



PARENT-STUDENT

HANDBOOK

2022-2023

Preparing Students for their
Christ-Centered future...Since 1977

Office Phone: (408) 997-GOLD (4653)

Website lgcs.org

PURPOSE OF THE LGCS HANDBOOK

The purpose of this handbook is to familiarize and inform students and parents of the Los Gatos Christian School policies. Our mutual dedication to these policies will facilitate positive student/parent/faculty relationships. We recognize the fact that parents have the primary responsibility for the education of their children and that the school exists to help the parents accomplish this task.

By enrolling at Los Gatos Christian School, a student and his/her parents (or guardians) understand and agree to support the educational objectives and practices as stated in this handbook and to respectfully observe the disciplinary code of the school. It is further understood that the standards of Los Gatos Christian School do not tolerate profanity, obscenity in word or action, dishonor to our God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence but also to teaching students how to apply the truths of God's Word to every aspect of life. Thank you for allowing us to be your partner in the education of your child!

Head of School
Tim Wong

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INTRODUCTION

Mission Statement

Develop confident leaders through a rigorous and Gospel-centered curriculum anchored by a unique campus culture to serve, love and impact others.

Educational Philosophy

The Educational Philosophy of LGCS is to educate the whole student from a biblical worldview. The faculty and staff are committed to love, nurture, and respect each student, while providing an environment of high academic quality that prepares students for a life of service to God. The program includes the following areas:

Parent/LGCS Partnership: Parents assume the primary responsibility before God for their child's education. It is a privilege for LGCS to partner in this responsibility.

Academics: Provide challenging and balanced academic, enrichment, and physical education programs that meet the overall needs of a student body with varied abilities.

Biblical Worldview: Teach every subject area in a manner consistent with a biblical worldview.

Character Development: Provide a variety of opportunities for students to develop and build strong Christian character.

Student Behavior: Manage discipline using approaches consistent with Capturing Kids' Hearts, with an emphasis on building godly character in our students.

Self-Image: Encourage the development of the student's healthy self-image — that God has created each student uniquely and that He has a divine plan for each life.

Statement of Cooperation

1. I understand that Los Gatos Christian School (LGCS) is a ministry of Venture Christian Church and therefore, will teach the Bible as God's truth.
2. I understand that LGCS will teach salvation through Jesus Christ. While attending LGCS my child may decide to accept Jesus Christ as his/her Lord and Savior, therefore choosing to embrace Christianity. I am willing to respect my child's decision.
3. I understand that LGCS will bring a scriptural approach to its academic teaching and to its discipline policies when dealing with students.
4. I understand that LGCS is committed to building strong Christian character with a patriotic emphasis that is supportive of our country.
5. I understand that my behavior is a reflection of the school. I pledge to refrain from negative talk and destructive criticism about LGCS, the teachers, staff, students, and its policies to or in front of any students or parents, and/or other persons. If I have a concern I will contact the teacher or administrator directly, resolving the issue in a Christ-like manner. Issues not to be discussed with others include, but are not limited to, the following: behavior of other students, academic progress of students, comparison of staff members, concerns about behavior or parenting skills of other parents, complaints/concerns about teachers/staff, etc.
6. I have read and agree with the handbook policies including, but not limited to, educational doctrine, statement of philosophy, dress code, discipline policies, and attendance policies.
7. I understand enrollment is conditioned upon parent/guardian and student compliance with all current or future policies, rules, and regulations.

Core Values

Academic Achievement

- Offer an accelerated, yet balanced academic program to meet the needs of each child.
- Encourage critical thinking skills throughout the curriculum.

Communication

- Provide a variety of activities and programs through which students learn multiple ways to effectively communicate.
- Enable students to communicate with confidence; academically, socially, and spiritually.

Community Contributor

- Teach students to remain tender-hearted to the needs of their peers.
- Involve students in service-related opportunities outside the school environment.

Christian Character

- Emphasize a close, personal relationship with the Lord.
- Model qualities of a Romans 12 disciple.

Accreditation

Los Gatos Christian School maintains dual accreditation from the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). As a member of ACSI, LGCS subscribes to ACSI's Christian Philosophy of Education: The mission of ACSI is to enable Christian educators and schools worldwide to effectively prepare students for life.

Statement of Faith

Biblical Principles that Guide Venture Christian Church & Los Gatos Christian School.

1. About the Bible - We believe the Holy Scriptures to be plenary-verbally inspired, the very Word of God, authoritative, infallible and inerrant in the original writings. It was written by human authors under the supernatural guidance of the Holy Spirit. The Bible, being fully inspired by God in its entirety, is His perfect Word and is the authority for all faith and life. 2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18; Psalm 119:9, 11, 105, 160.

2. About God - We believe there is one God, creator and ruler of the universe, who is personal, infinite, perfect; and He exists eternally as Father, Son, and Holy Spirit. These three are co-equal and are one God. Deuteronomy 6:4; Psalm 90:2; 2 Corinthians 13:14; Ephesians 4:4-6; Matthew 28:19-20.

3. About the Person and Work of Jesus Christ - We believe that the Lord Jesus Christ, the eternal Son of God, became human without ceasing to be God, having been conceived of the Holy Spirit and born of the Virgin, in order that He might reveal God and redeem sinful humanity. We believe that He accomplished our redemption through His sinless life, and death on the cross as a voluntary, substitutionary sacrifice. We believe that our redemption is made sure by His literal, bodily resurrection from the dead. We believe that the Lord Jesus Christ is now in heaven exalted at the right hand of God, where as the High Priest for His people, He fulfills the ministry of Representative, Intercessor, and Advocate. John 1:1-2; Luke 1:35; Romans 3:24-25; Romans 4:25; Romans 8:34; 1 Peter 1:3-5; Hebrews 7:25, 9:24; 1 John 2:1-2.

4. About the Person of the Holy Spirit - We believe that the Holy Spirit is God, equal with the Father and the Son. He is present in the world, making people aware of their need for and drawing them to salvation in Jesus Christ. He indwells every believer from the moment of salvation, empowering them to live an obedient life that glorifies God and fulfills His purposes. He leads us into truth and gives spiritual gifts to every believer that are to be used to build up the body of Christ. The follower of Jesus will seek to be filled and led by the Holy Spirit daily. John 14:16-17; John 16:7-15; Ephesians 1:13-14; Romans 8:5-17; 1 Corinthians 12; Ephesians 5:18.

5. About Humanity - We believe that people, both male and female, are created in the image and likeness of God. In Adam's rebellion, the human race fell, inherited a sinful nature, became alienated from God, and can be restored to God's favor only through the work of Jesus Christ and the ministry of the Holy Spirit. We believe in the literal historicity of Genesis 1-3. Genesis 1:26-27; Genesis 3; Romans 3:22-23, 5:12; Matthew 19.

6. About Marriage - In accordance with God's Word and Church history, we define marriage as the union of one man and one woman. According to Genesis 1:28 and 2:24, marriage was intended by God to be a lifelong covenant relationship between a man and a woman. This definition of marriage was confirmed by our Lord Jesus Christ in Matthew 19:3-6; Mark 10:6-9 and reiterated by the Apostle Paul in Ephesians 5:31-33 and Hebrews 13:4. This definition of marriage has also been affirmed throughout Church history by leaders of the Christian faith.

7. About Salvation - We believe that salvation is a free gift of God, apart from any human merit, brought to humanity by grace and received by personal faith in the Lord Jesus Christ whose precious blood was shed for the forgiveness of our sins. Every believer's salvation is secure, being kept by the power of God. However, a believer by disobedience can mar his fellowship with God, lose his joy, testimony and incur the Father's loving discipline. While we do not believe good works are meritorious in obtaining salvation, we do believe that good works are an evidence of salvation. John 1:12, 3:18, 10:27-30; Romans 8:38-39; 1 Corinthians 1:4-8; Ephesians 1:7, 13-14, 2:8-10; Hebrews 12:9-11; 1 John 1.

8. About the Church - We believe that Jesus Christ is the head of the church, which is His body and redemptive agency on earth. Its mission is to make disciples of all nations by demonstrating His Life to the world, proclaiming the Gospel, baptizing believers, and teaching them to obey everything Jesus commanded. All those who have experienced salvation are members of the Church, and are

therefore eligible for baptism and membership in a local fellowship. Matthew 28:18-20; Acts 2; 1 Corinthians 12; 1 Timothy 3:15; Ephesians 2:21-22, 5:25; Colossians 1:24.

9. About the Ordinances - We believe the Lord Jesus left for the obedience of His people two ordinances, which are to be observed during this present age: Baptism by immersion and the Lord's Supper are commanded by Christ. Water baptism is an outward sign of what the Holy Spirit has performed in the heart of the believer. Matthew 28:19; Acts 8:26-38, 10:47-48. The Lord's Supper is observed by the believer at Christ's request until His return as a memorial of His sacrifice in securing our redemption. Matthew 26:26-29; 1 Corinthians 11:23-31.

10. About Satan - We believe that Satan is a created and fallen angelic being, the open and declared enemy of God and God's people, the destroyer of human lives and whose destiny is eternal punishment. Job 1:6-7; Isaiah 14:12-15; Ezekiel 28:12-19; John 10:10; Ephesians 6:10-20; Revelation 20:10.

11. About the Second Coming of Christ - We believe in the second coming of Jesus Christ. We believe immediately following the tribulation, He will establish His millennial kingdom on earth. 1 Thessalonians 4:13-18; 1 Corinthians 15:51-53; Revelation 20:6; Zechariah 14:4-11.

12. About the Eternal State - All people will experience the resurrection, believers to the state of eternal life and unbelievers to the state of eternal punishment. Luke 16:19-26, Matthew 25:31-46; 2 Corinthians 5:8; Philippians 1:23; 2 Thessalonians 1:7-9; Revelation 20:11-15.

SCHOOL PROFILE

Scope of Instruction: LGCS is committed to providing a well-balanced Christian education for children in grades Preschool—8th grade.

School Location and Facility: Los Gatos Christian School is located on the beautiful grounds of Venture Christian Church and operates as a ministry of the church. It is situated on 28 acres along the Los Gatos/San Jose border in the heart of Silicon Valley. The facility includes well-equipped classrooms, science lab, digital arts learning center, library, worship center, music room, art room, playground, and athletic field.

Spiritual Emphasis: Bible classes, chapel services, and special programs foster an atmosphere of Christian values and spiritual growth.

Academic Excellence: LGCS offers a quality education in a co-educational Christian day school setting.

Grades: Preschool through 8th Grade
Total Enrollment: Approximately 260
Class Size: Approximately 15-24
Hours: Full day program grades K—8. Half and Full day program for Preschool and Jr. Kindergarten.
Accreditation: Association of Christian Schools International (ACSI) & Western Association of Schools & Colleges (WASC)
School Year: Two semesters are divided into four grading quarters.
Curriculum: The curriculum is continually reviewed to ensure that all state, national, and ACSI/WASC standards are met and/or exceeded. Specifics are available upon request.
Testing: Standardized tests are administered annually to all students in grades K-8.

Some of the enriching annual school events offered may include, but are not limited to, 4th grade Gold Rush Camp, grade level concerts, grade level field trips, Christmas Program, Spring Musical, Jog-A-Thon, Spelling Bee, Math Olympics, and Speech Meet. Exclusively offered to the Los Gatos Christian Middle School (LGCMS), are Boss Club, Spiritual Emphasis Week, Spirit Weeks, Movie Nights, Sports Awards, 6th grade Hume Lake Science Camp and 7/ 8th grade East Coast Trip.

