
Established in 1993



**GLENOAKS
CHRISTIAN
SCHOOLS**

2022-2023

Parent and Student Handbook

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ADMINISTRATIVE STRUCTURE

There are two distinct administrative bodies that govern Glenoaks Christian Schools:

1. The School Board – A policy making body consisting of seven () members. All members are members of First United Methodist Church of San Fernando. Principal, Director and Chief Financial Officer attends Board Meetings as a non-voting member. Unless specifically asked by the School Board, all official communications to any school staff members is channeled through the Principals or Directors.
2. The School Administration – Consists of Director of Woodenshoe Preschool, Principal of the elementary/ middle school. The school Administration is responsible for day to day operations of the school, communications with the parents and community, all HR related matters, and other administrative duties required for operations within the school.

PHILOSOPHY

Glenoaks Christian Schools is a ministry of the First United Methodist Church of San Fernando. We strive to provide a safe and nurturing environment for children. We encourage social, physical, spiritual, and intellectual development. Our curriculum stresses the importance of God in the lives of children, families, community, country, and all the nations of the world. We teach respect for all people and honor and celebrate diversity as well as unity. We design and implement a developmentally appropriate curriculum in accordance with California State Standards and Common Core.

STATEMENT of FAITH

WE BELIEVE that **God** is understood in three distinct forms. *Father, Son and Holy Spirit* are commonly used to refer to the threefold nature of God. Sometimes we use other terms, such as *Creator, Redeemer* and *Sustainer*.

WE BELIEVE in **one God**, who created the world and all that is in it. We believe that God is *sovereign*; that is, God is *the ruler of the universe*. We believe that God is *loving*. We can experience God's *love* and *grace*.

WE BELIEVE that **Jesus** was *human*. He lived as a man and died when he was *crucified*. We believe that Jesus is *divine*. He is the *Son of God*. We believe that *God raised Jesus from the dead and that the risen Christ lives today*. We believe that Jesus is *our Savior*. In Christ we receive *abundant life* and *forgiveness of sins*. We believe that Jesus is *our Lord* and that we *are called* to pattern our lives after His.

WE BELIEVE that the **Holy Spirit** is *God with us*. We believe that the Holy Spirit *comforts us when we are in need* and *convicts us when we stray from God*. We believe that the Holy Spirit *awakens us to God's will* and *empowers us to live obediently*.

WE BELIEVE that God *created* human beings in **God's image**. We believe that humans can *choose to accept or reject a relationship* with God. We believe that *all humans* need to be in relationship with God *in order to be fully human*.

WE BELIEVE that the **church** is the *body of Christ*, an extension of Christ's life and ministry in the world today. We believe that the mission of the church is *to make disciples of Jesus Christ for the transformation of the world*. We believe that the church is "*the communion of saints*," a community made up of all past, present and future disciples of Christ. We believe that the church is called *to worship God and to support those who participate in its life as they grow in faith*.

WE BELIEVE that the **Bible** is *God's Word*. We believe that the Bible is the *primary authority for our faith and practice*. We believe that Christians *need to know and study* the Old Testament and the New Testament (the Hebrews Scriptures and the Christian Scriptures).

ADMISSIONS

Admission Policy

The school does not discriminate on the basis of race, color, nationality, and/or ethnic origin in the administration of educational policies and practices. Admission is based on, but not limited to, the following factors: space availability, report cards, school records, test scores, teacher evaluations, entrance exam, behavior/conduct, and participation in religious activities.

Applications are accepted for children entering Preschool through eighth grade. The following documents are required for admission:

- birth certificate
- health/immunization record
- request for school records (except students entering kindergarteners)
- non-refundable and non-transferrable registration and books & materials fee
- Potty Training- Children must be potty trained before they start school. We do not allow diapers or pull ups to be worn. In the event a child experiences an excessive number of accidents with no improvement, administration will discuss potential options of restarting at a later date.

Upon entering **Kindergarten, students must be five (5) years of age and First Grade must be six (6) years of age on or before September 1st of the current school year.** Students with “late” birthdates (September 2 – December 2) will be admitted to our **Transitional Kindergarten** after thorough examination and recommendation from the teacher(s). We will only accept or advance students if he/she is academically and socially ready for the challenge. This modification is to benefit and promote optimal school experience for our young students. Other schools may not accept or honor credits for kindergarten for students with “late” birthdates. Consideration for acceptance requires students to take an entrance exam with one of our assigned teachers and receive a passing score. Behavior and conduct during the entrance exam will also be taken into consideration for acceptance. The administration may require an interview with the prospective parent/guardian and the student.

Glenoaks Christian Schools does not have special programs and resource staff for special education or students with IEP and therefore may not be able to fully accommodate students with special needs. Parents are required and assume full responsibility to provide the school with copies of IEP and disclose all psychological/psychiatric counseling prescribed as well as all disciplinary actions (suspension and expulsion) imposed from previous school(s). Glenoaks Christian Schools holds the absolute right to deny admission or terminate currently enrolled student if parents/guardians fail to follow this admission policy at its sole discretion.

