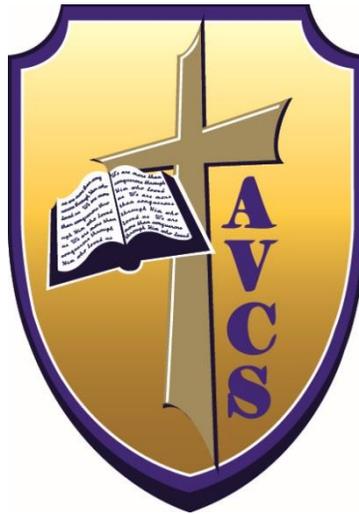


ALISO VIEJO CHRISTIAN SCHOOL

A MINISTRY OF LUTHERAN CHURCH OF THE CROSS



Parent Handbook 2017-2018

*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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Mission Statement

It is the mission of the school, as a ministry of Lutheran Church of the Cross, 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.

Aliso Viejo Christian School has a non-discriminatory policy. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, admission policies, or any school-administered programs.

Tagline/ESLR

“...we are more than conquerors through him who loved us.” Romans 8:37

| Tagline | Guiding Hearts | Inspiring Minds | Transforming Lives |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| ESLRs | Kingdom Seekers Discerners of the Truth | Critical Thinkers Healthy Individuals | Courageous and Compassionate Conquerors Productive Christian Citizens |
| Scripture | <i>Jesus answered, “I am the way and the truth and the life. No one comes to the Father except through me.”</i> John 14:6 | <i>But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever!</i> Amen. 2 Peter 3:18 | <i>Then I heard the voice of the Lord saying, “Whom shall I send? And who will go for us?”</i> And I said, “Here am I. Send me!” Isaiah 6:8 |
| Mission Statement | ...a Christ-centered, Bible-based environment... | ...provides academic excellence and nurtures students to become lifelong learners... | ...share His Word, His grace, and His love with all people. |
| Vision Statement | ...transforms the...soul... | ...transforms the mind, body of our students, parents, teachers, staff... | ...transforms the...community with the saving grace of Jesus Christ. |
| Student Outcomes | Understand Jesus Christ is their Lord and Savior, the Bible is God’s living Word, incorporate the teachings of Jesus into daily life, and participate actively in worship | Develop the love of learning and skills for life in reading, writing, communication, computation, research, time management, organization, and technology | Develop responsibility for God’s gifts by investing in the community and the lives of others through intentional acts of community service |
| Student Outcomes | Develop the skill of discernment to substantiate the Truth | Develop the skills of critical thinking and problem-solving through independent learning and academic risk-taking | Practice love, grace, forgiveness, mercy, and the Fruit of the Spirit |

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.

AVCS / A ministry of Lutheran Church of the Cross

Lutheran Church of the Cross Council is the governing body for the church. They operate under the bylaws of a Constitution and meet monthly to review and evaluate the effectiveness of the overall organization. The following church members serve on the Council.

Council officers:

President: Dan Olson

Vice President: Dave Cramer

Treasurer: Scott Berg

Secretary: Nancy Venable

Standing members:

Cindy Grace

Bill Moon

Lisa Ludwig

Bill Perry

Wendy McDonald

Tasha Querantes

Sheila Miller

Constance Sorensen

The following ministry leaders report to the church council:

Senior Pastor: Pastor Leland Lantz

Director of Ministries: Pastor John Foss

Director of Schools: Kalyn Peterson

Director of Communications: Pastor Roger Marsh

Director of Adult Education: Pastor Rob Warren

Director of Operations: Kevin Murphy

School Ministry Committee- AVCS, as a ministry of Lutheran Church of the Cross has a committee that meets regularly to review and evaluate LLC Preschool and AVCS. The School Ministry Committee members for the 2017-2018 school year are:

Kalyn Peterson, Tanya Theveny, Kevin Murphy, Emily Maka, John Foss

Tasha Querantes (church council rep), Matt Harleman, Tricia Yee, Regina Schafnitz, Kristy Day

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 will assign an **F, Zero, or U** for the work in question and student will redo assignment for no credit.
- The teacher may refer the incident in writing to an administrator.
- The teacher or administration will notify the parents of the student.
- The administration will make a notation of the Honor Code violation in the student's RenWeb file.

Second Occurrence

- The teacher will assign the letter grade of **F, Zero 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 file.
- The teacher or administration will notify the parents of the student.
- The teacher/administration may assign detention or assign other disciplinary action.

Third Occurrence

- The teacher will assign the letter grade of **F, Zero or U** for the work or assignment in which the violation occurred.
- The administration will place a notation of the third Honor Code Violation in the student's file.
- The administration will notify the parents of the student and 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 extra-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 in core academic classes: Language Arts, Math, Science, Social Science and Bible.
- Students must maintain a "C" average (2.0) in the current and previous grading period.
- If a student does not maintain a "C" average in the previous grading period, the student is ineligible to participate in extracurricular activities for the next semester grading period.
- Eligibility is determined at each quarter.
- Middle School students who do not maintain Academic Eligibility standards may not be eligible to attend field trips or participate in 8th grade Commencement.

Academic Achievement Awards

To attain the Academic Achievement Award, students need to have maintained the established grade point average for the semester. The categories are as follows:

(6th thru 8th Grade)

Academic Achievement Awards

| | |
|----------------|-------------|
| Honors: | 3.50 – 3.74 |
| High Honors: | 3.75 – 3.95 |
| Highest Honors | 3.96 – 4.00 |

Also, to attain the Academic Achievement Awards, students need to have no more than 8 tardies per semester and need to demonstrate Christ-like citizenship and behavior in the classroom, on the playground, and during all school sponsored activities. Academic Achievement Awards will be given at the end of each semester. There will also be monthly awards given for class consistency or growth in a particular quality (Fruit of the Spirit and/or Conquerors). Awards include Academic Achievement, Middle School Conqueror of the Year, Fruit of the Spirit and Conqueror Character Traits, and Athletic Achievement awards. A note, an email or phone call will be sent home indicating that your child will be receiving an award, and your attendance would be appreciated.

