe and record behavior of student(s).

2. Safety is the primary focus for all AVCS students. Responses to promote safety may include, but are not limited to, creating a personal safety plan within the classroom and playground area and identifying a teacher/staff member as a "safe person." Appropriate strategies for protecting those students from retaliation will be implemented for those who provide information during the investigation or provide reliable information about a reported incident/bullying.
3. As with each incident/bullying, the administration will notify the parents of the involved students and if warranted, the local law enforcement agency.
4. Investigation of an incident/bullying will be conducted by the administration and/or Director of Supervision and includes interviewing all necessary individuals and gathering information while maintaining confidentiality. A written record of the investigation will be completed.
5. The administration and/or Director of Supervision will determine what redemptive action is required and disciplinary action is necessary. The parents of the student(s) will be notified by the administration and/or Director of Supervision about the findings of the investigation. Regarding the confidentiality of student records, specific information will not be shared.
6. In those situations in which a parent does not agree with the resulting decisions and action, the parent may write a letter to the chairperson of the Lutheran Church of the Cross School Ministry Committee detailing the complaint. The chairperson will convene a closed session of the Lutheran Church of the Cross Administrative/Personnel Committee to address the complaint and determine the response. The Administrative/Personnel Committee may also convene a closed meeting of the Lutheran Church of the Cross Church Council which has the final ruling.

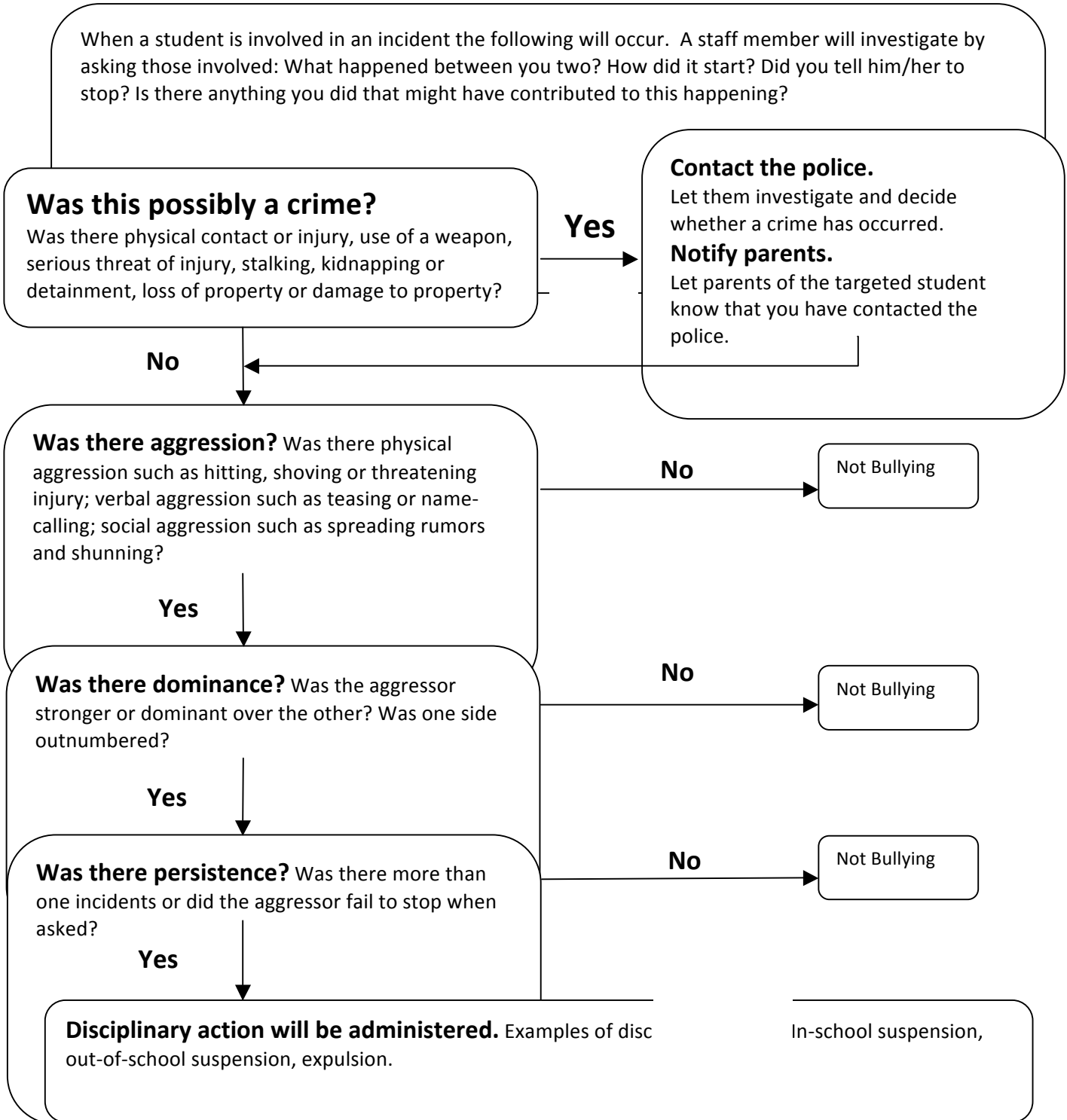
Non-employed parents are not allowed to approach another student concerning a disciplinary issue while on the AVCS campus and during school hours.

Bullying

Bullying is the repeated hurtful behavior/incidents by one or more students of verbal, written, attitudinal, electronic expression, or physical action directed at another individual.