Student Records

Student school records are kept in school files. According to the California State Department of Education:

- *Parents who wish to view their student's records can come to the school office during regular business hours.*
- Originals of all files and records remain the property of Los Gatos Christian School. LGCS will make copies of files upon request of a parent. The parent may be required to reimburse Los Gatos Christian School for the costs of copying student records requested by the parent.

Class Placement

The assignment of students to classrooms is the responsibility of the school. Each year teachers prayerfully and thoughtfully consider the best class for a child. Factors considered by the staff include:

- A child's strengths
- Learning styles
- Needs
- Combination of students

Pledges

As part of our strong patriotic Christian emphasis, pledges are part of the school wide daily routine:

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.

BIBLE

I pledge allegiance to the Bible
Gods' 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.

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 to all who believe

Athletics

As part of Bay Area Christian School Athletic League (BACSAL), the LGCS Lions proudly compete in interscholastic athletics, in grades 5-8. The Lions excel and regularly receive recognition in the following sports:

Fall: Girls Softball
Boys' Flag Football
Co-ed Cross Country

Winter: Girls' Basketball
Boys' Basketball

Spring: Girls' Soccer & Volleyball
Boys' Volleyball & Soccer

(Subject to change. In the coming school year, events inevitably will continue to be postponed, rescheduled or canceled due to COVID-19. Going forward, LGCS will continue to follow the guidelines and restrictions set forth by the Santa Clara Public Health Department and the state, and events may be modified, postponed, rescheduled or canceled for the safety of our school community.)

WHERE TO FIND INFORMATION

ALL School Information – lgcs.org

Current parents of LGCS will find links to all current school information through this website by clicking the 'Parents' button on the blue toolbar.

Login – lgcs.schoolology.org

Parents may log on to this site to access current grades, courses, homework, and additional information.

Weekly Announcements – OnLion School Newsletter & Classroom Newsletters

Each week an emailed communication tool is used to tell the school community about the upcoming activities, sports, news,, and more. Your child's teacher will also send you a weekly email with classroom news.

SCHOOL ROUTINE

Office Hours

Monday - Friday 8:00 AM - 4:00 PM

School Hours

K-8th Grades		Start Time:
	Monday:	9:00 AM
	Tues, Wed, Thurs, Fri:	8:10 AM
		Departure Time:
	Regular Day:	3:00 PM
	Minimum Day:	11:30 AM
Preschool - JK		Start Time:
	Monday-Friday:	8:00 AM
		Departure Time:
	Regular Day:	3:15 PM
	Minimum Day:	11:30 AM

Admission for the Academic Year

- Enrollment for siblings of current LGCS students will begin on February 1
- Enrollment for the general public will begin on March 1
- Jr. Kindergarten—8th grade applicants are tested prior to acceptance
- Applicants must meet the following age requirements:
 - Preschool: 2 years 9 months old by the first day of school
 - Jr. Kindergarten: 4 years old by the first day of school
 - Kindergarten: 5 years old by the first day of school

For more enrollment information, please contact the LGCS Office, at (408) 997-4681. LGCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. LGCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Re-enrollment: Re-enrollment is held in February of each school year. Returning families have the opportunity to reserve their child's spot for the following school year by completing the online re-enrollment and submitting a non-refundable re-enrollment fee by the end of February. Re-enrollment is not a guarantee of automatic promotion to the next grade level. Promotion is dependent on academic status, behavioral consideration and good financial standing with the LGCS Finance committee.

Withdrawal: When a student is withdrawn from LGCS during the school year, it is the **parent's responsibility to complete the withdrawal form** and turn it into the school office. Please see the **Financial Policies** section for information regarding your financial obligation when withdrawing.

Tours: Tours are conducted by appointment only.

Volunteer Service: We love having volunteers! There are numerous opportunities for volunteers to help in the classrooms, at lunchtime, and during special school events. Please read the fingerprinting instructions below and reach out to your child's teacher to see how you can volunteer at our school!

Fingerprinting: For the safety of all concerned and to comply with accreditation requirements, LGCS requires every volunteer and staff member to be fingerprinted. Fingerprinting must be done **before** involvement in any LGCS student activity. Information obtained will be kept in strict confidence. A list of approved scanning agencies and the necessary documents are available in the elementary office.

Fundraisers: LGCS participates in school wide events each year to earn funds. Additional funds raised are used for special projects that change each year as needs arise. All fundraisers must be approved by the Head of School.

Lost and Found: Any personal item brought or worn to school must be clearly marked with the student's name and grade. LGCS is not responsible for lost or stolen property. Lost items will be kept in the Uniform Exchange Closet. At the end of each month unclaimed non-uniform items will be donated to charity. Unclaimed uniform items will be added to the uniform exchange.

Where Students Should Be

Before School

Before school care is only offered on Mondays. K-8th grade students arriving before 9:00 AM on Monday must report to ESS. Between 7:55 AM and 8:00 AM, middle school students must be outside the school buildings in the supervised areas. Students may not be in the school building before 8:00 AM.

Hall Passes

Students out of class must have teacher or office permission

Hallway Behavior

Students are to pass through the hallways in an orderly fashion walking on the right-hand side of the hallway without pushing, shoving, or horseplay. Middle school students may not dawdle (to spend time idly) in the halls but must move toward their next class or outside.

Supervised Areas

While on campus, students must stay within supervised areas for their own safety and protection. Students are NOT to be in the area of the worship center, athletic fields, parking lots, or any other area on campus without the supervision of a LGCS staff member. Disciplinary action will be taken for those students found in unsupervised areas.

After School

Students are to report to ESS as soon as carpool has finished (3:15 PM on regular school days.) All other areas are off limits.

Leaving School

Under NO circumstances may students leave the campus without proper permission. After arriving, students may not leave the campus until a parent or guardian picks up the student. Students leaving campus without proper permission may be subject to suspension or required withdrawal.

The procedure for leaving the campus early during the day is to have the student bring a note to the office in the morning or the parent may call the office to make early dismissal arrangements. The parent or approved guardian must come to the office to sign out the student. The student will then leave through the office.

Chapel

Chapel is held once a week. Students will attend with their assigned class and sit in the class's assigned section. Chapel includes singing, sharing, and study from God's Word. Chapel behavior must be the best! No excessive talking or rowdiness will be tolerated; automatic discipline notices will be given for unacceptable behavior. Students are to engage in chapel joyfully and respectfully, preparing their hearts to meet with God.

Lockers (Middle School)

Students are to follow these guidelines:

- Students may visit their locker ten minutes before the start of school, at breaks, at the beginning and end of lunch, and after school
- Combinations should not be shared with anyone
- Students should not have the combination of, nor open the locker of, any other student
- Lockers should be locked and clean
- Know that all locker contents are the student's responsibility
- Students should not keep items which are illegal or unauthorized in their locker
- LGCS is not responsible for articles taken from or damaged in the locker
- Lockers and all school property are subject to random or individualized searches at any time
- Cell phones brought to school should be kept in lockers during school hours
- Locker privileges will be revoked if any of the above statements are violated

Middle School Schedule

Monday BLUE	Tuesday GOLD	Wednesday BLUE	Thursday GOLD	Friday
Late Start!	P1 - 8:10-9:40	P2 - 8:10-9:40	P1 - 8:10-9:40	P1 - 8:10-9:00
P2 - 9:00-10:30	B - 9:40-9:55	B - 9:40-9:55	B - 9:40-9:55	P2 - 9:05-9:50
B - 10:30-10:45	P3 - 10:00-11:20	10:00-10:45 Chapel	P3 - 10:00-11:20	B - 9:50-10:05
P4 - 10:50-12:10	L - 11:20-12:05	P4 - 10:50-12:10	L - 11:20-12:05	P3 - 10:10-10:55
L - 12:10-12:50	P5 - 12:10-1:30	L - 12:10-12:50	P5 - 12:10-1:30	P4 - 11:00-11:45
P6 - 12:55-2:15	P7 - 1:35-2:35	P6 - 12:55-2:15	P7 - 1:35-2:35	L - 11:45-12:30
SH - 2:20-3:00	SH - 2:40-3:00	SH - 2:20-3:00	SH - 2:40-3:00	P5 - 12:35-1:20
				P6 - 1:25-2:10
				P7 - 2:15-3:00

ATTENDANCE

Regular and punctual school attendance of students is not only expected but essential for academic success. **School attendance is an area of mutual cooperation between the school, the parents, and the students.** The school must be notified before 8:30 AM (9:15 AM on Thursdays) if your child will be absent or tardy.

Attendance Line: (408) 997-4681, press 4

If the parent fails to properly notify LGCS of their child's absence, the absence will be considered unexcused. Students not present for at least half of a school day will be marked absent for that day. LGCMS students must be present by brunch in order to participate in after-school activities and sports. Please try to schedule doctor and dental appointments on non-school days or before or after school.

Excused Absences

There are three basic categories of excused absences. They are: (1) illness of the student, (2) family funeral, and (3) medical/dental/educational appointments. Please try to make appointments after school whenever possible. If a student is absent for more than five days due to illness, a doctor's note must accompany their return to school as verification that the student is well enough to be in class.

Unexcused Absences

Absences for reasons other than listed above and those that are not properly cleared are considered unexcused. Examples of unexcused absences include being late to class ten or more minutes, choosing to miss class due to lack of preparedness, being suspended from school, missing class due to being out of dress code, unverified absences, sleeping in, or scheduling appointments (i.e. hair appointments, social activities, etc.) during school time.

There is no additional time to make up any missed work and class work will be due the day the student returns. It is the student's responsibility to determine what assignments have been missed. Any participation points or in class extra credit missed during an unexcused absence or suspension may not be made up.

Advanced Absences

Students who plan to be absent due to family vacations, church retreats, non-LGCS sports competitions or mission efforts must petition the school for advanced absence approval. The student must obtain an advanced absence form from the school office or website, which is to be cleared by each of the student's teacher(s) and signed by the parent. These types of absences are marked unexcused in the attendance record.

To receive full credit for missed assignments during these absences, students are to follow their teachers' website completing all class work and homework. These assignments are due the first day the student returns to school. Also, all tests missed during the absence must be completed the day the student returns. (See also "Makeup Work" on page 20)

Excessive Absences

Seven absences are allowed per semester. After the seventh absence, an absence will be considered excused only if an illness is documented by a physician. Absences beyond the seventh day that are not excused by a physician's note will be considered unexcused. Any absence accompanied by a note from a physician will not count toward excessive absences. All other absences, for any reason, do count once seven absences have accumulated in a semester, whether the absence is student or parent initiated. Attendance totals will be documented on the quarterly report cards. School personnel may apply any or all of the following consequences as deemed appropriate:

- Detention, suspension, or expulsion
- Reduction in grades / incomplete
- Restriction of participation in 8th grade graduation activities and ceremony
- Recommendation of retention in same grade level
- Notification of truancy to the Santa Clara County Office of Truancy

Concussions, Extended Illness, and COVID-related illness

Students who have been diagnosed by their doctors with a concussion or an extended illness, including COVID-related illness, must follow the doctor's prescribed guidelines until cleared by a physician. In these instances, parents are required to provide the school with a doctor's note that includes the date of diagnosis and the doctor's required physical or cognitive limitations for the student. Administration will be notified to come alongside the student in crafting an education plan while the student is healing.

Students with extended medical conditions that require intensive academic modifications must work closely with Administration and teachers. Even with strong communication and dedication by all stakeholders, some situations are extended for such a long period or require such modifications that a leave of absence or disenrollment may be the only possible course of action.