Academic Probation

Any student with a GPA lower than 2.0 in core academic classes (Language Arts, Math, Science, Social Science, and Bible) at the quarter end will be considered on academic probation. Students who continue to be on academic probation for two consecutive quarters may be placed on an academic contract.

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 various seminars and webinars through ACSI and the students participate in various activities, which may include Speech Meet, Math Olympics, Spelling Bee, Creative Writing and Piano Festival.

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 Junior Kindergarten must be five years of age on or before April 30th of the school year they are to enter. 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.) In addition, students entering eighth grade may be no older than 15 years of age on May 31st of their eighth grade year.

Aliso Viejo Christian School attempts, through screening (such as but not limited to: interview, diagnostic 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.

Appointments with Teachers and Administration

While we encourage you to communicate with your child's teacher, please keep in mind, that most teachers have extra-curricular duties. In addition to teaching, our faculty have professional obligations including 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 the teacher to set up an appointment. Teacher's hours are 7:30-3:30. All teachers will return communication within a 24-hour time period. For meetings with Administration, please email them directly to schedule an appointment that will meet your needs.

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 extra-curricular activities, 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 three or more school days, you must let the classroom teacher know as far ahead of the absence as possible. If you are requesting work, the teachers should have at least five school days to get work ready. Work must be completed within 3 days of the student's return.
- **Unexcused Absences:** Any absence not listed above is an unexcused absence. Students must turn in all missed assignments. Quizzes and tests must be made up on the day the student returns to school.

AVCS Conqueror of the Year Award

The AVCS Conqueror of the Year Award is awarded to one girl and one boy in 6th, 7th, and 8th grade at the end of the school year. To earn the AVCS Conqueror of the Year Award, students need to have first maintained the established grade point average (3.0) for each semester. Students need to have no more than 8 tardies each semester and need to demonstrate Christ-like citizenship and behavior in the classroom, on the playground, and during all school-sponsored activities. Students will not receive the award if they earned any detentions or any form of suspensions at any point in the year. AVCS Conqueror of the Year Awards are at the discretion of the Middle School teachers and awarded at the end of the year chapels and at 8th grade Commencement.

Bullying

Aliso Viejo Christian School takes a very proactive, positive approach to generate a campus culture of Christ-like behavior that promotes unity and voice within the student body. The promotion of a Biblical World View in all aspects of student life, from the class room to co-curricular activities all contribute to a safe, secure environment for everyone on campus. Students are educated and trained to contextualize information through this Biblical World View and to make practical, discerning decisions about the world in which they live which may not always share their values. Using information such as the chart below, parents are encouraged to help teach their students to distinguish between what is and is not considered bullying and appropriate ways to address it.

Rosalind Wiseman, best-selling author and bullying prevention expert presents the distinction between conflict and bullying.

| <i>What Bullying is...</i> | <i>What Bullying is Not...</i> |
|------------------------------------------------------------------|----------------------------------------------------------------|
| Repeated aggressive behavior | Not liking someone |
| Intended to cause harm (physical or emotional) | Accidentally bumping into someone |
| An attempt by one or more individuals to gain power over another | A single act of telling a joke about someone |
| Physical: Hitting, kicking, pushing, destroying property | Expression of unpleasant thoughts or feelings regarding others |
| Verbal/Written: Threatening, name-calling, teasing, taunting | Arguments or disagreements |

| | |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating | Being excluded from a game or group on the playground (unless being done regularly and with intention to hurt the feelings of another) |
| Cyberbullying: Using technology to bully others verbally, emotionally and/or socially | Isolated acts of harassment, aggressive behavior, intimidation or meanness |

In the case of an incident or repeated behavioral/incidents, faculty, student, parents and administrators will follow the 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. 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. 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.

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

Cyberbullying

Cyberbullying, the intentional and repeated mistreatment of others through the use of social media platforms or technology, such as computers, cell phones and other electronic devices to disparage or intimidate peers or staff, has grown in prevalence in schools nationwide. **A new law in California gives educators the authority to discipline students for cyberbullying, even if the communication took place off of school grounds.** According to the Press Democrat, a local paper in Northern California, the new law does not require educators to police student’s social media accounts, but gives them the authority to intervene if online communication between students turn ugly. The new law covers anything a student can do online, no matter where they are.

Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages.
- Creating websites that have stories, cartoons, pictures and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student or staff picture, video or voice recording without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student’s right to be safe and secure. Cyberbullying and harassment will not be tolerated. The online activities and technologies often used by students engaged in Cyberbullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, voice recording devices, and

web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

AVCS prohibits any discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnicity, age, religion, marital or parental status, physical or mental disability, gender; the perception of one or more of such characteristics; or association with people who share any of these characteristics. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities or ability to participate in school sponsored programs or activities.

California Pen. Code 653.2.

(a) Every person who, with intent to place another person in reasonable fear for his or her safety, or the safety of the other person's immediate family, by means of an electronic communication device, and without consent of the other person, and for the purpose of imminently causing that other person unwanted physical contact, injury, or harassment, by a third party, electronically distributes, publishes, e-mails, hyperlinks, or makes available for downloading, personal identifying information, including, but not limited to, a digital image of another person, or an electronic message of a harassing nature about another person, which would be likely to incite or produce that unlawful action, is guilty of a misdemeanor punishable by up to one year in a county jail, by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment. (b) For purposes of this section, "electronic communication device" includes, but is not limited to, telephones, cell phones, computers, Internet Web pages or sites, Internet phones, hybrid cellular/Internet/wireless devices, personal digital assistants (PDAs), video recorders, fax machines, or pagers. "Electronic communication" has the same meaning as the term is defined in Section 2510(12) of Title 18 of the United States Code. (c) For purposes of this section, the following terms apply:

- (1) "Harassment" means a knowing and willful course of conduct directed at a specific person that a reasonable person would consider as seriously alarming, seriously annoying, seriously tormenting, or seriously terrorizing the person and that serves no legitimate purpose.
- (2) "Of a harassing nature" means of a nature that a reasonable person would consider as seriously alarming, seriously annoying, seriously tormenting, or seriously terrorizing of the person and that serves no legitimate purpose.