*“Train up a child in the way he should go, and when he is old he will not turn from it”
Proverbs 22:6*

Bullying Assessment Flow Chart



Middle School Saturday School

Aliso Viejo Christian School strives to provide an educational environment where each student knows Jesus Christ as their Savior, knows the Bible is the living Word and demonstrates the Word and Biblical values in their attitudes, behavior, and choices. Thursday lunch detention is assigned to students who have not adhered to the school rules, policies established in each classroom, or a violation of the dress code and uniform policy. Additional violations/detentions, as clarified in the Middle School manual, may lead to the assignment of a Saturday School. Saturday School is scheduled from 8:00 – 11:00 on the second Saturday of each month.

- The cost to the student/parent is \$10/hour with a total cost of \$30.
- The student must attend in uniform.
- If the student does not show for the scheduled Saturday School, two (2) additional Saturday School are assigned, and the cost is doubled.
- If a student does not come to the two (2) additional scheduled Saturday School, the student is placed on an Out-of-School Suspension and behavior contract.
- During the three (3) hours, the student will research and write a Biblical perspective on his/her behavior, homework and /or reading, and possible campus beautification service.

Our desire is for each student to grow into Godly men and women who love the Lord, who know God's Word and values which are demonstrated in their attitudes, behavior, and choices! Please call the office if you have any questions. *For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.* Jeremiah 29:11

Student Cell Phone Usage

Students may **NOT** have cell phones at school outside of their back-packs, and cell phones must be turned off and **NOT** be used, seen in hand, or heard during the instructional/school day (7:30 – 3:30). Placing a cell phone into silent/vibrate or text messaging mode is not considered turned "off" and is prohibited. Students are not to leave the building(s) to use their phones, and any exceptions must be granted by the administration. If the student violates this policy, then the electronic device will be confiscated and turned over to the administration. The cell phones may be examined by the administration, including phone numbers called, pictures stored, and text messages sent and received.

- 1st Offense – The phone is turned over to the administration and can be redeemed at the end of the day.
- 2nd Offense – The phone is turned over to the administration and can be redeemed after 5 school days or by paying a \$20 fine.
- 3rd or Subsequent Offense – The phone is turned over to the administration and can be redeemed after 5 school days or by paying a \$25 fine. This fee will continue to increase by an additional \$5 for each subsequent violation of the policy.

Tardy Policy

*“Train up a child in the way he should go, and when he is old he will not turn from it”
Proverbs 22:6*

Being prompt and respecting others in the classroom and school develops responsibility. Middle School students are tardy after 8:00 with the warning bell sounding at 7:55. 4th & 5th Grade students are tardy after 8:15 with the warning bell sounding at 8:10. Kindergarten thru 3rd Grade students are tardy after 8:30 with the line-up bell sounding at 8:25 each day. One tardy student disrupts the learning environment and “costs” teaching time for everyone!

The following are the tardy procedures:

- The parent is requested to accompany the student(s) to the office when tardy.
- The teacher must receive a tardy slip signed by the school office. The teacher will record the tardy on the attendance sheet.
- When a student has been tardy three (3) times, the teacher will notify the parent.
- On the 5th tardy per trimester, the student will not qualify for honor roll. (4th thru 8th)
- The individual teachers will determine for their class how and when a tardy student is to enter the classroom.
- If a child has excessive tardies, with excessive being 5 tardies per trimester, the child may be assigned to recess detention or after-school detention.
- Further tardy violations will result in a parent/principal conference.

Withdrawal

If it becomes necessary to withdraw a student from school, the office should be notified two weeks prior to the actual day of withdrawal. The following will be sent when requested by the Principal or Registrar of the new school: report card, grade sheet (if the child has been present 10 days of the grading period), health records, and cumulative records. Before any transfer of records will be made, all financial obligations to AVCS must be completed. All books, tuition fees, etc. must be paid for, and teachers must complete a checkout form for each student. Please remember that Application & Registration fees are **non-refundable**.

Student Check-In and Out

Check-in and check-out must be done through the school’s main office whenever a student is brought to or taken from school during school hours. When checking out your student(s), the office will call the classroom to arrange for the student(s) to come to the office for dismissal. When checking in the student(s), the parent should accompany the student(s) to office to obtain an “admit” slip. (Please try to schedule appointments after school, if at all possible.) With the safety and welfare of the child as the main priority, students will be released only to those persons indicated on the emergency release form--NO EXCEPTIONS! Please communicate with your student(s)’s teacher and the office through written form if you have made special arrangements for the pick-up of your student(s).

Dress Code and Uniform Policy

The dress code of a specific uniform is outlined to assist the parents in their responsibility to see that their child wears the appropriate clothes to school while appearing neat, clean, and well groomed. Aliso Viejo Christian School believes that the student uniforms can assist in positive character growth. We therefore have a defined uniform policy. The guidelines are as follows:

Daily Uniforms

- Students are expected to be dressed in the correct uniform each day, unless a uniform-optional day is announced. Students just enrolled may be non-uniform for one week while their parents secure the proper uniform. ALL uniforms MUST be "True Grits" brand uniforms (unless otherwise specified).
- Clothing must have a proper fit. Girls' skirts must not be more than 4 ½ inches from the top of their knee. Boys' shorts must be worn at the waist and must not hang more than an inch below the knees. Shirts must be tucked into skirts, pants or shorts. (K thru 5th Grade)
- Proper uniformity requires that clothes be clean and in good repair.
- **All items must be marked with the student's name.** (It may be embroidered on the uniform.)
- Students need to wear athletic shoes that are comfortable and have closed toes (no sandals, high-tops, or platforms). Students should avoid shoes with slick bottoms. Athletic shoes are mandatory for PE. For safety reasons, shoes with shoe strings must have the shoe strings tied firmly and laced properly through the eyelets.
- For sun protection, appropriate hats may be worn on the playground only.
- Students must wear chapel uniform during all chapels and scheduled events.