Leaving School Early

During school, a student may only be released to individuals listed under their Emergency Contacts on the school website. Updating and maintaining the Emergency Contacts is the parent's responsibility. **Phone authorizations will only be accepted from a phone number currently on file. An email with an electronic signature will be accepted for same-day pick-up only.** The parent or authorized person must come to the school office, sign the child out, and obtain a pass to leave campus. ID may be required.

Returning to School

All students who return to school from an appointment must be brought to the office and signed in by a parent to obtain an Admit Slip before returning to the classroom. If a student is sent to the office without a parent to sign them in, the parent will be contacted to return to the office to sign in the child.

Tardies

Tardiness causes disruption for the entire class. Students and parents need to understand that they have a responsibility to the class and to themselves to be on time. All students are expected to be in their seats with all of their necessary materials when the bell rings. If a student is not, that student will receive an unexcused tardy.

Examples of excused tardies are as follows:

- Morning doctor/dental appointments
- School related testing
- Illness
- Involvement in an automobile accident or stuck in traffic due to an accident
- Unavoidable break-down (flat tire, dead battery, etc.)

Examples of unexcused tardies are as follows:

- Oversleeping
- Running out of gas
- Normal traffic problems
- Late carpools
- Unprepared for class (staying home to complete homework assignments/projects or returning home to get forgotten items)

All students arriving at school after 8:10 AM (9:00 AM on Thursdays) are tardy. **must be signed in at the office by the parent and obtain a tardy Admit Slip before being admitted to class. Failure to do so will result in an automatic unexcused tardy.** Students will have the opportunity to start each quarter with a clean slate.

HEALTH and WELFARE

Emergencies

In case of an emergency on campus, such as a fire or earthquake, the teachers will give directions on where to go and what to do. Students are to follow their instructions completely. During the school year, drills will be held to prepare for potential emergencies. If the fire alarm sounds during class, students are to evacuate with that class to the appropriate field. If it sounds outside of class time, students are to report to their class' meeting place.

In the event of a major earthquake, students will remain at school until their parents are able to pick them up. Communication will be through the automated phone system, the website and email. If an emergency evacuation is required, parents are to bring appropriate identification and be prepared to follow the instructions of school and community officials.

Immunizations

Immunization and health records are required in accordance with Santa Clara County Health Department regulations. **Until complete immunization records are received, students will not be placed on a class list or allowed to begin school.** Personal belief exemptions from immunizations are no longer legally viable per the State of California; therefore, all students must have immunization

records on file or a written medical exemption to vaccinations from a licensed physician medical doctor (M.D.) or doctor of osteopathic medicine (D.O.).

Illness

PARENTS ARE REQUIRED TO COMPLETE A HEALTH SCREENING FOR THEIR STUDENTS BEFORE COMING ON CAMPUS. Students may not be in school if they are ill, have a fever (100.0 or higher), persistent cough, green runny nose, vomiting or diarrhea. They may return to school when they have been **free of the above symptoms without medication for 24 hours** and are feeling better. If your child is diagnosed with a communicable disease (i.e.: COVID-19, Strep Throat, Scarlet Fever, Chicken Pox, Lice, Hand-Foot-Mouth Disease, Impetigo, Pink Eye) please notify the school office immediately so that an Exposure Notice can be sent home to classmates.

Medicines

A school medication form must be completed by the parent before any medication will be given to a student. This includes any over-the-counter (i.e. Ibuprofen, Tums, Benadryl, Neosporin, cough drops, etc.) or prescription medications. The **parent** must bring the medication to the school office in the original packaging (please **do not** have your child deliver the medication). The office stocks chewable and regular strength Acetaminophen (generic Tylenol) which may be dispensed to students with parental approval as indicated on their application or re-enrollment contract. For the protection of your child and our staff, **there will be absolutely no exceptions to this medication policy.**

COMMUNICATION POLICIES

Parents are encouraged to contact the school by phone or email whenever the need arises. Teachers may be contacted by email, voicemail, or a written note. Teachers will not answer their cell or classroom phones during class hours. Please contact the school office for emergencies.

Deliveries to Students: Any deliveries to students during the school day must be dropped off at the school office. ***Please do not deliver anything directly to your child's classroom, as it is disruptive to the teacher and class.***

Parent /Teacher Conferences: Parents are encouraged to confer with their child's teacher regularly. A formal Parent/Teacher Conference will be scheduled in the fall. Additional conferences may be requested by either parents or teachers as necessary. Please contact the teacher via email, voicemail, or through the school office to schedule an appointment. ***Please do not confer with your child's teacher during morning drop-off or afternoon pick-up, as they need to focus on the safety of the students at those times.***

Party Invitations: In order to maintain a friendly social school environment, invitations ***may not*** be given out at school. Do not have flowers, balloons, etc. delivered to your child at school. Do not arrange for special transportation (limousines, etc.) from school.

Birthday Celebrations: Celebratory refreshments are welcome; however, because some students have allergies, you may consider bringing non-food items such as pencils, stickers, or other trinkets. Our students are taught the value of healthy food choices: please consider healthy options and be sensitive to food allergies of students in the class. Please confer with your child's teacher or, for middle school students, the school office, in the safe handling and distribution of birthday treats. ***State and Federal laws prohibit drinks containing caffeine.***

Pictures and Photographs: LGCS is authorized to use photographs or pictures of students in school-sponsored yearbooks, newspapers, promotional brochures, books or any other form of promotional material including, but not limited to, the LGCS website and social media on the internet (unless a written request for non-use has been given.)

Website and Online Communication: The primary method of school-to-home communication is via the weekly "On-Lion Newsletter" email. The school website, ***lgcs.org***, also contains vital information. Parents and students are encouraged to regularly check the newsletter and website to be well informed regarding school information.

Weekly Envelope: A weekly envelope may be used to support school-to-home communication. Envelopes are sent home each Monday. Enclosed will be corrected school work and important school notices. School communication envelopes will be used for official school papers only. We do not allow advertising of a school family's personal business through the Monday envelope system. Flyers for churches or school organizations **MUST** be approved through the school office prior to distribution. Please read the contents of the envelope weekly. Record any volunteer hours served that week, initial, and return the envelope with your child to

school the next school day. Lost or damaged envelopes must be replaced. Replacement envelopes cost \$5.00 and can be obtained through the school office.

Telephone Use: *Students are not allowed to use the phone without permission*. Middle school students may call their parents from the school phone if an after-school sports activity changes. If an emergency exists, parents will be notified by the school staff: assignments, books, after-school plans with friends and checking carpool plans are not considered emergencies. After 3:15 PM (11:45 AM on minimum days), students must check-in to ESS and may then call parents from the ESS phone if arrangements need to be made for a ride home.

Visiting LGCS: All visitors must first sign-in at the school office. Visitors' badges must be worn on school grounds.

- **Prior authorization from the teacher is required for parents to be in the classroom**
- **Prior authorization from the school office is required for friends of students to visit**
- **Shadowing must be scheduled through the school office**
- **High School students desiring to perform community service must receive prior permission from the school office**

Parent Communication: Sometimes, in the rush of the academic schedule, a phone call or an email to a teacher or staff member from a parent may go unnoticed. If we do not respond by email or telephone to your message or inquiry within a 24-hour business day, or your need is not met, please contact your Head of School's office at (408) 997-4681 or twong@lgcs.org. Your calls and emails are important to all of us at LGCS.

Communicating Concerns: In accordance with God's Word, it is our desire that all LGCS community members labor towards the same goal of unity in a godly manner to bring glory to God. In all situations, assume the best. Everyone is working in the best interest of the student. If you have any concerns, please follow the Matthew 18:15-17 principle, the procedures to take are:

- Communicate in a polite and respectful manner
- Contact the teacher or staff member directly via email or voicemail to state your concerns and/or schedule an appointment
- If no resolution is determined, you may schedule an appointment with the Head of School. The teacher, Head of School, and parent will work together to resolve the problem
- The Head of School is the final authority in all grievances and will determine the appropriate action and resolution

ACADEMICS

Educational Care Program

LGCS seeks to serve students of varying academic abilities. Limited student support is available for qualified students through the Educational Care Program (ECP). Please contact the ECP representative for further information at (408) 997-4681. On most days, by appointment, classroom teachers will be available to tutor their own classroom students from 3:15 PM - 3:45 PM at no charge. As an added service, teachers may offer academic tutoring for students outside of normal school hours. Rates for these services are \$40 per hour for private tutoring and \$20 per hour for group tutoring. To arrange for tutoring services, please contact the ECP office for a list of available tutors.

Enrichment Programs

The curriculum is continuously reviewed to ensure that WASC and ACSI standards are met and/or exceeded. Specifics are available upon request. LGCS offers the following enrichment programs:

Art: The Art program is designed to introduce students to art in its many forms and traditions. Students are encouraged to express themselves through the creative process. Skills will be developed through, but not limited to, the study of famous artists, the integration of art and technology, and traditional hands-on techniques.

Technology: In the Idea Lab and in the classroom, students develop the necessary skills for successful learning. Students learn how to integrate classroom content with technology, preparing them for academic success. Students are taught the value of being responsible digital citizens.

Library: LGCS strives to instill a love of reading in all students. The library is a source of educational and recreational reading materials. Parents should be actively involved in helping their child evaluate what they read and further censor where they feel it is necessary. Please note that library materials may not be Christian in nature. Students also have access to a digital library that includes a wide range of books and resources through a classroom app called "Epic".

Music/Theater: Students are exposed to a variety of formats, including classical music, contemporary Christian music, as well as singing and dramatic movement. Music class is offered for students in Pre-School—5th grade.

PE: PE instruction promotes students' awareness of the importance of living a healthy and active lifestyle through fitness activities and team sports in accordance with the WASC and ACSI standards. Students will learn self-confidence as their own skills improve and they learn to respect the skills of others. PE is taught from a biblical perspective with students learning to respect and take care of the body which God has given them. A written note from a physician and/or a parent is required if a student is to be excused from PE for 3 or more consecutive PE periods. If a student does not have a note and is not present for PE, it is an unexcused absence which will affect the student's PE grade. Students in 4th—8th grades are encouraged to use deodorant/anti-perspirant; however, they may not use aerosol deodorant or body spray while on campus.

Field Trips

Field trips are an enhancement of the LGCS educational program. Parent volunteers assist in the transportation and supervision of the students. All drivers and chaperones must have proof of fingerprinting on file with LGCS. Additionally, drivers must provide a declaration statement of auto insurance and a valid driver's license. There may be an additional fee for field trips for both students and volunteers. Every effort is made to group dads with dads and moms with moms. Siblings are **not permitted** to attend. Handheld electronics (i.e. iPad, Nintendo Switch, Kindle, etc.) are only permitted during the transportation portion of the field trip and at the discretion of the teacher/chaperone. Parents must provide a car seat/ booster seat for all students that are under 8 years old or 4'9" tall. If a car seat/booster seat is not provided for a student who requires one, the student will not be permitted to attend the field trip and the parents must pick them up. (Subject to cancellation or change. In the coming school year, events inevitably will continue to be postponed, rescheduled or canceled due to COVID-19. Going forward, LGCS will continue to follow the guidelines and restrictions set forth by the Santa Clara Public Health Department and the state, and events may be modified, postponed, rescheduled or canceled for the safety of our school community.)

Differentiated Learning

Our mission is to provide the richest possible learning experience to students with varying academic capabilities. Students who are advanced, on level, or emerging learners, will find challenging academics. Because we strive to achieve the goal of a 1:20 teacher/student ratio in K-2nd, and a 1:25 ratio in 3rd-8th, the pace of academic progress is consistent and challenging.