(Amended by Stats. 2009, Ch. 140, Sec. 144. Effective January 1, 2010.)

Cell Phones and Wireless Devices (Student)

Students may **NOT** have wireless devices or any other connective devices (including, but not limited to cell phones, iPads, and Apple watches) at school outside of their back-packs, and these devices must be turned off and **NOT** be used, seen in/on hand, or heard during the instructional/school day (8:00 – 2:45). Middle School students are permitted to use their cell phones outside of school buildings before and after school hours. 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 devices, 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 devices may be examined by the administration, including phone numbers called, pictures stored, and text messages sent and received.

- 1st Offense – The device is turned over to the administration and can be redeemed at the end of the day by a parent. A detention will be issued.
- 2nd Offense – The device is turned over to the administration and can be redeemed after 5 school days or by paying a \$20 fine. A detention will be issued.
- 3rd or Subsequent Offense – The device 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. A detention will be issued.

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 each Friday. The children sing, pray, enter into worship, enjoy Bible stories and special guest speakers. Daily Bible occurs in each classroom, Middle School will have two full worship chapels each month. Remaining chapels each month will include small group breakout discussion sessions. Offerings are received during the Friday chapel service, and the monies received are donated to our adopted World Vision child or other outreach ministries selected by staff with student council input. Chapel times for this year are as follows:

JR K-2nd grade: 8:50 - 9:30 am
3rd – 5th grade: 9:40 – 10:20 am
6th – 8th grade: 8:05 – 8:45 am

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.

Child Drop-Off and Pick Up

During morning drop-off, adult volunteers and staff will help with your child's departure from your vehicle in the designated drop-off lane. To expedite this procedure, please have your child's school materials easily accessible. All Middle School Students will have a signed release form on file in the front office. This form will tell our staff what permissions the Middle School student has after school is out. Some Middle School students will leave through the gate at dismissal and some will remain at the lunch tables supervised by a teacher. At 3pm, the Middle School students remaining at the lunch tables as well as the students that are still in front of the office and not supervised by a parent or coach will be signed into our ARK program. Students in Junior Kindergarten through fifth grade are to be picked up from their individual classrooms after school. Parents of 3rd, 4th and 5th graders, please do not enter Building B until 3:00pm. There is no charge for ARK from 2:45-3:15. Most importantly, when you are driving in our parking lot, please drive slowly and refrain from using your cell phone at all times. Thank you for keeping our students safe.

Class Celebrations

Elementary class celebrations include a Thanksgiving, Christmas, Valentine's Day, Easter and end of the year celebration. Middle school celebrations include Thanksgiving, Christmas, Easter, and end of the year. 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 in the classroom please

Birthday Celebrations: Please coordinate, with the classroom teacher, any plans to celebrate your student’s birthday at school. These celebrations should be no longer than 15 minutes. No balloons or goodie bags please. **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.**

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.

| <u>Grade</u> | <u>Target Number</u> | <u>Cap Number</u> |
|------------------|----------------------|-------------------|
| Jr. Kindergarten | 14 | 16 |
| Kindergarten | 16 | 18 |
| First-Second | 20 | 22 |
| Third-Eighth | 23 | 25 |

The target class sizes will only exceed the cap number by one new student if that 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.

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.

Communicable Diseases

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

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. Items dropped off for your student including homework, PE clothes, etc., cannot be delivered to them. It is the student's responsibility to come to the office and check for such things. Messages cannot be delivered to students when they are in class, during the instructional day and during the last half hour of school. We appreciate your understanding. Please make after school arrangements for your student in advance so this will not be inconvenient for you.

Curriculum

The following will be taught in Junior Kindergarten and Kindergarten:

Bible, reading readiness (letters, 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 skills in a computer lab.

Curriculum used in Junior Kindergarten:

Heart Shapers, Beginning to Read, Write and Listen, Saxon Math manipulatives, Learning Without Tears, science, social studies and computer skills in a computer lab.

Curriculum used in Kindergarten:

Bible: Biblical Choices (Standard Publishing)

Language Arts: CA Journeys (Houghton-Mifflin Harcourt), Word Study, and Handwriting Without Tears

Math: Saxon

Social Studies: Scholastic News

Science: Discovery Education, Scholastic News, FOSS (Delta Education)

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, and grammar) music, PE, and computer skills, which may include – keyboarding, Word, Power Point, Excel, and Desk Top Publishing. For grades 6-8 there are computer science elective options for multi-media web design, video production and robotics.

Curriculum used in 1st thru 5th Grade:

Bible: Deep Roots Bible

Language Arts: CA Journeys (Houghton-Mifflin Harcourt), Word Study/Words Their Way, Accelerated Reader (Renaissance Learning) and Novel Studies.

Handwriting: Manuscript, Cursive, Handwriting Without Tears (Grades JK-3)

Math: Saxon

Social Studies: Map Skills (Grades 1-2), Scholastic News (1-2), Studies Weekly (Grades 3-4), TCI Social Studies Alive (5)

Science: Scholastic News (1-2), Discovery Education, Harcourt Science (CA), Amplify Science

Art: Meet the Masters

Physical Education: Physical Education Framework (CA)

Music: Music Standards Framework (CA), Composer Class Act Partnership with Pacific Symphony (K-5)