Special Dress Days

- When there is uniform-optional (free dress) day, students must wear appropriate, non-offensive clothing. Tank tops, halter-tops, spaghetti-strings and clothing that expose the belly button region are not permitted. Tops must have 2" wide shoulder straps.
- Students may wear special uniforms (Daisies/Brownies/Scouts) to school on assigned days.

For the Girls

- Girls are not to wear both the slacks and the jumper/skirt at the same time. Shorts (bicycle type) must be worn under the jumper or skirt but must not hang down below the hem.
- Girls' hair must be neat and may not be extreme in style.
- Girls are permitted to wear only small earrings.
- Students may not wear make-up, nail polish (including french manicure), acrylic nails and excessive and inappropriate jewelry. Necklaces must not be excessive and must be worn under the shirt. No more than a total of 3 bracelets are allowed.

For the Boys

- Boys are not permitted to wear earrings. Boy's hair should not be longer than collar length. Boy's hair should not cover their eyes and should not spike higher than 1 inch.

Middle School Privileges

- Middle School students do not have to tuck in shirts. Under-shirts should not be visible. Students must tuck in shirts for chapel services.
- Girls are permitted to wear tinted moisturizer or light foundation. Girls may not wear any other make-up. Girls may wear nail polish (NO acrylic nails permitted).

Additional Dress Code Information for Boys and Girls

Dress Code Violation Procedures

AVCS reserves the right to decide whether the student's apparel is appropriate, modest, conservative, clean and neat. Continual violation of the dress code will result in disciplinary action. We want our students to represent our school in a manner that is appropriate and pleasing to the Lord.

Staff, faculty, and administration will closely monitor the dress code. **Parent support is the key!**

Step 1:

The first time a student is not in compliance, a warning will be issued and explanation given on the infraction.

Step 2:

The second time, a note will be sent home, which must be signed and returned to the teacher.

Step 3:

The third time, the student will be referred to the Principal and /or the Assistant Principal. Parents will be called and asked to bring the appropriate clothing. In the event a parent cannot be reached, the office will provide "on loan" clothing that must be washed and returned within 2 days.

Required Uniform

Uniforms MUST be purchased from True Grits school uniform (949) 498-3516, 971 Calle Negocio, San Clemente, CA, 92673.

Uniforms

Boy's Uniform

Shirts:

- White, short or long sleeve, polo-style shirt (with logo), Chapel uniform
- Navy blue or green short or long sleeve, polo-style shirt (with logo)
- P.E. – Gray T-shirt with school insignia

Pants:

- Navy blue, anchor-twill, pleated or flat front pants
- Middle School – Navy blue and/or khaki, anchor-twill, flat front pants
- Belts required for 4th thru 8th Grade students

Shorts:

- Navy blue, anchor-twill, flat front walking shorts
- Middle School – Navy blue and/or khaki, anchor-twill, flat front shorts
- P.E. – Navy with AVCS logo, mesh or knit

Girl's Uniform

Shirts:

- White, short-sleeve, polo-style shirt (with logo), Chapel uniform
- Peter Pan blouse, ONLY to be worn under jumper (Chapel uniform), not with skirt, skort, pants or shorts
- Navy blue or green short or long sleeve, polo-style shirt (with logo)
- P.E. – Gray T-shirt with school insignia

Jumpers/Skirts:

- K thru 3rd Grade Black watch-style jumper
- 1st thru 8th Grade Plaid skort
- 1st thru 8th Grade Plain skort, Navy
- 1st thru 8th Grade Black watch-style skirt, Navy

Pants:

- Navy blue, anchor-twill, mid-rise pleated or flat front pants

Shorts:

- Navy blue, anchor-twill, walking shorts
- Navy blue bicycle shorts to be worn under uniform only
- P.E. – Navy with AVCS logo, mesh or knit

All Students:

Socks/Shoes:

- White or navy socks must be worn with closed-toe shoes (no sandals, high-tops or platforms shoes).
- Athletic shoes are mandatory for PE.
- White or navy tights are permissible.
- Full length white or navy leggings are permissible, socks should still be worn with them.

Sweatshirts/Sweatpants/Sweaters/Jackets:

- Sweatshirts and cotton sweatpants must be a solid dark navy blue (may have AVCS logo)
- Sweaters must be navy blue (may have AVCS logo)
- Jackets must be navy with no logos (may have AVCS logo)

AVCS Conqueror Athletic Gear: May be worn by students in lieu of PE shirts to support our teams.

Attendance Regulations

AVCS observes all laws and regulations as set forth by the State of California and local county authorities in regards to attendance. Absences, and especially excessive absences, will cause a child to miss valuable learning which may be reflected on evaluations and assessments. If your child is expected to be absent for any reason, please email their teacher. There is no need to call the office. Students must be in attendance for at least 4 hours to participate in an extra-curricular activity, scheduled on that day.

Excused Absences

The only absences that will be excused are for illness, death in the family and by special permission from the school administration. Students will have as many days to make up missed work, as they were absent.

Planned Absences

If you know that your child(ren) will be absent from school for an extended time, you must let the classroom teacher know as far ahead of the absence as possible. The teacher should have at least five school days to get work and material ready for a student who is planning to miss school.

Unexcused Absences

Any absence not listed above is an unexcused absence. Students must make up all missed assignments. A child must be present at school for at least 4 hours to be considered present for the day and to be permitted to participate in school and / or extra curricular activities.