Homework Policy

Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for review of concepts learned, as well as to assess student understanding of instruction. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and personal responsibility.

Given that our role is one of assisting parents in the educating of their children, we do not desire to compromise family time. With this in mind, LGCS strives to achieve balance while understanding that homework is necessary to attain academic excellence. LGCS recognizes that some assignments may take longer to complete than others, based on a student's ability, use of class time, and strength of academic schedule.

LGCS teachers adhere to the following guidelines when assigning nightly homework for their students:

Grade	Minutes
K	10
1	10
2	20
3	30
4	40
5	50
6	60
7-8	90

God has created each child individually with gifts, talents, and strengths that make them unique. The school's goal is to encourage each student to learn the concepts and facts presented in each subject area (math, language, science, Scripture memorization, reading, etc.) through study in class and at home.

Teachers will make every effort to give time for daily assignments to be completed, or allow students to have teacher directed assistance in practicing the content of each lesson during the class period. Some students will be able to finish their work in the time allotted by the teacher during class, while other students will need more time at home to complete their assignments. Tests and special projects will require every student to spend time in preparation outside of class. The amount of time needed to master the material will vary from student to student due to the differences in learning styles.

Homework will not be assigned during school breaks/vacation except for the completion of previously assigned long-term projects. If your child is not able to finish his/her homework due to unforeseen circumstances, please send a signed note or email explaining the situation to the teacher the next school day. This may or may not be excused, at the discretion of the teacher. Parents will be contacted when a pattern of incomplete homework occurs. An appropriate plan of action will be developed between the student, parent, and the teacher.

Homework Guidelines for Students:	Homework Guidelines for Parents:
Always do your <u>best</u> work	Be familiar with the homework policy philosophy and guidelines
Record directions for homework in an assignment notebook	Contact the teacher with questions or concerns, especially if your child exceeds the allotted time frame
Understand assignments clearly before leaving class	Provide a time and place to do homework assignments with limited interruptions
Bring home the proper materials to complete the assignments	Actively supervise homework completion, assisting with, but not doing the work
Hand in completed assignments on time	Oversee completion of long-term assignments to assist in understanding time management
Budget time properly for long-term assignments	
Complete any work missed due to absence from class	
Understand how homework will affect your class grade	
Talk to your parents and teacher if you are having difficulty with homework	

Make-Up Work

Excused Absences

Assignment information can be found on your child's teacher's Google Classroom and Google Site. Worksheets or handouts must be requested by the parent by 9:00 AM on the day of the absence. Students absent due to illness are allowed one school day for each day missed to complete all missed work/tests. It is the students' responsibility to make arrangements to make-up any missed work. Assignments and tests that are not made up in that time period will receive a zero. Tests and quizzes may be made up with the teacher after school.

Students who miss school due to a family vacation must first submit an **Advanced Absence Request** one week prior to allow time to prepare assignments. It is the responsibility of students and parents to arrange pick-up of assignments from the teacher before they leave. Once the absence has been approved, all assignments must be turned in the day he/she returns to school. Papers or reports that are due must be turned in on or before the due date, even if the student is absent. Advanced Absence Request Forms may be obtained in the office, or can be downloaded from the school website.

Unexcused Absences

All homework or in-class projects due the day of an unexcused absence or suspension may have a grade reduction of 25%. Tests and quizzes given on that day will not have a grade reduction if they are made up on the first day the student returns. Large projects, that the student has had weeks to work on from home, that are due that day, will not have a grade reduction if they are still turned in on or before the due date.

Advanced Absence

Assignments due during an Advanced Absence are due the day the student returns to school.

Extended Absences

Parents of students who have extended absences due to surgery or extended illness should contact the Head of School at twong@lgcs.org to create a reasonable plan for make-up work, including in-class work and tests. Plans will be made on an individual basis by consulting the family and the teacher(s). Our goal is to support the healing of a student's physical, mental, emotional and spiritual health while at the same time advising students on how to successfully continue in their academic studies.

School Performance/Athletic Competition Absences

Students who miss class due to an excused event, such as a school performance or athletic competition, are still responsible for the work due that day. Work should be turned in to the teacher or to the front office before leaving campus.

For the work that was assigned during the missed class, students should check the teacher's website for the missed work and speak with a classmate about what occurred in class. The student must complete the assigned work without an extension if possible. If the student cannot complete the assigned work, email (no exceptions) the teacher prior to the next class session and work directly with the teacher to see if an extension is possible.

Homework During Breaks

No homework will be assigned over major breaks (Thanksgiving, Christmas, Winter, and Easter breaks). Also, no major projects or tests will be due the day upon returning to school.

Late Work

Assignments are to be turned in on time to receive full credit. Late work, due to something other than an excused absence, may be penalized or not accepted. Late papers or assignments due to computer malfunctions will not be accepted.

Grading and Posting Policy

Grading Student Work: Student work will be graded and posted within five days.

Given the nature of the assignment, some assignments may take longer to grade and post than others.

Report Cards

Report cards will be sent home at the end of the first and fourth quarters. Grading keys are available on the school website and are shown on the report card itself. Academic achievement and citizenship are acknowledged quarterly.

Progress Reports and Homework

Student grades and homework are posted on FACTS SIS for parent and student review. A Mid-Quarter Progress Report (MQPR) is sent out in the middle of each quarter for each subject in which a student's grade is D or E. **These reports are to be signed by the parent and returned to school the next school day.**

Academic Probation

Academic probationary status may be assigned by the Head of School **any time** a student's academic work has reached the point where there is substantial doubt as to the appropriateness of his/her enrollment at LGCS. Once the student has completed a "probationary" quarter, he/she may earn regular status by improving academic performance as outlined in the "Conditional Acceptance/Promotion" contract.

Students who do not meet the terms of probation may be subject to dismissal. Any student on academic probation may be restricted from participating on the LGCS athletic teams. Any student receiving a **final grade** of 60% or less, or an "I" (incomplete) in any academic subject will be placed on academic probation and required to complete twenty hours with a professional educator in that subject during the summer **before promotion to the next grade level**. Proof of completion must be submitted to the school office **by August 1st** to guarantee placement on a class roster. It is the responsibility of the parents to check student's weekly assignments and grades through the school website.

Academic Requirements for Graduation and Promotion

In order to graduate or be promoted, students must possess at least a 2.0 GPA, based on semester grades. If a student earns yearlong Ds in three or more core subjects, or a yearlong F in any subject, he or she will not qualify for graduation or promotion. A student may be promoted to the next grade if acceptable remedial work is completed by the beginning of the following year. Students must attend at least 90% of the school days in order to be eligible for promotion to the next grade.

All LGCS students take the core classes of Bible, Science, Math, History, and PE each school year. Middle school students must complete the CEO Challenge elective course before the end of the 8th grade in addition to the required core classes. Additionally, middle school students take elective classes.

LGCS graduates are well prepared to meet the rigors of high school. In fact, students who maintain a GPA of 3.0 or higher for all of 7th grade and the first semester of 8th grade, exemplify above-standard citizenship, and participate in at

least two after school activities such as an athletic sport or take part in the musical, qualify for guaranteed admissions at Valley Christian High School and The King's Academy.

Every professional develops a "resumé" for career advancement, and students build a resumé for possible re-enrollment. At the conclusion of each year, the administrators view the resumé of every student for re-enrollment. Students with weak resúmes will be notified that the terms of re-enrollment are conditional and not guaranteed.

The student resumé includes academic grades, attendance records, and the student's citizenship records. The administration reviews the resumé of each student before re-enrolling or granting acceptance into our middle school. This process is intended to help each student gain an understanding of the importance of developing a strong resumé for promoting his or her academic and eventual professional career.

High School Recommendation Requests

It is the parent's responsibility to make sure his/her student applies to the high school of their choice.

Give all high school teacher recommendation forms to the LGCS office. **Do not give the forms directly to the teachers.** Forms can be turned in to the LGCS office any time after October and will be sent to the high schools by the application deadline. Please allow the teachers ample time as they have numerous recommendations to complete.

- Check all deadline dates for applications
- Turn in appropriate forms to the LGCMS office at least two weeks before the application deadline
- For specific teacher recommendations, please put the teacher's name on the appropriate forms
- Remember to sign the application forms as required
- Recommendations will be kept confidential between the teachers, administration and the high school and **will be sent directly from LGCS to the high school**

Students who maintain a GPA of 3.0 or higher for all of 7th grade and the first semester of 8th grade, exemplify above-standard citizenship, and participate in at least two after school activities such as an athletic sport or take part in the musical, qualify for guaranteed admissions at Valley Christian High School and The King's Academy.

ACADEMIC INTEGRITY

Academic Integrity Policy - Students are to practice honesty, integrity, and optimum effort on all assignments resulting in grades that reflect the student's original work and is an indicator of their understanding of the course material. Students are expected to do their own homework, submit their own thoughts for writing assignments, and take tests without external aids. Students are also expected to deny requests from other students to copy from their work.

The determination that a student has breached the academic integrity policy will be based on the judgment of the teacher or staff member. Observations, written materials, electronic data, student statements, and other items will be considered when making the determination.

If it is determined that a student has breached the academic integrity policy, they will receive a disciplinary referral. The work must be redone and re-submitted. Resubmitted work may receive partial credit.

Cheating or Suspicion of Cheating

Examples of cheating or suspicion of cheating are, but not limited to:

- Test or quiz: Sharing information that is on a test with an individual that has not taken the test, looking on another student's paper, sending or receiving any type of electronic transmission, having out any information pertaining to the test or quiz during the exam, talking, whispering, or any type of communication during a test or quiz, verbal or nonverbal, after instructions to begin the test are given and until all tests are turned in is considered cheating.
- Assignments: Copying homework or other assignments, sharing assignments verbally or in writing, having another student do work and taking credit for it, helping another student to obtain work that is not his or hers, and sharing answers through any means unless directed to work as a group by the teacher is considered cheating.

Plagiarism

Plagiarism: The offering of another person's words or ideas as one's own writing/work.

Plagiarism includes:

- Submitting another's work, word-for-word (three or more consecutive words) without citing the source

- Failing to use student's own word voice but instead simply copying a source's sentence structure and substituting synonyms
- Copying another person's work, in part or in full (including homework and math formulas)
- Copying and pasting from the Internet without citation
- Having a parent or another person write an essay or do a project that is then submitted as one's own work
- Submitting work previously submitted for another assignment (by oneself or another) for credit on a current assignment

DRESS CODE

The purpose of the Dress Code is to assure student safety and emphasize the importance of the school and its work. Clothing can contribute to a sense of pride and professionalism in the students' workplace and may lead to a sense that school is important business.

Dress Code Standards for All Students

The uniform policy is in place to maintain a consistent appearance among the students that is modest and maintains a school environment free of peer pressure and the influence of fashion trends. The uniform dress code is enforced to eliminate disruption to the learning environment and provide quality clothing choices. Students are required to be in proper uniform attire each day.

- Uniforms must be clean and free of holes
- Uniforms may be no more than one size larger than the student's normal size
- Uniforms must not be smaller than the student's normal size
- Non-uniform jackets, sweaters, sweatshirts may be worn **outdoors only** on cold days so long as the garment is free from dominant graphics, and must be removed once inside the classroom. Small logos such as Nike, Adidas, etc. are acceptable.