Re-registration

Each year, all students currently enrolled must re-register for admissions for the following year at the interim of the current school year. Please see the *Master Calendar* for specific deadline.

Immunizations

New students must submit a record that includes the month and year of the following immunizations:

Preschool

MMR	1 dose for preschool
Polio	3 doses for preschool
DTap	4 doses for preschool

HepB	3 does for preschool
Hib	At least 1 dose for after age 1for preschool

Elementary and Middle School

TB Mantoux	kindergarten and first grade entry
Polio	4 doses
DTP/DtaP/DT/Td2	5 doses at time of school entry
MMR	2 doses for kindergarten entry
Hepatitis B	3 doses for kindergarten and first grade entry
*Varicella (Chicken Pox)	1 dose or had disease with date

*The County of Los Angeles recommends a second Varicella vaccine.

GENERAL POLICY STATEMENT TUITION 2022-2023

As a parent of a child enrolled in Glenoaks Schools, I understand and accept the following conditions for the school year:

The Glenoaks Christian Schools depends on tuition to help meet its payroll obligations to staff, fund various programs, activities, and curriculum you as parents want and expect from the School. Please help us fulfill the needs of your child by paying tuition on time. We realize that for many the burden of a private School is not an easy one;

Why do I Have to Pay Tuition?

Glenoaks is a non-profit private school and relies on income from tuition as its primary source for its operation and existence. It is you, the parent of students in Glenoaks A, who can ensure the success of the School. It also relies on the generous donations of some members of the community and church. However, Glenoaks belongs, first and foremost, to its students. It is through the tuition that we can continue to provide this service to the community. Timely payment of tuition helps us:

1. Meet the financial obligations of Glenoaks to its staff. The Glenoaks has a written contract with its employees, and cannot violate that contract, without facing unnecessary labor disputes. This explains the need to have a financially committed and responsible parent for the entire school year.
2. The staff of the Glenoaks is qualified and dedicated in ensuring the safety and education of all students who attend and we as parents, should be concerned about their welfare to ensure a secure and stable work condition that enhances the teaching environment.
3. Parents in general should understand that accountability begins with responsibility. Everyone must meet their expectations: the education board in policy making, the administration in executing these policies, the teachers in educating the children, the parents in supporting the school, and the students in learning as much as they can in order to succeed. It is very important that everyone takes his or her responsibility seriously in order to meet higher standards of education.

4. TUITION

The school serves the right to cancel enrollment of a student(s) for unpaid tuition effective the first day of the following month. Tuition is due by the first (1st) of every month and late fee(s) will be applied after the fifth (5th) of each month.

- a. Annual Tuition paid in full before the first day of school will receive 5% off the qualified rate.

Preschool Standard Tuition 2022-2023	Day & Time	Price
5 Half Days	Monday -Friday 8:30am to 12:30pm	\$600/month
5 Full days	Monday -Friday 7:00am-6:00pm	\$700/month

Elementary Standard Tuition 2022-2023	Annual Tuition	10 Month Payment	11 Month Payment *
1 st Child	\$6,500	\$650	\$591
2 nd Child	\$6,000	\$600	\$545
3 rd Child	\$5,500	\$550	\$500

Middle School Standard Tuition 2022-2023	Annual Tuition	10 Month Payment	11 Month Payment *
1 st Child	\$7,250	\$725	\$659
2 nd Child	\$6,750	\$675	\$614
3 rd Child	\$6,250	\$625	\$568

5. FACTS

FACTS is an automatic tuition withdrawal system. All tuition and Daycare fees must be made through FACTS. FACTS require an **ANNUAL** set-up fee of **\$48.00** and your banking information

6. TUITION PAYMENT OPTIONS

The school reserves the right to cancel enrollment of a student(s) for unpaid tuition effective the first day of the following month. **All fees are non-transferrable and non-refundable. A convenience fee of \$3.00 will apply for all credit card payments made over the phone.**

- A. The Annual Registration, Books, and Materials (RBM) fee is per student. The full payment needs to be received before the child is enrolled and/or to reserve a space. Fee varies depending on the payment date. **This fee is non-transferrable and non-refundable.**
- B. You will receive a 5% discount if the *Annual Tuition* is paid in full on or before August 28th. ***Using a credit card as a form of a payment will forfeit the 5% discount.***
- C. *Annual Tuition* can be paid in various installments.
 - Option #1:** ten (10) monthly installments: August – May or September - June
 - *Option #2:** twenty (20) semimonthly installments August – May or September – June
 - *Option #3:** eleven (11) monthly installments: August – June or September – July
- D. A graduation fee (Cap, Gown, & Tassel) of **\$35** for Kindergarten and Eighth Grade students will apply. Graduation photos are optional and may be purchased separately.
- E. Every new student is required to take a mandatory entrance exam. An appointment is required and an additional fee of **\$50** will apply.