Contacting Your Child at School

Our staff recognizes the importance of providing students with sustained, uninterrupted instruction. Interruptions and distractions must be limited to ensure that teachers can dedicate classroom time to the instruction of students. Please do not call your student during school hours. Lunches, lunch money, homework, PE clothes, etc., will not be delivered to the students. It is the student's responsibility to come to the office and check for such things. Messages cannot be delivered to students during the last half hour of school! We appreciate your understanding. Please make your after school arrangements in advance so this will not be inconvenient for you.

Health and Injury

All students need to have emergency information completed and filed in the office. When filling out the information sheet, it is imperative that you indicate any existing illness (i.e., allergies, asthma, diabetes, epilepsy, etc.), and list the current medication your child is taking. This information would be used during an emergency situation. It is very important that the emergency telephone numbers be updated throughout the year. We cannot contact you in the event of an emergency if the telephone numbers are outdated.

Please check your child for signs of illness before bringing him/her to school. A sick child cannot benefit from school and should stay at home to prevent spreading the illness to other children. A child should be fever free for 24 hours (without Tylenol) or free from colored nasal discharge before returning to school. Please email your teacher if your child is out sick.

When a child develops a fever or shows signs of illness, the parents/guardians will be notified so they can pick up the sick child. Minor injuries will be treated and parent/guardian notified. In the event of serious injury or medical emergency, 911 will be called and the parents/guardians will be notified.

Medication Dispensing Policy

All medications (this includes prescription medications such as (but not limited to) inhalers and epi-pens as well as non prescription over the counter medications such as (but not limited to) pain relievers, cough drops and vitamins) MUST be submitted to AVCS office personnel along with a completed "Medication Release" form signed by the child's physician as listed in their school application form. One form for each medication is required and must be updated as changes in medication occur. If your child is required to carry their medication on them, their physician must specify this on the "Medication Release" form. All medications must come in their original packaging. NO medication can be administered without the signed paperwork. NO parent phone requests to administer medication can be accepted.

Communicable Diseases

Should your child come down with a communicable disease during the school year, we would appreciate you notifying the office immediately. We endeavor to take every precaution to alert the other parents so that we may keep illness to a minimum among our students.

Head Lice

From time to time there are outbreaks of head lice at school. This is a very contagious pestilence acquired by coming in contact with someone else that has it or by using headgear or utensils of that person. If you find that your child has lice, please contact the school immediately. If the school determines that your child appears to have lice you will be asked to pick up your child immediately. Other parents of children in the classroom will be notified of the exposure. Each child sent home for lice infestation must be checked by the school office before returning to school. Literature regarding lice is available from our school office.

Emergency and Earthquake Preparedness Plans

Plans exist for the purpose of preparing our staff and your children to take the appropriate actions in the event of an earthquake or other type of emergency situation. We hold drills regularly throughout the year. In the following paragraphs are some instructions that we would like you to share with your children to insure their proper behavior and safety in the event of an emergency.

Please assure your child that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are made to remove hazards. Your children should be instructed to obey the directions of their teacher or child care workers. If walking or riding bicycles, please instruct your child to continue toward their destination (to or from school) when an emergency situation develops.

Your cooperation is asked in any emergency. Please do NOT telephone the school. Telephone lines will be needed for emergency communications. If you have any questions about our preparedness program, please contact the office. Thank you for your help and cooperation in the preparation of these emergency procedures.

Field Trips

Field trips are planned to be an extension of the regular curriculum. They should not be considered a day off from school. Attendance is required as on any other school day. Please note that most field trips are paid for in advance. For that reason, if your child is unexpectedly unable to attend for any reason, AVCS cannot guarantee your reimbursement. Participation in the field trip is at the discretion of the teacher. Make-up assignments similar to the objective of the field trip will be given to absent students. Students who do not show respect and obedience on field trips will miss subsequent trips. Buses or volunteer parents provide field trip transportation. If volunteer parents drive, they must have a copy of their valid and current drivers license and car insurance on file in our school office. No students may attend a field trip unless the "Authorization to Treat a Minor" and "Field Trip Permission Form" has been turned in.

Chapel

Parents are welcome to attend chapel, which is held in the sanctuary unless otherwise stated. Teachers, pastors, administrators, special guests, and each class will lead chapel. All school chapels are held each Friday morning (unless otherwise scheduled) in the sanctuary. The children sing, pray, enter into worship, enjoy Bible stories and special guest speakers. Daily chapel occurs in each classroom, Monday through Thursday. Offerings are received during the Friday chapel service, and the monies received are donated to our adopted World Vision child or other missions supported by LCC.

Appointments with Teachers

We encourage you to discuss any problems concerning your child with the teacher. Please consider, however, that the teachers have extra-curricular duties. In addition to teaching, their professional obligations include yard duty, faculty meetings, administration appointments, and special tutoring. In order to assure that a proper time and place can be allotted for discussion of your child's progress, please email your child's teacher to set up an appointment.

Office Business

The school office is open for business Monday thru Friday between 8:00 a.m. and 4:00 p.m. and phone calls will be answered during those hours. If you are calling before or after hours, please listen to the voicemail prompts so that you may leave a message for the appropriate person. There is an option for speaking to someone in ARK during ARK hours. **Appointments for conferences with the administration should be made ahead of time in person, by note, or by phone to avoid confusion or disappointment.**

When visiting the school, please remember to sign-in at the office. For the safety of the children and staff, all volunteers are required to wear "Visitor/Volunteer" tags, which may be obtained in the office. Please remember the following guidelines when visiting the office:

- Utilize the office to drop-off pertinent information (i.e. records, tuition, and notes).
- Only authorized personnel such as administration, teachers, and authorized staff are allowed in the office area and permitted to use the copier and office materials.
- Teachers have priority for emergency use of the copier machine.
- Please keep young children (infants, toddlers) with you at all times; keep children from climbing, handling material on the counter or making loud noises, for their safety and as staff may be in conference or on the phone.