Boys and Girls (Preschool – 8th)	Style	Fit Requirements
Polo Shirt	<ul style="list-style-type: none"> ● Knit polo shirts with short or long sleeves ● With or without school logo* ● Acceptable colors: white, gray, red, navy blue and hunter green 	Uniform shirts must fit appropriately; not too large or too tight. All undershirts or layering tanks must be white and remain tucked in. No visible logos or brand names on chest or sleeve, except for the school logo.
Pants or Shorts	<ul style="list-style-type: none"> ● Flat or pleated front ● Acceptable colors: khaki or navy blue 	Uniform pants and shorts must fit appropriately; not too large or too tight. Shorts must be no shorter than 5" above bent knee.
Socks	<ul style="list-style-type: none"> ● Any color or print to match school uniform 	Socks are required when wearing closed-toed shoes.
Shoes	<ul style="list-style-type: none"> ● Athletic sneakers ● Sandals with back strap 	No open-backed shoes or offensive designs
Outerwear (optional)	<ul style="list-style-type: none"> ● Navy blue sweater pullover, cardigan or jacket ● Navy blue fleece pullover or jacket ● Navy blue nylon jacket or windbreaker ● All outerwear must be solid navy blue, with or without a school logo* 	Must wear a uniform shirt underneath.

Additional Options for Girls	Style	Fit Requirements
Skirt or Skort	<ul style="list-style-type: none"> ● Flat or pleated front ● Acceptable colors: navy blue, khaki or classic navy plaid** 	Skirts and skorts must be no shorter than 5" above bent knee. No rolled or sagging waistbands or hems.
Jumper	<ul style="list-style-type: none"> ● Acceptable colors: navy blue, khaki or classic navy plaid** 	Jumpers must be no shorter than 5" above bent knee
Tights or Leggings (optional)	<ul style="list-style-type: none"> ● Any color or print to match school uniform 	Worn only under skirts, skorts or jumpers that are regulation length.

Additional Options for Middle School	Style	Fit Requirements
Dress Down Thursdays (optional)	<ul style="list-style-type: none"> ● LGCMS designed t-shirt or sweatshirt ● Jeans or pants without holes, no fraying, not baggy, not tight, and not form-fitting 	Available through LGCMS Student Store or the school website at https://www.lgcs.org/login by clicking "Spirit Shop" at the bottom of the page.

*LGCS embroidered items are available for purchase online at globalschoolwear.com.

**Classic navy plaid skirts and jumpers are available for purchase online at globalschoolwear.com. Lewis plaid items from Merry Mart will no longer be accepted.

Uniform PE Clothes: 4th – 8th Grade Students

- LGCS PE uniforms are required for PE class
- PE shirts and shorts are available for purchase online at globalschoolwear.com
- Solid, grey sweatshirts or sweatpants, without dominant graphics, may be purchased at the store of your choice and worn during PE only
- 4th & 5th grade students wear their PE uniforms in the morning and change after PE—failure to do so will result in a Dress Code Violation
- Middle school students change into their PE uniforms before their scheduled PE class—failure to do so will receive a grade deduction

PE Uniform	Style	Fit Requirements
Shirt	● Grey t-shirt with school logo*	Uniform shirts must be clean and fit appropriately; not too large or too tight.
Short	● Navy blue shorts with school logo*	Uniform shorts must be clean and fit appropriately; not too large or too tight. Shorts must be no shorter than 5" above bent knee.
Sweatshirt or Sweatpants (optional)	● Solid grey, with or without school logo*	Must be clean and fit appropriately, not too large or too tight. Must be free of all dominant graphics, except for our school logo.

*LGCS logo'd PE items are available for purchase online at globalschoolwear.com.

Non-uniform Dress Code

A non-uniform day is regarded as a privilege and students are expected to dress appropriately. Non-uniform awards are to be used on Fridays only, unless otherwise indicated. Please ask yourself these questions when selecting clothing and hairstyles:

- Is it immodest?
- Could my appearance be disruptive to the focus and learning of others?
- Does my appearance identify with a negative counter-cultural group or a rebellious element of society?
- Does the clothing present a health or safety hazard?
- Is the clothing stained, faded, worn, or improperly fitted?

<u>The following attire is allowed on non-uniform days:</u>	<u>The following attire is NOT allowed:</u>
Jeans or pants (no large tears or holes, nothing too baggy, nor too tight)	No logos, pictures, cartoons, store names, or brands that may be in conflict with biblical standards (inappropriate slogan includes demeaning comments)
Modest shorts/skirts no shorter than 5" above the bent knee	No bare midriffs
T-shirts, sweatshirts, or jackets (no inappropriate cartoons, pictures, slogans, or words)	No tank tops
Sleeveless shirts with minimum 3" strap width	No cut-off sleeves
Middle school students may wear flip-flops on non-uniform days only	No leggings (may be worn under a skirt or shorts that is no shorter than 5" above the bent knee)

Party Clothes Dress Code

- Special occasions may be designated as "Party Clothes Dress Code" days and the Non-uniform Dress Code Policy applies. If a student chooses not to wear non-uniform attire as described, the student must be in school uniform
- Boys may wear nice pants or nice dress shorts and collared shirts
- Girls may wear dresses, skirts, skorts, or nice pants
- Jeans are acceptable for boys and girls with the following restrictions: without holes, not torn, no fraying, no baggy, nor tight and form-fitting

Hair Cut/Style Policy

- Hair that obscures the student's vision, is unnatural in color, or is an extreme hairstyle, is not allowed at school
- Boy's hair is to be kept neatly trimmed and groomed and may not extend below the middle of the ear, over the eyebrow, or past the top of the shirt collar
- Parents of students not in compliance will be notified and expected to address the issue in a timely manner (boys will be given 1 week to get their hair cut properly)
- No facial hair is allowed

Middle School Students Only

Middle school students may participate in "Dress Down Thursdays" by wearing a school spirit shirt with blue jeans. If a student chooses not to wear the attire as described, the student must be in school uniform.

Accessories (shoes, jewelry, cosmetics, etc.)

- Shoes must be safe and have closed backs—no slip-ons
- Shoes may not have wheels or offensive designs (i.e. skulls)
- Boys may not wear earrings
- Dangling/hoop earrings are not allowed in Preschool—5th (all girls may wear post earrings)
- Body piercing, studded wristbands, belts, or excessive jewelry are not allowed
- Jewelry/accessory logos, pictures, cartoons, store names or brands must be appropriate and may not be in conflict with biblical standards (inappropriate slogans include those with demeaning comments)
- Tattoos are not allowed
- Students are not allowed to wear hats, ball caps, or hoods inside the building
- When outside, hats/ball caps may be worn in the forward position only
- Preschool—5th grade girls may not wear make-up
- Preschool—5th grade girls may not wear artificial nails (press-on or salon)
- Middle school girls may wear light make-up

Dress Code Enforcement

Students need to be in dress code at all times when on campus and at any school event. LGCS reserves the right to make the final decision in regard to dress. Students may be withheld from class when not in proper dress and the missed class time is not excused. Parental review and support before a student leaves for school are important aspects of meeting dress code standards. Students requiring a change of clothing to comply with the dress code may be asked to find proper clothing in the Uniform Exchange Closet or to call parents for a change of clothing. Students whose attire does not meet standards at a school function may be asked to leave. See Dress Code Consequences for consequences regarding dress code.

CITIZENSHIP/STUDENT CONDUCT

Code of Conduct

As a Los Gatos Christian School student, school is your "business," and your success in school will undoubtedly influence your adult life. Courtesy, honesty, regular school attendance, as well as respect for your fellow student and school property are qualities expected of successful LGCS students. The following is the Code of Conduct that every student is expected to follow; additionally, all 5th – 8th grade students and their parents sign a copy of the Code of Conduct:

- To have exemplary behavior both on and off campus (Romans 13:1-5);
- To faithfully support LGCS through a positive attitude (Romans 13:1-5);
- To engage in God-honoring conversation and communications. Profanity, gossip, inappropriate language, and inappropriate innuendos in word or action are not acceptable (Colossians 4:6, Ephesians 4:29, Ephesians 5:3-5);
- To keep my hands off other students at all times and for all reasons. I will use non-violent means to resolve conflict, showing compassion to others. I will not engage in aggressive behavior such as teasing, bullying, insulting, or harassment as it will not be tolerated (Romans 12:9-21);
- To respect the personal property of others by leaving the belongings of others alone at all times. Understanding that I am responsible to pay for any damages I may cause (Ephesians 4:28);
- To complete class and homework assignments on time, to the best of my ability (2 Timothy 2:15);
- To uphold the academic integrity standards as outlined in the student handbook. (Proverbs 12:17);
- To discuss school problems only with the people involved (student, parent, teachers, or administrator) and not with those who are not involved (Matthew 18:15);

- To be cooperative, courteous, respectful, orderly, and accepting of discipline (Hebrews 12:11)

Caught Being Great and Lion's Pride

The student who performs special acts of service or kindness may be awarded a "Caught Being Great" or "Lion's Pride" as part of the Merit/Demerit policy.

Assembly and Chapel Behavior

Students should be on their utmost best behavior while in chapel. Students should act respectfully, be attentive, and not be a distraction to the speaker or other students around them.

Food, Drinks and Gum

Food and drinks should only be consumed at times and places designated for that purpose. Food may not be consumed in the classrooms (with the exception of bottled water) unless under the supervision and approval of a teacher. Food and drinks may never be consumed in the hallways, staircases, or in Chapel. Opened bottles of beverages, with the exception of water bottles, are not allowed in the buildings. **Gum is not allowed on campus at any time. Since we share the facility with Venture Christian Church, we must follow the facility guidelines and not chew gum on campus.**

Backpacks

Elementary school students may leave their backpacks in their classroom. Middle school students must keep their backpacks with them at all times. They may not leave their backpacks unattended on the school campus. Students may not touch other students' backpacks. School administrators, without the need of a search warrant, may search a student's backpack or bag. The school is not responsible for backpacks left unattended. Zucas are discouraged in lower grades and not allowed for middle school students.

Buying, Borrowing Money, Selling, and Trading

No student may borrow money from other students. Students may not buy, sell, or trade items without prior permission from the administration.

Behavioral Probation

Behavioral probationary status may be assigned by the Head of School any time a student's behavior has reached the point where there is substantial doubt as to the appropriateness of his/her enrollment at LGCS. Once the student has completed a "probationary" quarter, he/she may earn regular status by improving behavior as outlined in the Conditional Acceptance/Promotion contract.

Merit Policies and Procedures

At LGCS, a Merit/Demerit system is implemented to partner with students and their parents in an effort to encourage positive behavioral choices and to recognize those students who are making intentional attempts at meeting the policies outlined in the LGCS Code of Conduct.

Merit Recognition: It is the goal of Los Gatos Christian School to recognize those students who consistently work towards meeting the standards outlined in the LGCS Code of Conduct. Students will be rewarded with privileges for setting a model of distinction. These privileges may come in the form of:

- Non-uniform dress code coupons
- Lion's Pride or Caught Being Great tickets
- LGCS Gear

Discipline Notice

In more severe cases, a Discipline Notice will be sent home. The school will work with the parents to bring about change in the student's behavior. The parent must sign and return the notice to the school office the next school morning.

Detention

After-school detention occurs on Fridays from 3:15 PM - 4:15 PM and serves as a deterrent and consequence for misconduct. When a student receives a detention, he/she must report to the school office no later than 3:15 PM. If a student fails to show up or is late, detention will be reassigned to the following Friday, and detention time and cost will double. The yellow copy of the Discipline Notice must be submitted with a parent's signature and a \$10.00 fee to the detention supervisor. Parents may pick up their child from ESS one hour after checking in. Parents should not attempt to pick up their child early, as this will void their detention and will be noted as a failure to show. (Suspended until further notice. Instead of detention, a work detail may be assigned due to a student's misconduct - see Work Detail below.)