Curriculum used in Middle School (6th thru 8th Grade):**Bible:** Winning the Race (Positive Action) (6), Daring Deliverers (Purposeful Design) (7), Wise Up (Positive Action) (8)**Language Arts:** CA Collections (Houghton-Mifflin Harcourt), Accelerated Reader (Renaissance Learning), Novel Studies**Math:** Course 1 (Prentice Hall), Pre-Algebra and Algebra (Prentice Hall), Geometry (Glencoe/McGraw Hill), Algebra 2 (McDougal Littell)**Social Studies:** TCI History Alive, The DBQ Project**Science:** Amplify Science (6)*, Pearson Interactive Science (7-8)*AVCS Middle School is adopting the Integrated Model of N.G.S.S. (Next Generation Science Standards). This will be a three-year roll out, beginning with 6th grade in the 2017-2018 school year, 7th grade in 2018-19 and 8th grade in 2019-2020.**Foreign Language:** TPRS Spanish Curriculum**Physical Education:** Physical Education Framework (CA)**Music:** Music Standards Framework

Daily Schedule

The following is the schedule for **Jr. Kindergarten thru Second Grade:**

| | | | |
|-------------|--------------------------------------------------|-----------|----------------------------------------------------------------------------|
| 8:25 | Line-up Bell | 12:00 | Jr. Kindergarten Dismissal |
| 8:30 | Flag Salutes and Prayer (Mondays +Chapel) | 1:45-2:00 | Kindergarten Recess |
| 9:40-10:00 | Kindergarten Recess | 2:00-2:15 | 1 st and 2 nd Grade Recess |
| 9:45-10:00 | Jr. Kindergarten Recess | 2:45 | Kindergarten Dismissal |
| 10:00-10:20 | 1 st and 2 nd Grade Recess | 3:00 | 1 st and 2 nd Grade Dismissal |
| 11:15-12:00 | Kindergarten Lunch | 3:00 | Kindergarten Remaining Students to Ark |
| 11:45-12:30 | 1 st and 2 nd Grade Lunch | 3:15 | Remaining Students 1 st and 2 nd Grade Report to Ark |

The following is the schedule for **Third thru Fifth Grade:**

| | | | |
|---------------|--------------------------------------------------|--------------|----------------------------------------------------------------------------|
| 8:10 | Warning Bell | 12:30 – 1:15 | 3 rd and 4 th Grade Lunch |
| 8:15 | Flag Salutes and Prayer in Classroom | 2:15 – 2:35 | 3 rd Grade Recess |
| 10:20 – 10:40 | 3 rd and 4 th Grade Recess | 3:00 | Dismissal |
| 10:40 – 11:00 | 5 th Grade Recess | 3:15 | Remaining Students 3 rd and 4 th Grade Report to Ark |
| 12:15 – 1:00 | 5 th Grade Lunch | | |

The following is the schedule for **Middle School:**

| | | | |
|--------------|-----------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------|
| 7:55 | Warning Bell | 2:45 | Dismissal |
| 8:00 | Classes Begin (1 st Period –Salutes Flag and Prayer) | 3:00 | Remaining 6 th thru 8 th Grade Report to ARK, off campus, with parent or activity supervisor. |
| 11:33-12:18 | 7 th and 8 th Grade Lunch | | |
| 12:20 – 1:05 | 6 th Grade Lunch | | |

The following is **Minimum Day** Dismissal Schedule:

| | |
|-------|------------------------------------------------------|
| 12:00 | Jr. Kindergarten Dismissal |
| 12:15 | Kindergarten and Middle School Dismissal |
| 12:30 | 1 st thru 5 th Grade Dismissal |

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” (1 John 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 respectful 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; respecting personal property; 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.
- Conqueror tickets (Middle School) = given for displaying ESLR's.

Kindergarten thru 2nd Grade, if a student chooses to break a rule, the following steps will be taken using our colored behavior charts:

| | |
|--------|-------------------------------|
| PURPLE | = Outstanding day! |
| BLUE | = Great Day! |
| GREEN | = You're Making Great Choices |
| YELLOW | = Think About It! |
| RED | = Teacher's Choice |

Kindergarten thru 2nd Grade, a weekly behavior chart will be sent home for your review. You may need to sign or initial then return the weekly behavior card if your teacher deems it necessary.

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 – Jr. 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 – loss of recess(es) and/or written reflection, 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 – loss of recess(es), Biblical essay
- Step 4 Problem continues without improvement - written notation
 Teacher, Parent, Student, and Administration communication
 Consequence assigned – loss of recess(es), 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.)

Middle School Positive Behavior Intervention and Support System

In our journey to fulfill 2 Peter 3:18, "...grow in the grace and knowledge of our Lord and Savior Jesus Christ," the AVCS Middle School seeks to provide Christ-centered classrooms that promote academic excellence and life-long learning. Our desire is for each student to grow into godly women and men who love the Lord, who know God's Word, and demonstrate His values in their attitude, behavior, and choices.

Maintaining positive behavior choices is necessary to establish a classroom climate that is conducive to learning and helps students grow not only academically, but socially and emotionally. It is important for our students to have the opportunity to learn in a respectful and safe environment free from the influence of disruptive students. For this reason, the AVCS Middle School uses the Positive Behavior Intervention and Support (PBIS) system to ensure the desired learning environment is maintained. Students who need intervention for their choices will have an opportunity to think about the impact their choices have on others. By emphasizing the feelings and rights of others and putting God and others before themselves, students will be led to a more Christian, empathetic, and social understanding of the affect their choices have on the whole school community.

The AVCS Middle School has three positive behaviors that we desire to see modeled. We call them the "3BR Code" to remind us to show that we are **Respectful**, **Responsible**, and **Ready**. Positive Behavior Intervention and Support consists of a set of preferred behaviors modeling these values that are reached by collaboration between staff and students. The 3BR Code is posted around campus, and students who demonstrate these values receive recognition verbally and with 3BR tickets distributed by staff. The 3BR tickets may be redeemed for prizes or turned in for the quarterly raffle.

In the event that a student chooses to engage in behaviors that are not consistent with maintaining a positive climate of respect, responsibility, and readiness, staff may use intervention and support.

Interventions may consist of warnings, time out, counseling, demerit points, detentions, in-school suspensions, or administrative referrals. In cases of extreme disruption of the classroom or extreme violation of school rules and policies, the student may be immediately removed from the location and referred to the administration. The administration will determine the consequences.