Your cooperation concerning office business is greatly appreciated and will help us to better serve the needs of the children and the school.

ACSI Affiliation

We are accredited by and are a member school of the Association of Christian Schools International (ACSI). This membership allows us to participate in teacher conventions and student activities offered as part of that association. The teachers attend the fall ACSI Convention and the students participate in various activities, which may include Speech Meet, Math Olympics, Spelling Bee, Creative Writing, Piano and Choral Festival, Chess Tournament.

Class Size

To maximize the learning environment for each student, AVCS desires to maintain appropriate class sizes. The School Ministry Committee has determined and approved the class sizes at AVCS which have both **"target"** and **"cap"** numbers. When a class size hits the target, no new students will be added unless the student is a child of a new full-time employee of the church or school. The target number is the ideal class size. The target number for grades K thru 2nd is 20 students per class. The target number for 3rd is 22 students per class. The target number for 4th thru 8th is 25 students per class. The cap numbers indicate the largest size a class is allowed to be without the approval of the School Ministry Committee and Administrative/Personnel Committee. The cap for grades K thru 2nd is 22 students per class. The cap for 3rd is 23 students and for 4th thru 8th it is 25 students per class.

While AVCS is in a growth mode (targeting two classes per grade level, near capacity), the target class sizes will be allowed to be exceeded by one new student if the new student is a sibling of another new student enrolling in a class with a vacancy. For a returning student, the target class size can be exceeded only if all the students are returning students, and the class size does not exceed the cap. It is the desire of AVCS to provide an educational environment which enables each student to learn and succeed.

Daily Schedule

Following is the schedule for **Kindergarten thru 3rd Grade**:

8:25	Line-up Bell	12:30-1:15	3 rd Grade Lunch
8:30	Flag Salutes and Prayer	1:50-2:05	Kindergarten Recess
9:40-10:00	Kindergarten Recess	2:05-2:20	1 st & 2 nd Grade Recess
10:00-10:20	1 st & 2 nd Grade Recess	2:20-2:35	3 rd Grade Recess
10:20-10:40	3 rd Grade Recess	2:45	Kindergarten Dismissal
11:15-12:00	Kindergarten Lunch	3:00	1 st thru 3 rd Grade Dismissal
11:45-12:30	1 st & 2 nd Grade Lunch		

Following is the schedule for **4th & 5th Grade**:

8:10	Warning Bell
8:15	Flag Salutes and Prayer in classroom
10:20-10:40	4 th Grade Recess
10:40-11:00	5 th Grade Recess
12:15-1:00	5 th Grade Lunch
12:30-1:15	4 th Grade Lunch
3:00	Dismissal
3:15	Remaining students report to ARK

Following is the schedule for **Middle School**:

7:55	Warning Bell
8:00	Classes Begin (1 st Period – Flag Salutes and Prayer)
12:20-1:05	6 th Grade Lunch
11:33-12:18	7 th & 8 th Grade Lunch
2:45	Dismissal
3:15	Remaining students report to ARK

Following is the minimum day schedule:

8:15-12:30	4 th & 5 th Grade
8:30-12:30	1 st thru 3 rd Grade
8:00-12:15	Middle School
8:30-12:15	Kindergarten

School Office Hours

8:00-4:00 Office open for business

Please remember the importance of making appointments to meet with Administrators.

Extended Day Care (ARK)

"Let the little children come to me..." Mark 10:14

We offer an extended child-care program for only AVCS students needing to arrive on campus before 8:15 a.m., and/or remain on campus later than 3:15 p.m.

Occasional extended-care fees are assessed when a student is not enrolled in extended care. These take effect when the student arrives prior to 8:15 a.m. or is present after 3:15 p.m.

Late fees for picking up children after 6:00 p.m. will be charged at a rate of \$1.00 per minute.

Holiday day-care may be provided for many of our school holidays. Reservation forms will be made available through bulletins prior to each holiday. **Attendance must be 10 or greater for child-care to be offered. Holiday child-care is assessed at \$35 to \$45/day.**

Extended day-care will not be available on the following holidays:

Thanksgiving day (or the Friday following), Christmas Eve or Christmas Day, New Year's Eve or New Year's Day, Martin Luther King's Birthday, President's Day, Lincoln's Birthday, Good Friday, and Memorial Day.

ARK IS DESIGNED TO:

- Provide a Christ-centered, safe child-care, before and after school.
- Provide a quiet learning environment in which children can finish their homework.
- Provide organized activities (games, contests, sports, music, and crafts).
- Provide time for students to read and relax. Reading will be encouraged for children enrolled in full day child-care. Reading can be for personal enjoyment, spiritual growth, or completing homework.
- Offer Christian fellowship and growth opportunities.

Please provide a healthy snack for your child(ren).

Absences: No deductions will be made from extended care fees for absences during the term.

School Boundaries

Students are not allowed in the office unless they have a pass, note, information from the teacher, or have been invited in by staff, faculty, or administrator. Students must not be in any room without staff personnel.

Students may not be on any part of the slope surrounding the campus. Adults on duty will retrieve balls that go out of bounds. Also, students may not be in the parking lot without an adult or leave the parking lot area at any time during school hours.

Closed Campus

Students may never leave campus during the day unless escorted by an approved adult or teacher. The only exception is when prior arrangements have been made with the office staff for the child to be picked up. For the safety of our school children, playground interaction is restricted to AVCS students and staff. Please feel welcome to watch your child while being respectful of all of the students of our school. All parents and visitors must sign in and receive a "Visitor/Volunteer" tag upon entering the campus.