Work Detail

Work Detail may take place the same day in which it is assigned due to a student's misconduct. Under the supervision of a teacher or their representative, students earning a Work Detail will participate in trash pick-up, classroom clean-up, etc.

Property Damage

The people responsible must pay for the damage to school property, either deliberate or accidental. This includes any defacement by graffiti. Details of damage and costs will be sent home to parents. Grade reports and diplomas will be held until all fees have been paid. Students must not remove or move any property without specific permission from a teacher or staff member. Los Gatos Christian School is not responsible for loss or breakage of any student's personal items.

Non-Allowable Items:

Electronics, Cell Phones, iPods, Smart Watches, MP3 players, CD players, radios, cameras, video cameras, toys (except for sharing), liquid white-out, rubber cement, electronic games, laser pens, magic card games, Heeley shoes, skates, skateboards, rollerblades, RipStiks, and remote control cars (except for designated days at ESS) are not allowed on campus. Yo-yos are allowed at recess/outside only and at ESS and are considered sports equipment, the same way that footballs, soccer balls, etc. are allowed. Pets are not allowed on campus. Additional non-allowed items are listed under Suspension and Expulsion.

Suspension and Expulsion

All homework or in-class projects due the day of the suspension will have a grade reduction of 25%. Tests and quizzes given on the day of the suspension will not have a grade reduction if they are made up on the first day the student returns. Large projects that the student has had weeks to work on from home that are due the day of the suspension will not have a grade reduction if they are still turned in on the due date. The following offenses may constitute grounds for suspension and/or expulsion and may also result in the school notifying the authorities:

1. Physical Injury:
 - Cause, attempt to cause, or threaten to cause physical injury to another person
 - Willful use of force or violence on another person
2. Weapons, Explosives, Dangerous Objects:
 - Possess, sell, furnish or receive a firearm, knife, explosive or other dangerous object used as a weapon
3. Controlled Substances/Alcohol:
 - Unlawfully possess, use, sell or furnish, or be under the influence of any controlled substance, alcoholic beverage or intoxicant
4. Substances in Lieu of Controlled Substances:
 - Unlawfully offer, arrange, or negotiate to sell any controlled substance, alcoholic beverage, or intoxicant, and then sell, deliver, or furnish another substance in lieu of that substance, representing the substance as a controlled substance, alcoholic beverage or intoxicant
5. Robbery or Extortion:
 - Commit or attempt to commit robbery or extortion
6. Damage to Property:
 - Cause or attempt to cause damage to school property and/or private property (Students and their parents will be held responsible for all damage to equipment or school property. This responsibility applies to books and supplies of all kinds, as well as equipment, buildings, and grounds)
7. Theft of Property:
 - Steal or attempt to steal school or private property
8. Tobacco:
 - Possess or use tobacco or tobacco products, including vaping or electronic cigarettes
9. Obscenity/Profanity:
 - Commit an obscene act or engage in habitual profanity or vulgarity
 - Possession or viewing of any type of pornographic material
10. Drug Paraphernalia:
 - Sell, offer, arrange, negotiate to sell, or possess unlawful drug paraphernalia
11. Imitation Weapons, Explosives, Dangerous Objects:
 - Possess an imitation firearm, knife, explosive or other dangerous object used as a weapon (A replica of a weapon so substantially similar in physical properties to an actual weapon as to lead a reasonable person to conclude that the replica is an actual weapon)
12. Disruptive/Defiance:
 - Deliberate, willful disobedience or disrespect

- Disruption of school activities or willful defiance toward school personnel engaged in the performance of their duties
 - Leaving school grounds without permission
 - Cheating or lying
 - Repeated detentions
 - Gross violation of dress code
 - Unexcused absences, habitual truancy
 - Uncooperative or destructive attitude of parents
13. Sexual Misconduct:
- Sexual assault/sexual battery/sexual harassment (see Sexual Harassment Policy section)
 - Inappropriate display of affection between students
14. Hate Violence:
- Cause, attempt to cause, threaten to cause, or participate in an act of hate violence (the use of force or threat of force to intimidate a person in the exercise of a constitutional or statutory right, or damage or destruction of property for the purpose of intimidating or interfering with a person because of that individual's race, color, religion, ancestry, national origin, disability, gender or sexual orientation)
15. Intentional Harassment:
- Intentional harassment is defined as engaging in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or persuasive to have the actual and reasonably expected effect of materially disrupting a classroom, creating substantial disorder, and invading the rights of the student or group of students by creating an intimidating or hostile educational environment
16. Terrorist Threats Against School Officials and/or Property:
- Includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in: death, bodily injury to another person, or property damage in excess of \$1,000 with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person to be in sustained fear for: his or her own safety; his or her immediate family's safety; the protection threatened of his or her immediate family
17. Violation of the Technology Acceptable Usage Policy Agreement:
- (Please see description on separate form to be signed by parents/guardian)
18. Contraband Items:
- Possess any of the following contraband items: Alcohol, cigarettes, matches, sexually explicit materials of any kind, including material found on digital devices, weapons, or any injurious items. This is not a comprehensive listing. The administration reserves the right to amend this list at any time during the school year
- 19: Off-Campus Violations:
- Any student who has a serious violation regarding issues such as immorality, including inappropriate or misuse of the internet, any digital devices on or off campus, drug, tobacco or alcohol use, stealing, or any other illegal activity may be suspended or expelled whether the offense occurs on or off school property, including evenings and weekends. This can be extended to include negative socialization with others who are involved in these activities

Anti-Bullying Policy

Los Gatos Christian School believes that all students have a right to a safe and healthy school environment. The school community has an obligation to promote mutual respect, tolerance, and acceptance in order to foster this kind of environment.

Definition of Bullying:

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve teasing, social exclusion, threat and/or intimidation, stalking, physical violence, theft, sexual or racial harassment, public humiliation, or destruction of property. Bullying is characterized by repetitive, persistent acts that create an environment of intimidation and fear for the student who is bullied. Harassment means any threatening, insulting or dehumanizing gesture, use of data, computer software, social media, or written, verbal, or physical conduct directed against a student or students.

- Los Gatos Christian School will not tolerate behavior that infringes on the safety of any student. Such behavior includes, but is not limited to, intimidating, harassing, and bullying students through words or actions. Other examples include: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and indirect bullying/attacks, such as social isolation or manipulation.
- Los Gatos Christian School expects students and staff to immediately report incidents of bullying to the Head of School. Staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be

promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during all school-sponsored activities.

- Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Student Code of Conduct:

Los Gatos Christian School has adopted a Student Code of Conduct to be followed by every student on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, and during all school-sponsored activities. The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying is subject to disciplinary action up to and including expulsion
- Students are expected to immediately report incidents of bullying to the Head of School
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner
- If the student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. Los Gatos Christian School prohibits retaliatory behavior against any student or any participant in the complaint process

Intervention:

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the Student Handbook and/or information packet and/or as part of the school system's notification to parents
- The school will make every reasonable effort to keep confidential records of reported bullying and the results of investigations
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way

After reviewing all the facts, LGCS will make a determination concerning whether bullying has occurred. LGCS will take disciplinary action that may include required withdrawal, or expulsion for any employee or student who is found to have engaged in harassment or bullying.

Child Abuse Prevention Policy

Los Gatos Christian School recognizes God's love and concern for children (Luke 18:16) and, therefore, has a responsibility to do all that is reasonably possible to protect the children of the school from being emotionally, physically, or sexually abused while they are under our care. It also is our responsibility to guard our teachers, staff and volunteer workers from being falsely suspected or accused of wrongful behavior toward a student. In recognition of this, the following guidelines have been adopted for all teachers, staff and volunteer workers.

Background investigation:

- Background investigation will be conducted on all paid faculty/staff positions, and will be conducted for all volunteer workers. This investigation may include: (1) contacting churches or other organizations where the individual has served; (2) contacting employers for whom the individual worked within the past five years; and (3) requesting a criminal record check in this state and, if feasible, in states where the applicant has lived during the past five years. (All information acquired during the screening process will be treated as confidential and will not be disclosed to others outside the school's Administrators unless it is deemed that limited disclosure is necessary, per the confidentiality policy, especially to protect a child from possible harm)

Two Adult Rule: Faculty and Staff members are to avoid one-on-one situations with students.

- When practical, employees will work with students in teams of at least two adults
- During individual meetings, i.e. teaching, tutoring, extra-curricular meetings, etc., the door(s) to the classroom or meeting room will remain open at all times. Teachers are to remain within the direct line of sight of the doorway
- When transporting an individual student, there must be at least two (2) adults in the vehicle

Inappropriate Behavior: Faculty and Staff members are to admonish and/or report inappropriate behavior to Administration.

- If an adult is observed talking or acting in a manner that seems innocent, but could appear inappropriate to others, the observer will privately admonish the individual and encourage him or her to exercise greater care in words and actions (see Matt. 18:15)

- If an adult is observed talking or acting in a manner that gives rise to a reasonable suspicion of improper involvement with a child, or of the potential for improper involvement with a child, it is to be reported promptly to the Administration. The Administration will immediately investigate the matter and take appropriate corrective measures
- Behaviors to watch for in adults working with children include, but are not limited to:
 - Inappropriate comments about sexual matters, especially about children or in their presence
 - Use of pornography, including inclination toward sexually explicit television shows, movies, books, or magazines
 - Excessive and inappropriate attention to a particular child, especially if it involves an effort to be alone with the child

Reporting Abuse: Employees may become aware of a situation involving child abuse either from firsthand observation or other convincing evidences. Whether this abuse is the result of a LGCS employee or outside of the LGCS facilities, the employee must immediately:

- Report it to the Administration
- In conformity to California law, report their suspicion to the Department of Social Services (see following chart)
- Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if there is reasonable cause to suspect abuse, it should be discussed with an appropriate person to see what steps could and should be taken to protect the child and help the family

Indications of physical abuse: Child reports injury by others; unexplained bruises, welts, lacerations, burns, fractures, abdominal injuries, or human bites; child is unusually wary of physical contact with adults, demonstrates extremes in behavior, or seems frightened of parents or caretaker.

Indications of sexual abuse include: Child reports abuse by others; has difficulty walking or sitting; torn, stained, or bloody underclothing; complaints of pain or itching in genital area; bruises or bleeding in external genitalia, vaginal or anal area; unusual interest in or knowledge of sexual matters; or other unusual and excessive behaviors inappropriate for a child of that age.

CA State Statute	What is Reportable "Abuse"?	Mandatory Reporters	Where to Report
CA Penal Code: SECTI ON 1116 4-11174 .3	Sexual abuse of a child by anyone; or mental or physical abuse of a child "by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed; or sexual abuse of a child, whether physical injuries are sustained or not."	Any person	California Department of Social Services Public Inquiry and Response Bureau P.O. Box 944243 MS 8-4-23 Sacramento, CA 95814 If you are reporting an emergency of child safety or abandonment, call 911. California Toll-Free Child Abuse Reporting Line: 408-683-0601

SEXUAL HARASSMENT POLICY

LGCS will not tolerate, condone, or allow sexual harassment. Any incident of alleged harassment should be immediately brought to the attention of the Head of School, who will then thoroughly investigate the matter *in confidence*. LGCS will make the determination whether reasonable grounds exist for harassment, and those parties involved will be subject to disciplinary action (see Statement of Cooperation.)