Demerits may be issued by any staff member and may be anywhere from 1 to 5 points depending upon the situation. Demerit points accumulate by semester. When a student has accumulated 5 demerit points students will receive an after school detention to be served the next school day from 2:45-3:30 pm. At 10 demerit points, students will receive a second after school detention to be served the next school day from 2:45-3:30 pm. At 15 demerit points, students will receive a 2 hour in-school suspension. Parents may request that a detention or in-school suspension be rescheduled in the event of a conflict with a doctor appointment. A note from the doctor's office will be required. Students may not request reschedules.

Consequences for not attending a scheduled detention or in-school suspension will be determined by administration. Consequences may include, but are not limited to, the following: demerits, detention, in-school suspension, probation with behavior contract, parent conference, involuntary withdrawal, or expulsion from Aliso Viejo Christian School.

At 20 points, students will be referred to the administration. Administration will prayerfully consider all the facts in determining the consequences for noncompliance with school rules, regulations, policies, and procedure. This includes, without limitations, whether the actions of the student are chronic. Depending upon the severity of the situation, consequences may include, but are not limited to, the following:

- Sanctions (i.e., may not participate in school sports, plays, free dress days, field trips, commencement, etc.)
- Parent Conference
- Suspension
- Probation with behavior contract
- Involuntary withdrawal
- Expulsion from Aliso Viejo Christian School for good cause. (Education Code for "good cause" and the AVCS expulsion procedures are available in the school office.)
- Illegal behavior will lead to law enforcement notification

Staff may issue, but are not limited to, from 1 to 5 demerit points for the following behavior interventions:

- Cell phone or connective device violation (also subject to AVCS cell phone policy)
- Dress code violation
- Disrespect
- Unsafe behavior/horseplay
- Presence in an unauthorized area
- Profanity/inappropriate words or gestures
- Defiance/lack of cooperation
- Inappropriate use or treatment of computers (also subject to AVCS computer policy)
- Other (as determined by the issuing staff member)

Students may be referred to administration for decisions on demerits or other consequences for the following behaviors:

- Forgery
- Lying
- Theft
- Vandalism
- Violation of Academic Code of Honor (also subject to AVCS Academic Code of Honor policy)
- Harassment
- Fighting
- Bullying (also see bullying policy)
- Video or voice recording of student or staff without permission
- Tampering with teacher property, including computer, iPad, or RenWeb grading system
- Illegal activities and/or activities inconsistent with AVCS school philosophy and policy while on or off school campus
- Other (as determined by issuing staff member)

(1) "Harassment" means a knowing and willful course of conduct directed at a specific person that a reasonable person would consider as seriously alarming, seriously annoying, seriously tormenting, or seriously terrorizing the person and that serves no legitimate purpose.

(2) "Of a harassing nature" means of a nature that a reasonable person would consider as seriously alarming, seriously annoying, seriously tormenting, or seriously terrorizing of the person and that serves no legitimate purpose.

(Amended by Stats. 2009, Ch. 140, Sec. 144. Effective January 1, 2010.)

Dress Code and Uniform Policy

Aliso Viejo Christian School believes student uniforms can assist in positive Christian character growth. The dress code of a specific uniform is outlined to assist parents in ensuring their child wears the appropriate uniforms to school appearing neat, clean, and well groomed.

Purchase of Uniforms – (Required)

- Regular school uniforms such of new polo shirts, shorts, pants, skirts, jumpers, MUST be purchased from:
 - Uniforms4U** (on the campus of JSerra High School)
 - 26351 Junipero Serra Road, Suite 120, San Juan Capistrano, CA 92675
 - (949)488-2616
 - Hours: Monday thru Friday 9:00am – 5:00pm
 - 3rd Saturday of each month 10:00am-1:00pm
- PE uniforms, sweatpants, spirit wear and gently used uniforms can be purchased from:
 - AVCS Spirit Store** located in Bldg. C on campus.

Daily Uniforms

- Students are expected to be dressed in the correct uniform each day, unless a uniform-optional day is announced. Newly enrolled may be out of uniform for one week while parents secure the proper uniform. ALL uniforms MUST be "Uniforms4U" brand uniforms unless otherwise specified. (i.e. generic uniforms may not be purchased from Walmart, Tilly's, Lands' End, etc.)
- Clothing must have a proper fit.
 - Girls' skirts/skorts must **not be more than 4 inches from the middle of the knee**. Girls are not to wear both the pants and jumper/skirt at the same time. Navy or white tights may be worn under

the jumper/skirt (no leggings). **Navy or black shorts (bicycle type) must be worn under the jumper or skirt but must not hang down below the hem.**

- Boys' shorts must be worn at the waist and must not hang more than an inch below the knee.
- Shirts must be tucked into skirts, pants or shorts on Fridays for chapel or any other special event/assembly.
- 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.)
- Shoes/Socks:
 - Students need to wear: navy, grey, white or black closed toe shoes that are comfortable. (no sandals, boots or platforms). Students should avoid shoes with slick bottoms. For safety reasons, shoes with shoe strings must have the shoe strings tied firmly and laced properly.
 - Students must wear either navy, grey, white or black socks. No crazy socks with additional colors, patterns or designs are permitted.

Hygiene:

- Students' hair must be neat, clean and may not be extreme in style or color. Boy's hair cannot be longer than collar length, cover their eyes and cannot spike higher than 1 inch.
- Elementary Girls may not wear make-up, nail polish (including French manicure), or acrylic nails.
- Girls are permitted to wear only small ¼ inch earrings (no hoops or dangling earrings). Necklaces must not be excessive and must be worn under the shirt. No more than a total of 3 bracelets are allowed. No inappropriate jewelry.
- Boys are not permitted to wear earrings.
- Students are not permitted to wear tattoos of any kind.
- For sun protection, appropriate hats and sunglasses may be worn on the playground only.