Early Release

When a child needs to leave school prior to the regular dismissal time, a parent/guardian or responsible adult must pick him/her up. All students **must** be checked in and out by an approved adult. Students are **not** allowed to check themselves in or out. The adult must first come to the school office to sign the child out. Please notify the school office in writing if someone else is picking up your child. Children will not be released if the person is not on the Emergency Contact Form or if written permission is not given. Parents are requested to notify the teacher in advance when an early release is necessary. AVCS reserves the right to refuse to release a student to anyone whose behavior indicates that the child will not be safe in his/her care.

Child Drop-Off and Pick Up

During morning drop-off, adult volunteers and staff will help with your child's departure from your vehicle. To expedite this procedure, please have your child's school materials easily accessible. At the end of the school day, the students are to be picked-up from their individual classrooms. Please do not block other cars in the driveway. Please do not leave your car parked in a place where it will obstruct others.

Class Celebrations

Many classes have a celebration at Christmas, Valentine's Day, and Easter. Also, many plan a Harvest Festival, Thanksgiving and a special end-of-the-year activity. Please coordinate, with the classroom teacher, any plans to celebrate your student's birthday at school. Class Celebration Guidelines:

- Length of celebration – 40-60 minutes (including clean-up)
- Service project / 1 Craft (this should be one that the children can do themselves)
- 1 game (quiet)
- Small treat (healthy)
- No balloons or goodie bags please
- No siblings

Please do NOT send birthday invitations to school, unless you plan to invite the entire class. We want to be respectful and sensitive to the feelings of fellow classmates. Birthday invitations may NOT be put into Tuesday Mailers unless the ENTIRE class is invited.

Parent/Teacher Conferences, Progress Reports, Report Cards

In addition to any conferences scheduled by the parent or teacher, the school schedules parent/teacher conferences twice during the year. Parents are strongly encouraged to attend. The conference days will be indicated on the school calendar. Progress reports and report cards are distributed three times during the school year. Progress reports may come more often for individual students if deemed necessary by their teacher.

Child Abuse

The Child Abuse Reporting Law found in the State Penal Code 11166 requires that all teachers and/or classified employees report all known or suspected instances of child abuse to a child protective agency. Failure to do so is punishable by a jail sentence, a fine, or both. Therefore, in the interest of student safety, and in compliance with the law, parents must realize that all incidents will be reported to a child protective agency.

Health Education

Periodically, students in Grades 5 or 6 may be given a brief human-development course from a Christian perspective. When this is taught, boys and girls are separated and male teachers or pastors give instruction for the boys and female teachers or church staff for the girls. Parents are invited to preview the materials and discuss the curriculum with the instructor before the course begins. Parents not desiring their child(ren) to be included may request that their child(ren) be excused. The course is designed within the framework of Christian morality. (see Statement of Faith)

Lost and Found

All items left on the property are deposited in the Lost and Found. Please check the Lost and Found for any of your child's missing items. **It is important that all personal belongings (jackets, lunch boxes, etc.) be marked clearly with the student's name so that they may be returned if lost. The large amount of unclaimed items that accumulate can be returned with this simple procedure.** Please return any items marked with another student's name that your child may inadvertently take home. All unclaimed lost and found items are donated to charity at the end of each month.

Lunch

- No glass bottles or soda drinks are allowed.
- Candy and sugared items should be limited.
- Names must be placed on lunch bags and lunch pails.
- Lunch pail designs must be within the boundaries of good taste for a Christian school.
- Students will not be able to heat their lunch.
- Students are not allowed to share food with others (primarily due to possible allergies).
- Students must eat at the lunch tables.
- Food is not permitted outside of the lunch table area.
- Students must be dismissed before they can leave their table.
- Students must pick up all of their trash, plus additional pieces of trash if visible when they are finished eating.

Medical Records and Immunizations

Students entering AVCS for the first time must bring a record of four DPT, three polio, measles (10 day), mumps, and rubella immunizations. State Department of Health services regulations require that each Kindergarten student and any new student have a California Immunization Record on file. 1st Grade students must have on file a Report of Health Examination signed by a physician (1st Grade physical may be given up to 18 months prior to entrance into 1st Grade). Failure to provide the requested verification of immunization and/or health examinations will result in suspension from school until the necessary information is provided.

Rainy Day Schedule

In the event of a rainy day, students will go directly to their classrooms. After school, students will remain in their classroom until picked up or until 15 minutes passed their dismissal time. They will then be escorted to the ARK room where parents may pick them up and Ark fees will be assessed. Children will keep their belongings with them after school when the rainy day schedule is in effect.

Rates and Fees

Application Fee: \$250.00 **(Non-Refundable)**

Registration Fee: \$600.00 **(Non-Refundable)**

Tuition Payment Plan: 10 months beginning July

Non-Member Tuition	Member Tuition LCC, & Mission Lutheran
Kindergarten thru 8th Grade	Kindergarten thru 8th Grade
• 1 st Child \$7650.	1 st Child \$6870.
• 2 nd Child \$6510.	2 nd Child \$5840.
• Additional Children \$3830.	Additional Children \$3440.

The member rate is for LCC and Mission Lutheran members who contribute at least the discounted amount through tithes and offerings to LCC and Mission Lutheran in the calendar year of enrollment.

If such tithes and offerings are not recorded, the discounted amount will be added to the remaining installments. Membership must be recorded.

Programs	Description	1st	2nd	3rd (per month)
AM	Child Care from 7:00 am-8:30 am	\$95	\$80	\$65
AM-Half	Child Care from 7:30 am-8:30 am	\$75	\$65	\$55
PM-Half	Child Care from 3:00 pm-4:30 pm	\$95	\$80	\$65
PM-full	Child Care from 3:00 pm-6:00 pm	\$155	\$130	\$105
AM/PM Full	Child Care from 7:00 am-8:30 am (and) 3:00 pm-6:00 pm	\$215	\$175	\$135
Occasional Extended	Child Care Per Hour	\$10	\$8	\$6

Registration Procedures

- Completion of registration, application and parent agreement by parent or guardian.
- Payment of registration fee by parent or guardian.
- Placement on class list. A student is not placed on the class roster until forms are complete and registration is paid.
- All registration and application fees are non-refundable and/or transferable, unless the school declines to accept a student.