Sexual harassment includes:

- Unwanted sexual advances
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding, or blocking movement

DISCIPLINARY ACTION

In-class Discipline Plan

School conduct is to be characterized by self-control and respect. The teachers will maintain order, supported at all times by the parents and administration. Each teacher establishes an in-class discipline plan based upon the school-wide philosophy of discipline as set forth in “**Love and Logic**.” Whether they use color cards, checks on the board, etc., the in-class discipline plan is a progressive and logical set of consequences based upon the student's choices. Most discipline is easily handled at this level.

Elementary

Both teachers and staff utilize positive reinforcement (praise, recognition, special privileges, etc.) to encourage students to meet expectations. When students are unresponsive to these methods, the following consequences will be used to help the student correct their behavior:

- A teacher may use a conference with the student, a phone call or email to parents, time out, reflective writing exercises, lunch detention, and loss of privileges (recess, field trips, etc.)
- When a student is referred to the office, the following may occur: a conference with the student, a parent phone call, reflective writing exercises, lunch detention, suspension from extracurricular activities, after school detention, in school suspensions, out of school suspension, or expulsion
- The administration may document student behavior electronically. Parents have access to this behavior file at any time through the website portal

Middle School and 5th Grade

All Middle School students are expected to sign and abide by the Los Gatos Christian School Student Code of Conduct. Each teacher will provide the student with a copy of classroom expectations. Students must be in good standing to participate in after school sports. Teachers are empowered and encouraged to resolve minor discipline issues within the classroom; the following is designed to provide an outline of procedures a teacher or staff member may follow to address student behavior:

Level I offenses and consequences:

Examples of Level 1 offenses:

- Dress Code Violations
- Classroom Disruptions
- Horseplay in class or other school areas
- Failure to complete assignments or be prepared
- Disobeying classroom rules
- Chewing gum
- Public Display of Affection
- Failure to return school paperwork on time (discipline notices, MQPR's, etc...)
- Other minor offenses

Level I consequence:

Teachers may use the following to correct student behavior as they deem necessary. Teachers will communicate all instances of correction to parents via email or phone call.

- Verbal warnings
- In-class consequences (changed seating arrangement, student journal, clean classroom, etc.)
- Student name reported on the in-house Teacher Weekly Summary
- Lunch detention with teacher
- Teacher/student conference

Level II offenses and consequences:

Examples of Level II offenses

- Disrespect to teacher or other adult
- Inappropriate and/or disrespectful language
- Cheating

- Being in an unsupervised area
- Cell phone out during regular school hours
- iPad misuse
- Failure to check into ESS after school
- Classroom disruptions
- Spitting
- Multiple Level 1 offenses
- Other similar offenses

Level II consequences

Teachers will refer all instances of Level II offenses to administration. All Level II offenses will be recorded and will include one or more demerits as deemed appropriate by the administration. All instances of cheating will be referred to academic integrity policy guidelines and consequences will follow the progression listed there. Administration may follow the following set of consequences based on the severity or repetition of the offense:

- Lunch Detention
- Conference with Parents
- Work detail
- After School Detention
- Behavior Contract
- Service Hours
- In-School Suspension

Level III offenses and consequences:

Examples of Level III offenses

- Use or possession of a controlled substance
- Fighting
- Skipping school or class
- Use or possession of tobacco or alcohol
- Multiple Level II offenses
- Stealing
- Possession of weapons
- Leaving of school without permission
- Any infraction of behavior contract
- Bullying
- Sexual harassment
- Inappropriate off-campus behavior
- Other similar offenses

Level III consequences

Teachers and staff will refer all instances of Level III offenses to the Head of School immediately. All Level III offenses will be recorded and will include demerits as deemed appropriate by the administration. Administration may follow the following set of consequences based on the severity or repetition of the offense:

- After School Detention
- Work detail
- Service Hours
- In-school suspension
- Out of school suspension
- Behavior Contract
- Conference with Parents
- Expulsion

The Head of School will work together with the administration to assist in the following activities:

- Handling major or persistent discipline issues
- Responding to classroom issues and/or emergencies
- Conducting student/parent behavioral conferences
- Assisting teachers with class visits, referral procedures, and classroom management techniques

Specific Middle School Discipline Consequences

Eating/Drinking/Gum (per year - cumulative in all classes)

1st incident = warning

2nd incident = referral and after school detention

3rd incident = call home by administrator, referral, and suspension

Unprepared for Class (per quarter)

1st unprepared for class = warning

2nd unprepared for class = warning and email or call home by teacher

3rd unprepared for class = referral and lunch detention

Repeated unprepared referrals will result in after school detention and placement on an Academic Contract.

Cell Phone and Non-Academic Electronic Devices-Powered on/used in class (per year)

1st incident = referral, after school detention, and the phone is held in the office until the end of school day

2nd incident = referral, after school detention, and the phone may be picked up by a parent after 24 hours

3rd incident = referral, after school detention, and the student may not have a phone in their possession on campus for the remainder of the school year

iPad Misuse (per year)

If the iPad is deemed by an administrator, teacher, or staff member to be used improperly the disciplinary consequences will be as follows:

1st offense = green slip, lunch detention

2nd offense = referral, after school detention

3rd offense = referral, restrictions, and further action that is deemed necessary and appropriate by the school administration

iPad – Unprepared (per quarter)

If the iPad is left unsupervised on campus, not brought to school, not brought to school fully charged, the disciplinary consequences will be as follows:

1st offense = warning

2nd offense = in class consequence, email or call home to parents

3rd offense = referral, further action that is deemed necessary and appropriate by the school administration

Off-Task (per quarter)

1st off-task = warning

2nd off-task = in class consequence, email or call home to parents

3rd off-task = lunch detention

4th off-task = referral, after school detention

Tardies (per quarter/per class)

Middle school students arriving to school after 8:10 AM (9:00 AM on Thursdays) are tardy. **They may check themselves in at the school office before being admitted to class.** Students will have the opportunity to start each quarter with a clean slate.

Excessive Middle School 1st Period Unexcused Tardies:

# of Unexcused Tardies	Penalty
4	Website notification to parents from the office staff
5	"Punctuality Improvement Contract" completed by student, signed by parent, and submitted to the office
6	MS: After-school detention
7	MS: After-school detention

8	Parent / Student / Administration Meeting
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MS Between-Class Unexcused Tardies: Middle school students must be in the classroom before the bell rings at the end of each passing period. Any student entering the class after the bell rings must have a pass to class from a teacher or staff member. The repercussions for students with **excessive unexcused between-class** tardies are as follows:

# of Unexcused Tardies	Penalty
4	Website notification to parents from the office staff
5	"Punctuality Improvement Contract" completed by student, signed by parent, and submitted to the office
6	After-school detention
7	After-school detention
8+	After-school detention and possible in-school suspension

For middle school, first period tardies and between-class tardies are tracked separately from one another and accumulate quarterly. Students will have the opportunity to start each quarter with a clean slate.

Dress Code (per year)

1st violation = Find proper clothing in Uniform Exchange Closet*

2nd violation = Same as first violation, plus written warning to be signed by parent and returned the next school day

3rd violation = Same as second violation, plus one hour after-school detention

4th violation = Referral, suspension, and placement on a Behavior Contract

*If proper clothing cannot be found in the Exchange Closet, a call may be made to the parents to bring an acceptable outfit.

Academic Integrity Policy

1st incident = Assignment will be recorded as a zero, referral given, parents notified by teacher, and after school detention assigned

2nd incident = Assignment will be recorded as a zero, referral given, student will be suspended for two days, and student will be placed on a Behavior Contract

3rd incident = Assignment will be recorded as a zero, referral given, and dismissal from the school will be recommended

Unwholesome Language/Profanity

1st incident = referral, after school detention, and an essay on profanity

2nd incident = referral and one-day suspension

3rd incident = referral, three-day suspension, and student will be placed on a Behavior Contract

4th incident = referral, dismissal from the school will be recommended

Required Withdrawal from LGCS

Attendance at Los Gatos Christian School is a privilege. Failure of the student or parents to support, agree, and comply with all current and future policies, rules, and regulations of Los Gatos Christian will be grounds for Los Gatos Christian School to require withdrawal of the student. Los Gatos Christian School reserves the right to expel any student for violation of any current or future policy, rule, or regulation by the student or parent or if Los Gatos Christian School determines that either the student or parent are not in agreement with the Statement of Cooperation. Parents may be advised to voluntarily withdraw their child as an alternative to expulsion.

Expulsion

Expulsion is recommended by the Head of School and approved by the Board of Directors. Parent hearings will be granted if requested.

ACCEPTABLE USE POLICY

In accordance with the Child Internet Protection Act, Los Gatos Christian School provides content filtering on computer workstations and iPads within the school.

Acceptable Use Policy (AUP) for Students

The LGCS Acceptable Use Policy (AUP) is set in place to help the LGCS families know the expectations of all LGCS Technology on and off the LGCS campus.

This AUP applies to the use of Computers, iPads, Mobile Devices, Internet Access, Google Apps for Education Suite, Educational Social Media, Internet Applications (including Web 2.0 Applications) Web-based Storage, ePortfolios, and all things Technology related.

Purpose

LGCS will provide students and faculty with devices and access to the internet. In accordance with the Child Internet Protection Act, Los Gatos Christian School provides content filtering for computers and iPads within the school. However, content filtering is not a substitute for teacher or parental supervision. LGCS content filtering only applies while devices are on campus. LGCS devices that go home need to have content filtering provided by the family.

Permissions

In order for a student to use the Los Gatos Christian School Technology and Internet connection, which is provided for educational purposes only, he/she must read these guidelines or have them read and explained to them by a parent/guardian.

Students may use LGCS Technology for the following purposes only:

1. Educational purposes/resources
2. To access curriculum or content specific to school related work/projects
3. To enhance their education under the direction of an LGCS faculty or staff
4. To create digital content that demonstrates content knowledge (music, movie, animation, image, document, presentation, etc.)

LGCS Technology is NOT intended for the following uses:

1. Gaming unrelated to curriculum
2. Movies unrelated to curriculum
3. Music unrelated to curriculum
4. To be a consumption device (to watch things and not create things)
5. A research tool for things not related to school or educational purposes

In short, students at LGCS may use technology to help them to grow and learn academically and spiritually. Biblical standards of behavior apply to technological choices. While integrity is the expectation of all technology use on the LGCS campus.