Sweatshirts/Sweaters/Jackets:

- Sweatshirts must be purchased through AVCS Spirit Store or Uniform's 4U and have the AVCS logo.
- Sweaters and Rain Jackets must be purchased thru Uniform's 4U. Gently used Sweaters and Rain Jackets may be available for purchase at the AVCS Spirit Store.

Special Dress Days

- When there is uniform-optional (free dress) day, students must wear appropriate, non-offensive clothing. This includes, but not limited to: tank tops, halter-tops, spaghetti-strings, clothing that expose the belly button region or shoulders, shirts with images not in line with our Christian values or words that could be offensive. AVCS has the right to make judgement calls.

Middle School Privileges

- Girls are permitted to wear tinted moisturizer or light foundation. Girls may not wear any other make-up. Girls may wear nail polish but acrylic/gel nails are not permitted).
- 8th graders may wear the sweatshirt of their future high school after Easter Break.

P.E. Uniform - JK thru 8th Grade: (AVCS Spirit Store)

Middle School only: PE uniform is for PE only and not to be worn in the classroom.

JK – 5th: PE uniforms are to be worn to school on assigned PE days.

Shirts:

- Short or long sleeve grey t-shirt with school insignia or Conqueror Athletic PE shirt

AVCS Athletic Sport T-Shirts:

- May be worn by students in lieu of PE shirts to support our teams. Students do not have to participate on a team to wear a shirt.

Shorts:

- Navy mesh short with AVCS logo, purchased through AVCS Spirit Store

Sweatpants:

- Girls – Capri or full length navy sweatpants with school insignia may be worn to school on PE days ONLY. (JK-5th Grade) Middle School may change into sweatpants at the time of their assigned PE class.
- Boys – Full length navy or grey sweatpants with school insignia may be worn to school on PE days ONLY. (JK-5th Grade) Middle School may change into sweatpants at the time of their assigned PE class.

Shoes/Socks:

- Athletic socks must be worn. No crazy socks with patterns or designs are permitted.
- Athletic shoes are mandatory for PE.

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!**

For all students: If your student arrives out of their dress code uniform, he or she will be sent to the office to call a parent to bring the proper uniform. In the event a parent cannot be reached, the student store will provide “on loan” clothing that must be washed and returned within 3 days. If the loaner uniform is not returned by the following Monday, your FACTS account will be charged for the cost of the used uniform.

Early Release

When a child needs to leave school prior to the regular dismissal time, a parent/guardian or approved 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. 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 Authorization to Pick Up Form or if written permission is not given. If your child will be leaving early from school with someone who is already on the “Authorization to Pick Up,” your permission will still be required. 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.

Elevator Use – Bldg. B

All students are required to use the front stairs in Building B to access the second floor classrooms when passing between classes and at dismissal. The elevators are only to be ridden by those that have obtained an elevator pass. All elevator passes are issued by an Administrator/Office Staff.

THE ELEVATORS ARE NEVER TO BE USED IN AN EVACUATION OR DISASTER SITUATION DUE TO SAFETY CONCERNS.

TEMPORARY ELEVATOR PASS

A parent may email or write a note to the Office Staff requesting an elevator pass for their child. An elevator pass will be given for a maximum of 3 days. The note should include the date, reason for the request (injury, illness, etc.), duration the pass is needed (1-3 days) and be signed by the parent/guardian. Parents may not request an extension. Temporary elevator passes will only be issued once for the originally stated reason. It will be necessary for a physician to write a note if the condition persists beyond 3 days.

A temporary elevator pass, without a written parent note, will only be issued if a minor injury occurs during school hours.

LONG-TERM ELEVATOR PASS

These passes will only be issued upon the request of the student's physician. Physician notes requesting elevator passes will be granted for the stated time period. Physician notes must include, the date, reason for the request (injury, illness, etc.), duration the pass is needed and be signed by the physician. Students will be issued an elevator pass that will include the dates for which the pass is valid.

YEAR LONG ELEVATOR PASS

These passes will only be issued upon the request of the student's physician. Physician notes must include, the date, reason for the request (injury, illness, etc.), duration the pass is needed and be signed by the physician.

Notes received in the front office will be recorded in the student's Ren Web Student Medical file.

STUDENT MUST BE IN POSSESSION OF ISSUED ELEVATOR PASS BEFORE GETTING ON AN ELEVATOR AND KEEP IT VISIBLE AT ALL TIMES. A CELL PHONE PHOTO OF YOUR PASS IS NOT ACCEPTABLE. Students using expired, forged or another person's pass will receive an office referral and the following consequences:

- First offense – Behavioral referral/Detention
- Second offense – Office referral/Detention
- Third offense – Suspension for defiance of authority

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.

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. In the event of having a Middle School student and a lower grade student, ARK is available at no charge from 7:45-8:10 am for the student in the lower grade.

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 ARK and camps) for picking up children after 6:00 p.m. will be charged at a rate of \$5.00 per five minutes after 6:00 pm, with a **minimum charge** of \$10.00.

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 students or greater for child-care to be offered. Holiday child-care is assessed at \$50 to \$60/day.**

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

Thanksgiving day (or the Friday following), Christmas (December 24-26), New Year's Eve or New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Speech Meet, Labor Day, Veteran's Day 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.

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. We use contract buses to provide field trip transportation. No students may attend a field trip unless the “Authorization to Treat a Minor” and “Field Trip Permission Form” has been turned in.

NOTE: Parent involvement may be limited or restricted based on the requirements from the venue.

Fund-Raising (Lutheran Church of the Cross Policy)

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.

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 for 3rd thru 8th grade and an assessment of grade-level benchmarks for Jr.K through 2nd grade.

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

Benchmark Legend:

DV= Developing Necessary Skills

NI = Needs Improvement

AC= Area of Concern

Kinder thru 2nd Grade report cards are given quarterly and reflect each student's progress toward meeting specific grade-level benchmarks.