Re-Registration

Priority of registration is given to returning students and their families. Continued acceptance at AVCS is based on successful completion of the academic expectations of the previous grade level, and adherence to the AVCS Academic Code of Honor and Standard of Conduct, and current fees paid. There must also be satisfactory attitude and effort on the part of the student. If, in the judgement of the faculty and administration, it is considered detrimental to a class as a whole, a student may not be permitted to re-register.

Restrooms

Students must obtain permission from a teacher or staff member on duty before entering a restroom. Students must not loiter in the restroom doorway or play in the restroom. Paper towels are to be placed in the trash can, not in the sink, toilets, urinals, or on the ceiling.

Sexual Harassment

It is the policy of Aliso Viejo Christian School to strictly prohibit any conduct, which constitutes sexual harassment by an employee or non-employee and will take action against any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and related court decisions.

Sexual harassment in any form toward an employee or a student by another employee or a non-employee (e.g. student, parent, vendor, or visitor) will not be tolerated. Employees or students who believe that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately, and report it to an administrator as soon as possible. Such conduct will not be tolerated and may be grounds for suspension, expulsion, or termination of employment. All matters concerned with sexual harassment will be investigated and presented to the proper authorities. The administration will make the final decision in regards to events concerning sexual harassment. It is the responsibility of each employee, volunteer, and student to respect the rights of all people on our campus and away from it.

Snack Recess

The first recess is snack time. Snacks are to be carried to the lunch tables and eaten there. Acceptable morning snacks include fresh fruit and vegetables, cheese, shelled nuts, etc. Students are discouraged from eating high sugar foods during snack recess. They are also encouraged to bring items with low preservative content.

Student Supervision

Students must be under the direct supervision of school staff at all times. Students are not permitted to leave the campus with anyone other than a parent/guardian, teacher, or authorized staff member. Children may not be left in any classroom or building without supervision. **No child is allowed to enter a classroom after the teacher has locked the room for the day.**

Students with Money

Students are discouraged from bringing large amounts of money to school. AVCS cannot be responsible for lost or stolen money. If, for some reason, a child needs to bring money, it should be turned in immediately to the child's teacher upon arrival. Students are not permitted to use the vending machines during school hours.

Telephone Usage

Calls will be made from the office **only in the case of an emergency**. Students **may not** call home to request assignments, supplies, or other belongings that have been left at home. **Permission to go home with another student, stay late after school, etc., should be dealt with before coming to school. Parents are encouraged not to bring materials to school that students have forgotten.** Children develop responsibility more effectively if they are made to accept consequences for leaving items at home. If a child is without a lunch or becomes ill at school parents will be contacted by school staff.

Telephone Usage – Cell Phone

During school campus hours (7:30am – 3:30pm) students are not allowed to use cell phones. For further clarification please see page 16. School phones are available for emergency use. Parents are encouraged to refrain from cell phone use while on campus and may **NOT** use cell phones while driving in the parking lot.

Toys at School

There are no toys from home allowed at AVCS. On occasion, a child may bring a toy for share day. This will only be allowed with the teacher's permission. The student's name must be clearly written on any item brought from home.

Terra Nova Achievement Test / Otis-Lennon School Ability Test

All students in K thru 8th Grade are tested in April each year on the Terra Nova Achievement Test (with ACSI norms in 2012). Students in 3rd thru 8th Grade are also tested on the Otis-Lennon School Ability test. (1st and 2nd Grade students may also be tested on the Otis-Lennon School Ability test.) Please check the school office for the most recent test results.

Teacher Qualifications

It is the policy of AVCS to hire teachers who hold a valid state credential. Many of our teachers have Master of Education degrees. As Christian educators, we believe in a life committed to Christ, children, and life-long learning.

Pets at School

For safety reasons no pets are permitted on campus. On occasion, a child may bring a pet to share with their class with prior permission from their teacher and administration.

Pledges and Patriotism

Each day school will begin with the recitation of the following pledges of allegiance:

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.

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.

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.

Pledge to God

I pledge myself to God the Father,
who created me and loves me.
I will live each day with faith in Jesus His Son,
empowered by His Holy Spirit to do His will for His glory.

School Closure

AVCS may close school for the following reasons: inclement weather, local school districts close school, any natural disaster and/or power shortage. You will be notified by using our Emergency Calling Post as well as email. Information may be obtained by calling the school office and the message on the recording will inform you.

Resolving Conflict and Good Report Policy

- *Jesus said, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you may have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'" Matthew 18:15-16*
- *A gossip betrays a confidence, but a trustworthy man keeps a secret. Proverbs 11:13*
- *A perverse man stirs up dissension, and a gossip separates close friends. Proverbs 16:28*
- *The words of a gossip are like choice morsels; they go down to a man's inmost parts. Proverbs 18:8*
- *If anyone considers himself religious and yet does not keep a tight rein on his tongue, he deceives himself and his religion is worthless. James 1:26*

In every church and school there is a multitude of interpersonal relationships. If sin can cut off or taint any line of communication, it will score a victory. In such instances, people will then often end up offending others and being offended themselves because of the gossip and slander that prevail. In such an atmosphere, it is impossible to enjoy our Lord's peace and presence.