Protections

1. Safety

a. Care and Safety of Equipment

i. Physical Safety

1. Students will be gentle with technology and keep it safe from falls, damage, or other destructive situations
2. Students will treat keyboards, glass and accessories with gentleness and kindness
3. Teachers and students will lock up all devices at the end of the night, to be charged
 - a. Students will allow trained teachers/students to plug and unplug devices from their storage units - they will not rip the cords out of the iPads
4. Students will not leave LGCS Technology in the car for temperature and theft protection
5. Students will not leave LGCS Technology lying around the campus

ii. Software Safety

1. Students will not download things without being asked by an LGCS employee
2. Students will let a grown up know if there is a software issue
 - a. If a glitch seems to be happening try these steps:
 - i. Close the app by swiping it up
 - ii. Turn the iPad off and on again
 - iii. If that doesn't work, ask a grown up if you can do a soft reset - hold the power and home button until the apple appears

- iv. If the problem is still not resolved, please have an LGCS employee contact the Director of Ed Tech or IT Support
 - b. Online Safety
 - i. Protect personal information
 - 1. Never give your first and last name online
 - 2. Don't match your name with your picture online
 - 3. Do not give your school address or home address online
 - 4. Never meet in person someone that you have met online
 - ii. Be a good digital citizen
 - 1. Be responsible
 - 2. Be respectful
 - 3. Always be kind
 - iii. Be a good global citizen
 - 1. When interacting with students outside of LGCS, treat those students with Christ's love
 - 2. Be a representative of Jesus' love so that others may see Jesus in us and want to know Him more
 - iv. For more Safety resources:
 - 1. <https://www.commonsensemedia.org/videos/5-internet-safety-tips-for-kids>
 - 2. <https://www.commonsensemedia.org/privacy-and-internet-safety>
 - 3. <https://www.commonsense.org/education/digital-citizenship/internet-safety>
 - 4. <https://www.commonsense.org/education/toolkit/audience/family-engagement-online-privacy-safety>
 - c. Cyberbullying
 - i. Don't be a victim or a bystander, be an upstander!
 - ii. Get help from a grown up immediately
 - iii. Cyberbullying will not be tolerated at LGCS
 - iv. For more Cyberbullying resources:
 - 1. <https://www.stompoutbullying.org/get-help/about-bullying-and-cyberbullying/bullying-bystanders-become-upstanders/>
 - 2. <https://www.stopbullying.gov/kids/what-you-can-do/index.html>
 - 3. <https://www.commonsensemedia.org/cyberbullying/what-should-i-do-if-my-kid-is-bullied-online>
 - 4. <https://www.commonsensemedia.org/videos/4-signs-that-your-kid-might-be-cyberbullying>
2. *Copyright Law*
- a. Copyright
 - i. Every creator has the right to their own work, this is called copyright
 - ii. Copying and using someone else's work is called breaking the copyright law
 - iii. This applies to all content (music, movies, logos, images, words written online or in a book, etc.)
 - b. Fair Use
 - i. There is a law that allows students and teachers to use a certain amount of copyrighted material for educational purposes
 - ii. This law was designed to increase education by using information to help students learn
 - c. Credit Where Credit is Due
 - i. By learning to give credit where credit is due, students develop skills they will need in high school, college and career
 - ii. Students will not be in violation of copyright law
 - iii. Students will not be confused of what is ethically responsible
 - d. Why original work?
 - i. Students will learn to be Technology Makers and not Technology Takers
 - ii. Copy and paste may be easy, but it is not a skill to list on a resume
 - iii. Part of becoming a future ready student, is to be proficient in digital creation making
 - e. For more Copyright resources:
 - i. <https://www.commonsense.org/education/videos/copyright-and-fair-use-animation>
 - ii. <https://kids.kiddle.co/Copyright>
 - iii. <https://www.smores.com/s1m4t-copyright-and-fair-use-for-students>

Preventions

Our Pledge: It is our belief as a school that modern technology provides us with a unique and powerful tool to enrich learning, increase awareness, and enhance student potential. One goal of LGCS is to create good Digital Citizens who have the 21st Century Skills to lead and succeed in the future. As with any tool, technology can be misused. We will strive to do everything within our power

as educators to ensure this tool is used properly in the classroom. Some of these provisions include instituting a filter to restrict inappropriate web-based content, using a proxy-server, close teacher supervision, and structured learning environments.

1. *LGCS Prevention Strategies*

- a. Supervision
 - i. Teacher/staff
 - ii. Apple Classroom App
 - iii. Securly
- b. Filter/proxy-server

2. *Student Prevention Strategies*

- a. THINK before you post -
 - i. Is it True, Helpful, Inspiring, Necessary, Kind
- b. Ask yourself the following questions:
 - i. Is this my original work?
 - ii. Am I proud of what I am doing?
 - iii. Does what I am doing have anything to do with my education?
 - iv. Would God be proud of what I am doing right now?

3. *Parent Prevention Strategies*

- a. Make an AUP for home
 - i. Discuss and agree together on expectations and consequences for both home and school
 - ii. Sample resources
 1. <https://www.common sense media.org/family-media-agreement>
 2. <https://www.bewebsmart.com/internet-safety/family-media-agreement/>
 - iii. Try Device Free dinners: <https://www.common sense media.org/device-free-dinner>
- b. Partner with LGCS faculty and staff to help your child learn valuable lessons of responsibility when mistakes are made (make mistakes into teachable moments)
- c. Provide content filtering at home
- d. Monitor devices and device usage regularly
- e. Parents are responsible for advising their child(ren) that he/she must properly operate the LGCS Technology and be responsible when using the equipment provided by the school. This includes advising your child to make the correct moral and ethical choices while using technology. Parents shall also advise their child(ren) that he/she is responsible for understanding and adhering to all applicable copyright and software license agreements.

It is one of the technology goals of Los Gatos Christian School to ensure that Technology is integrated into daily classroom life with a Biblical perspective. Thus, any negative use of technology through LGCS-owned or personally owned devices inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. This Acceptable Use Policy (AUP) also applies to any device that may be owned by a student, parent, staff member or guest at LGCS, whether used on or off campus.

Social Media and Online Posting

Students must follow all rules established by online sites including age requirements. Any postings including references to the school, employees, parents, students, and others should always be professional and respectful.

Students agree NOT to:

- Use unwholesome language
- Use language, phrases or verbiage that may stir up hatred against any ethnic, religious, or minority groups
- Engage in antisocial behaviors, personal attacks, or threats of any kind
- Plan a fight, cause harm, commit a crime, or engage in illegal behavior
- Engage in harassment of any kind
- Engage in cyberbullying of any kind such as, but not limited to gossip, hate mail, disparaging remarks, and intimidation
- Create, send or post any material that is likely to cause offense or needless anxiety to other people
- Create, send or post any material that may bring the school or any faculty or staff person into disrepute
- Knowingly or recklessly post false information about a person or organization
- Knowingly or recklessly post defamatory information about a person or organization
- Post images or private information about students, teachers, staff, or other personnel without receiving permission from the individual(s) involved
- Reveal any information that could cause damage, loss of reputation, disruption or division
- Take, possess, distribute, or share
- Inappropriate files such as but not limited to, suggestive, risqué, or nude photos of self or others, inappropriate

images/text/movies, pornography

- Images of weapons, gang related files, items that glorify violence, drugs, or profanity
- Bootleg (stolen) movies or music
- Create or send anonymous/unnamed messages
- Create or access anonymous/unnamed/stolen accounts and/or login information
- Log into a site or application using a stolen login
- Compromise other users' accounts
- Use LGCS equipment or network as a public forum
- Access or attempt to access unsupervised and/or unauthorized chat rooms

Consequences

Students must follow the rules and guidelines of the school and teachers. Those who do not follow the rules will have consequences for their actions. These consequences may include, but are not limited to, having technology privileges taken away, having to meet with the Administration and classroom teacher to review behavior, and having parents notified of the actions, as well. The severity of the consequence will be determined by the school administration and directly correlate to the severity of the action. This agreement applies to all computers/tablets/mobile devices connected to the LGCS network. Any attempt to violate the requirements of this agreement may also result in the following disciplinary action regardless of the success or failure of the attempt. Appropriate legal action may be taken depending on the nature and severity of the violation. Furthermore, monetary payment may be sought for damage necessitating repair or replacement of equipment if the damage is due to negligence or vandalism. The decision of LGCS regarding inappropriate use of technology is final.

Offense	Consequence
1st Offense	Verbal warning that iPad privileges will be lost if it happens again
2nd Offense	iPad taken for the day; Email Home and to Mrs. Stephenson
3rd Offense	Email Home and Hold device in Idea Lab for 1 week
4th Offense (or something extreme)	Student sent to Dr. Ginther & additional consequences will be determined

The LGCS Administration has the right to adjust consequences based on the severity of the offense.

Technology is a Privilege, not a Right The use of technology on the LGCS campus is a privilege given to students with the understanding that it is to be used exclusively for proper educational uses. If a student is found in violation of any of the rules provided, they may at any time (depending on the discretion of the teacher or administrator) have that right revoked.

FINANCIAL POLICIES

Finance Department

For information regarding your account, please contact the Director of Financial Services by email at lgcsfinance@lgcs.org Monday - Friday, 8:00 AM—4:00 PM

Tuition Policy

Tuition is an annual fee, not a monthly fee. Depending on the day a student starts, the school will determine if the tuition will be divided by 11 months (beginning in July), 10 months (beginning in August) or 9 months (beginning in September or later).

- 1 payment: Tuition is due August 1st and is considered late after August 15th
- 2 payments: Tuition is due August 1st and January 1st and is considered late after the 15th of the month
- 11-Monthly payments: Tuition is due on the 1st of each month beginning July 1st and ending May 1st, and is late after the 15th of each month

Tuition can be paid by check or cash, either by mail or in-person at the school office or using the secure lockbox located on the right side of the school office door. Additionally, tuition can be paid by signing up for automatic payment from a checking or savings account through the Finance Office. **Please do not send tuition payments with your students, as LGCS will not assume any responsibility for lost checks.

Returned Checks

- Returned checks will result in a \$50 fee assessed to your account and must be replaced within 5 days by cash, cashier's check or money order

Late Fees/Delinquent Accounts

LGCS is committed to providing your child with an outstanding academic education grounded in our mission of developing the whole person in a Christ-centered environment. We take this responsibility seriously and work diligently to meet the academic needs of your child. Our ability to do so is directly linked to the financial resources at our disposal. Therefore, LGCS must and will maintain the following policy with respect to delinquent accounts:

- Monthly tuition payments are due on the first day of each month. If the first day falls on a weekend or holiday, tuition payments are due on the next school day
- Accounts not paid by the 15th of the month will be assessed a \$50 late fee
- Accounts that are past due thirty days will be suspended and result in immediate suspension of the affected student. Students under a delinquent account suspension will not be allowed to return to school until the account is rendered current. Academic consequences for the student may apply
- Habitually delinquent accounts may be suspended at the sole discretion of the LGCS Finance Committee. Consequences may include but are not limited to, the suspension of the 11-month payment option. The responsible party may be required to provide payment in advance for each quarter
- All tuition accounts must be paid in full by the 15th of May or your child may be in jeopardy of not completing the school year. This may affect the completion of the academic year as well as participation of end-of-year activities
- Report cards will not be given to any student whose account is not paid in full by the last day of school
- Accounts that are delinquent at the end of the school year and remain unpaid for more than thirty days will impede the ability of the student to return for the next school year. LGCS may take the action of wait listing a student until the account is current or in its sole discretion denying entry to the affected student
- Any ESS charges for the last month of school will be due by June 15

These policies are important to ensure that we continue to deliver on our mission at LGCS. We are aware that unexpected circumstances often place families in financial difficulties which may result in non-conformity with the listed policy. If such circumstances arise, we ask that you contact the LGCS Director of Financial Services in advance to collectively make alternative or necessary arrangements.

Withdrawal

- If you are paying tuition via the monthly payment plan, and your child is withdrawn for any reason, the month your child withdraws is a payable month, even if your child only attends one day of that month
- If you have paid your tuition in full and your child is withdrawn for any reason, refunds will be calculated on an individual basis. Any month a student attends is considered a payable month

Tuition Assistance

LGCS has a Tuition Assistance Program designed to aid LGCS families who may need assistance funding the tuition for their children. Awards of financial aid are for one year only and a new application is required for a second or subsequent year. Financial aid applications are available upon request. Applications must be completed fully and include a copy of the 1040 Federal tax statement from the prior year tax submission.