Grading:

4 = Exceeding grade level benchmarks

3 = Meeting grade-level benchmarks

2 = Approaching grade-level benchmarks

1 = Showing insufficient progress toward
Grade-level benchmarks

X = Concept not assessed at this time

Effort:

O = Outstanding

G = Good

S = Satisfactory

N = Needs Improvement

AC = Area of Concern

3rd thru 8th Grade:

| Percent | Range | GPA | Percent | Range | GPA |
|----------------|--------------|------------|----------------|--------------|------------|
| 98% - 100.0% | A+ | 4.0 | 73% - 76.9% | C | 2.5 |
| 94% - 97.9% | A | 4.0 | 70% - 72.9% | C- | 2.0 |
| 90% - 93.9% | A- | 3.75 | 67% - 69.9% | D+ | 1.7 |
| 87% - 89.9% | B+ | 3.7 | 63% - 66.9% | D | 1.5 |
| 83% - 86.9% | B | 3.5 | 60% - 62.9% | D- | 1.0 |
| 80% - 82.9% | B- | 3.0 | 59% - Below | F | 0 |
| 77% - 79.9% | C+ | 2.7 | | | |

Grading for pull-out classes will appear as follows: **For 1st thru 3rd Grade:**

DV – Developing the necessary skills

NI – Needs to Improve

Head Lice

IF SUSPECTED:

- If suspected of having lice, the student shall be removed from the classroom as unobtrusively as possible for further inspection.
- The student may be inspected privately by one of the Office staff, or by other trained personnel designated by the Principal.

IF STUDENT HAS LICE:

- The parent/guardian will be notified and the student will be sent home for the remainder of the school day.
- The school's preferred method of treatment is utilizing a professional treatment service. Contact information for these services are available in the front office. The student will be readmitted when the school (front office) receives documentation of treatment for head lice. This may include a note from the parent describing treatment used, or certificate from professional treatment service. If a professional treatment service is not used, students will be re-inspected by Office Personnel before readmitted to the classroom.

REPORTING:

- Parents/guardians should report cases of head lice to the school immediately. The affected grade levels will be notified of any incident of lice reported, such notice shall not include names of specific student(s).

EDUCATION:

- While no school can be entirely risk free from communicable disease, it is felt that efforts directed toward awareness and prevention will result in fewer infestations and be most effective.
- Cases of lice are quite common among school-age children and should not be seen as embarrassing or any indication of poor hygiene.

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 must be fever free for 24 hours (without Medication) 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 (such as vomiting), 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.

AVCS will notify a parent and your child's teacher when any serious injury occurs. Our staff will report to you what they know about the injury and how the child appears. If the staff feels it is necessary (based on their best assessment) for the child to be picked up, they will let you know. Injury reports are filled out at the time they are reported or witnessed. The original copy of this report is sent home with the student at the end of the day.

Health Education

Students in Grades 5 or 6 have the opportunity to attend a brief human-development course from a Christian perspective through Lutheran Church of the Cross. This class is offered every other year in the spring. 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)

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.
- Homework is not assigned over weekends or holidays in Grades K-5th. 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 - 30 minutes each night |
| K-2 nd Grade: | 20 - 30 minutes each night |
| 3 rd Grade: | 30 - 45 minutes each night |
| 4 th & 5 th Grade: | 30 – 60 minutes each night |
| Middle School: | 45 – 120 minutes each night |
- Homework times include having your child read a minimum of 20 minutes every night as reading is essential for learning both academic and spiritually.

Homework Requests

Students who miss school due to an excused absence must obtain any missed work the next day the student is in school. Students may also check Ren Web for homework. Students with an excused absence 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 not 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.

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 first and last 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/Snacks

- 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.

Medication Dispensing Policy

All medications (this includes prescription medications 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 annually 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.

Medical Records and Immunizations

AVCS must adhere to the California state immunization laws which requires us to have immunization records on file for every student. Beginning July 2016, SB 277 eliminates personal and religious beliefs exemption waivers for children attending public and private schools. The law will allow "physician counseled" personal belief exemptions (form CDPH 8262) that were submitted before January 1, 2016 to remain valid until the student is entering Junior Kindergarten or 7th grade. This means that every student entering Junior Kindergarten, Kindergarten and 7th grade must be fully immunized or submit a letter from their physician stating that they are exempt from immunizations (and state which ones they are exempt from) due to "Medical Reasons". For more information on required vaccines, please go to

<http://eziz.org/assets/docs/IMM-231.pdf> or feel free to call the office. All students who have moved into the U.S. within the last six months must have a TB screening.

Money (Students bringing it to school)

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 only permitted to use the vending machines during their lunch and snack time.

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 email, 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 keep young children (infants, toddlers) with you at all times; keep children from climbing, handling material on the counter, using office equipment 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.

Parent Expectations

It is a blessing to partner with our parents in Christian education. We would expect parents to participate in the following ways:

- Pray for our school
- Attend Back to School Night, parent/teacher conferences and other school sponsored family events
- Follow the Matthew 18 Good Reporting Policy
- Show respect and treat fairly all AVCS Staff

Non-employed parents are not allowed to approach another student concerning a disciplinary issue while on the AVCS campus and during school hours. If you have a concern regarding another student, it must be brought to the attention of the classroom teacher or administration.

Parents should refrain from approaching or communicating with the AVCS/LCC staff in an aggressive and hostile manner. If you have an issue to discuss with a staff member, please make an appointment.

Non-compliance to these expectations will result in the following:

First offense – Written documentation and meeting with administration. Parent may be suspended from the school campus for a period of time determined by administration.

Second offense – Written documentation and meeting with administration. Parent will be suspended from the school campus for the remainder of the school year.

Third offense – Written documentation and meeting with administration and school council member. Family may be asked to withdraw from the school.

It is our goal to work within the framework of the Matthew 18 principle. We pray that a peaceful resolution can be found to any disciplinary situation that may arise involving your child and another student.

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. All parent volunteers, whether volunteering in the classroom or on a field trip must have a background check. AVCS covers the cost of these background checks with a limit of two volunteers per family please. Paperwork will be made available from the classroom teacher. Attendance on class field trips is encouraged; however there are times the venue will only allow a certain number of parent chaperones. 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). Email is the preferred method of initial contact.