Our goal is to build unity so we can enjoy an atmosphere of the presence of Christ and to impress upon our students and their families His love and power. Our goal is to exalt Jesus Christ and to uplift His body of believers.

If differences between staff members, parents, or church members arise, it is important to remember there are biblical principles and steps to follow in resolving differences. In order to encourage such biblical principles and steps, we practice a "Good Report" principle at Aliso Viejo Christian School/Lutheran Church of the Cross Preschool and Lutheran Church of the Cross/Aliso Viejo Church of the Cross.

If a person comes to you to express dissatisfaction, gossip, or slander about a fellow staff member, church member, parent, or student, it is your responsibility, as quickly and kindly as possible, to interrupt and say, *"I appreciate your concern, but I have committed myself to listen to only good reports about others. I must ask you before you go any further, have you spoken with _____ about this problem?* If they have not, please respond by asking, *"Would you please talk with _____ to try to reach an understanding? If you are not satisfied, please go to the Administrator or Pastor, and he/she will go with you as a witness to discuss the matter further.*

No one will practice it perfectly, but when it is our honest intention to entertain only good reports, we will make great strides toward the unity in Christ and in His Body that our Lord's Church deserves. This policy has as its chief goal, not the dismissing or ignoring of any problem, nor the denial that such problems exist, but rather to exalt Jesus Christ and to edify His body of believers by following biblical principles and by striving to *tame the tongue* as Scripture invites in James 1 and 3.

If differences or conflict should happen, the Matthew 18 principle will apply when it comes to resolving differences and or conflict (see passage above).

1. If you feel someone has offended you pick a time when you can be alone and go to that person in love and honesty to talk with them. Your goal should be to restore and resolve, not accuse.
2. If you are not satisfied that the matter has been resolved then go to the administrator or pastor of the ministry in which you are involved. Do not unilaterally attempt to give only your side of the matter. Instead, invite the administrator or pastor to go with you as a *witness* to the person with whom you have an issue.

Like anything else in the Christian life, this commitment, requires continual vigilance. Remember, a mark of a mature walk with Jesus Christ is not whether we are able to expose a brother or sister in sin, but whether we are able to restore and reconcile relationships in Christ. Only in this way is Christ exalted.

Acrostics to remember: G-R-E-A-T: Good Reports Edify and Testify
G-R-A-T-E: Gossip and Rumors Always Tear and Erode

Lutheran Church of the Cross Policy on Fund-Raising

Desiring to maintain both integrity in all matters and an unclouded clarity of purpose and mission, Lutheran Church of the Cross ministries (which includes the preschool, Aliso Viejo Christian School, youth organizations, men's, women's, and all other ministries which flow out of this church) adhere to the following policies:

1. The main emphasis and the majority of support for congregational ministries (not the preschool or day school) shall be from tithes and offerings of church members and worshippers as we respond under the Biblical guideline of returning first-fruit unto the Lord.
 - Seek first his kingdom and his righteousness, and all these things will be given to you as well. Matthew 6:33
 - “Will a man rob God? Yet, you rob me.” Says the Lord. “But you ask, “How do we rob you?” “In tithes and offerings. You are under a curse – the whole nation of you – because you are robbing me. Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this,” says the LORD Almighty, “and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it.” Malachi 3:8-10
 - On the first day of every week, each one of you should set aside an offering in keeping with his income, saving it up, so that when I come no collections will have to be made. 1 Corinthians 16:2
 - For the love of money is a root of all kinds of evil. Some people, eager for money, have wandered from the faith and pierced themselves with many griefs. 1 Timothy 6:10
2. Therefore, church members are reminded that our first responsibility of stewardship is to “return to the Lord” in tithes and offerings in the context of worship. “Designated gifts” should always be “second mile giving,” over and above fulfilling our Lord’s call to offer him our tithes as first fruits.
3. The preschool and day school will derive most of their funding from the tuition charged for their schools. Under the common mission and ministry of LCC, the preschool and AVCS shall strive to keep tuition as low as possible to enable as many as possible to attend, and at the same time sufficient to cover costs – endeavoring to be self-supporting ministries of LCC.
4. The preschool and AVCS , and their sub-organizations, may and should encourage school families and appropriate corporate entities to give generous donations to these worthwhile ministries. However, neither of these entities or other ministries of the church should solicit donations in any way that results in a perception of favoritism of one ministry. Further, the schools and ministries of the Church shall not organize fund-raising events or promote fund-raising to support special interests of the school or church due to the possible and very likely confusion of priorities, competition of groups for funds, and the drain of focus from more essential aspects of ministry which could ensue. Before corporate or outside donations are requested, approval should be obtained from the school administrators and pastors. This approval covers both the ability to request and the information representing the school that is shared with potential donors.
5. Special ministries and/or items to which donations may be made will be listed on the church’s official “Gift and Memorial List.” Items to be considered on this list must come through the existing ministry departments and then approved by the Church Council.

Aliso Viejo Christian School Parent Handbook Agreement

Please review this handbook, as a family. Items in this handbook are subject to change at anytime, as deemed necessary by the administration. After you have read and discussed this parent handbook with your child(ren), please sign and return the bottom portion of this sheet.

Problems or Concerns

Based on the Matthew 18 principle, if you have a problem or concern about the programming of the school, please contact your child's teacher first. If you feel your concern has not been resolved satisfactorily, please contact the administration. This will help to keep confusion to a minimum and allow for the smooth operation of the school.

Grow in the grace and knowledge of our Lord
and Savior Jesus Christ. II Peter 3:18

Please cut and return bottom portion

Parent Handbook Agreement

By signing below, I state that I have read and agree to abide by the guidelines set forth in this parent handbook.

Student's Name(s): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Parent signature(s): _____ Date: _____

_____ Date: _____