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.

Parent/Teacher Conferences, 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. Report cards are distributed four times during the school year.

Pets at School

For the safety of all of our students and staff, pets are not permitted on campus. On occasion, a child may bring a pet to share with their class with prior permission from their teacher and administration.

Physical Education Policy

Physical education is an important part of the academic day. Jr. Kindergarten through Fifth grade students have PE twice a week. Middle School students will have PE three times per week. Students should come to PE prepared with appropriate PE uniforms and athletic shoes. If a student is not participating in PE for any reason, a parent must send a written note or email to the PE teachers in order for the student to be exempt from PE on that day. If a student cannot participate in PE then he/she cannot participate in physical recess activity that day. If a student has an injury that required a doctor's attention then a doctor's note will be needed with specified dates for exclusion from PE (beginning and ending dates).

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.

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. 8th grade students who have not maintained a 2.0 GPA in core academic classes (Language Arts, Math, Science, Social Science and Bible) may be denied the opportunity to participate in the 8th grade commencement ceremony.

PSEO (Parent Volunteer Organization)

What is *PSEO*??? *PSEO* stands for **P**salm **S**eventy-**E**ight **O**rganization. Psalm 78 states, “Our Lord commanded our forefathers to teach their children so the next generation would know them, even the children yet to be born, and they in turn would tell their children. Then they would put their trust in God and would forget not His deeds, but would keep His commands.” Psalm 78:5-7.

PSEO is our parent volunteer organization that plans and implements many of the school’s social functions and ministries. (Similar to a “P.T.A.”) *PSEO* meetings are held once per month, usually the second Tuesday of the month, in the Hangar. We have an informal continental breakfast, and discuss upcoming AVCS events. This is a fun way for you to get connected with other parents, and keep updated on the happenings of your school.

For questions regarding *PSEO* for this school year please contact Breann Shook at: breann@grandmalucys.com.

Rates and Fees

Application Fee \$250.00

New Student Registration (Grades K-8) \$650.00, \$400.00 (Jr. K)

Returning Student Registration \$550 (Grades K-8), \$400.00 (Jr. K)

Middle School Technology Fee: \$250 (Grades 5-8)

Tuition Payment Plan: 10 months beginning July

The above fees are non-refundable.

2017-2018 Tuition Rates:

| | JK-8 – Full Day | JK with Lunch | JK Half Day |
|-----------------------|-----------------|---------------|-------------|
| 1 st child | 9600.00 | 7510.00 | 6780.00 |
| 2 nd child | 8135.00 | 6365.00 | 5740.00 |
| 3 rd child | 7200.00 | 5640.00 | 5110.00 |
| 4 th child | 4800.00 | 3755.00 | 3390.00 |

2017-2018 ARK Rates:

| | Monthly Contracted Rate | Hourly Rate |
|-----------------------|-------------------------|-------------------------------------------------------------|
| 1 st Child | \$200 | \$15 |
| 2 nd Child | \$190 | \$12 |
| Additional Children | \$170 | \$10 |
| AM 7:00-8:30 | INCLUDED | \$5/day |
| Minimum Day ARK | INCLUDED | \$40 (pre-registered students) or hourly rate for drop ins. |
| Full Day ARK | INCLUDED | \$60 (pre-registered students) or hourly rate for drop ins. |

Late fees (for ARK and camps) for picking up children after 6:00 p.m. will be charged at a rate of \$5.00 per five minutes after 6:00 pm, with a **minimum charge** of \$10.00.

Registration Procedures

- Completion of registration, application and parent agreement by parent or guardian.
- Payment of application and registration fee by parent or guardian.
- Placement on class list. A student is not placed on the class roster until online enrollment has been submitted 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 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 judgment of the faculty and administration, it is considered detrimental to a class as a whole, a student may not be permitted to re-register.

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.

Restrooms

Students must not loiter in the restroom doorway or play in the restroom. When leaving the classroom to use the restroom, students in JK - 2nd grade must be accompanied to the restroom with a "buddy".

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.

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.

School Office Hours

8:00-4:00 **Office open for business**

Students/Parents will not be permitted to enter the classrooms after 3:30 pm. Please refrain from asking Staff members to open classrooms to retrieve forgotten items.

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.

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

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. (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).

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. Middle School students will remain behind the gate at dismissal unless the appropriate release form is on file in the office allowing the student to leave the campus at dismissal. Children may not be left in any classroom or building without supervision. **No one is allowed to enter a classroom after the teacher has locked the room for the day.**

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. Third thru 5th Grade students are tardy after 8:15 with the warning bell sounding at 8:10. Jr. Kindergarten thru 2nd 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:

- **Elementary** students should go with their parent to the office when tardy to receive an “admit slip”. The teachers will not admit a student to class without the admit slip.
- **Middle School** Students should proceed directly to their classroom if they arrive between 8:00 am and 8:30 am. No admit slip is required during this time. If a Middle School student arrives after 8:30 am they should proceed to the office with a parent to receive an admit slip. Middle school students will not be admitted to a class after 8:30 without an admit slip.
- On the 8th tardy per semester, the student will not qualify for honor roll. (4th thru 8th)
- Further tardy violations will result in a parent/principal conference.

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.

Telephone Usage

Calls may be made from the office **only in the case of an emergency.** Students **should 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.

Telephone Usage – Cell Phone

During school campus hours (8:00 am – 2:45 pm) students are not allowed to use cell phones. For further clarification please see page 11. 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. If students are going to ARK after school, cell phone use may not be permitted. (Supervisor discretion)

Terra Nova Achievement Test / In View School Ability Test

All students in K thru 8th Grade are tested in April each year on the Terra Nova Achievement Test and the In View School Ability Test. Please check the school office for the most recent test results.

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.

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. **All Application & Registration fees are non-refundable.**

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. You will be notified by email of any changes. 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: _____