F. Field trips and other extra supplies needed for specific grades and classes will be available at an additional cost.

7. INSUFFICIENT FUNDS & DELINQUENT PAYMENTS

If your funds are returned from the bank or your tuition/daycare payment is late, you will be charged a **\$30** late fee. If your payment with late fee is not received within one month from the payment due date, the fee will become **\$50**. If your payment with late fee is still not received within two months, it will become a **\$100** plus other restrictions. The parent/guardian will not be able to access student grades and the student may be suspended until tuition is brought current. Unpaid balances are subjected but not limited to the students records and report cards transfer until balances have been paid. After 120-day unpaid balances can result in balancing being transferred to our collection agency.

8. MANDATORY SERVICE HOURS

Each family is obligated to volunteer **five hours (5) for preschool: ten (10)** service hours for the elementary and middle school. All service hours must be approved and logged in by the office. You can fulfill service hours by but not limited to:

- Parent Group Meetings (1 mandatory)
- Volunteering at school-wide functions & fundraisers
- Lunch/Yard Duty
- School cleaning and/or beautification projects

Half of volunteer hours should be complete by the end of the 1st semester January 27th with the remaining to be fulfilled by May 26th. If service hours are not fulfilled by **May 26th**, there will be a charge of **\$20** per hour billed to your account.

9. FUNDRAISING

A fundraising commitment of **\$200 for Preschool and \$600 for elementary and middle school** is required each year per family.

Option A: Full **BUYOUT** (\$400) by September 9th.

Option B: A family may choose to participate in certain fundraisers and buyout the remaining balance. **100% of the gross sales for all fundraisers will be credited to your fundraising agreement.** All families must comply with the fundraising agenda by **May 26th** and any unpaid balances will result in additional charges billed to your account.

10. DRESS CODE VIOLATION

After the 3rd violation throughout the entire school year, you will be charged **\$5** for each violation thereafter. All uniforms (with the school logo) must be purchased through the office with the exception of khaki bottoms, socks, and shoes. **The emblem used for Glenoaks Christian Schools is a registered trademark of The United Methodist Church and cannot be used without permission. Please refer to the *Uniform Schedule* for details.**

11. TARDY, TRUANCY, UNEXCUSED ABSENCES, AND EXTENDED ABSENCES

TARDY

If you are not in the building by **8:30 a.m.**, you are considered “tardy.” You are expected to submit a

written and valid excuse signed by your parent or guardian when you check-in. If no excuse is received by the following day or an administrator does not excuse the reason for tardiness, then the tardiness will be marked “unexcused” and appropriate disciplinary action will be taken.

Penalties for unexcused tardies to school:

Students who are repeatedly tardy will be subject to additional consequences.

- Fifth tardy and every tardy after that: charged \$5 per each tardy day.

Credit will not be given for work missed as a result of an unexcused tardy to school.

TRUANCY

A student who is absent from school without the permission of his/her parent or guardian is considered to be “truant.” The absence will be marked “unexcused (or unlawful in the case of students falling within compulsory education limits),” and credit for work missed will be denied. Social services will be contacted if the child is absent for more **than three (3)** days without any notice. A doctor’s note must be submitted when the child is absent for more than **three (3)** days due to illness.

UNEXCUSED ABSENCES

Absences for any reasons not listed above for excused absences will be considered unexcused absences. Note that the absence of a child from school resulting from suspension or expulsion of that student for misconduct is an unexcused absence. However, Glenoaks may not deny to any child suspended from school for 10 days or less the opportunity to take the quarterly or semester examinations missed during the period of suspension.

1. Three unexcused absences by a student in a marking period will result in a note sent home to the parents.
2. Five or more unexcused absences by a student in the same marking period will result in a note sent home to the parents for a conference.
3. Should more than ten (10) unexcused absences by a student occur in the same semester, the parents would be required to meet with the school administration to evaluate the validity of the absences. If they are not found to be valid, it may result in no report card being issued for that marking period.
4. **If the student has more than twenty (20) absences (excused or unexcused) for the total year, she/he may not be promoted and retained in the same grade.**
5. If a student is excused for a doctor or dental appointment and is not absent from the building for more than 90 minutes, the student will not be counted absent or tardy. The child must report to the office for a class admission slip when returning to school. Students absent from school for up to one-half day will be counted as absent one-half day. School staff members will monitor student attendance on an ongoing basis. The parent/guardian will be contacted when absence/tardiness reaches serious levels.

UN-EXCUSED ABSENCES

The following absences are considered un-excused but are not limited to the following:

1. Unauthorized absence from classes
2. Personal business (traffic concerns, shopping, working, babysitting, misc. appointments)
3. Oversleeping
4. Any issues which can be addressed after school hours
5. Leaving School without permission
6. Picking student up between 3:00-3:30 without a valid written note.

ANTICIPATED ABSENCES/EXTENDED LEAVE

If your child is going to be absent for three days or more, please, make sure to fill out the student extended leave form from the office and return it to the office two weeks ahead of the start of the absence period. If your child will be absent less than three days, please, call the office to let us know. Any such absence that is not pre-approved by the administration will be marked **unexcused** and credit for work missed may be **denied**. The maximum number of pre-approved days that a student may miss in one school year for the purpose of educational trips is ten (10). We strongly recommend that educational trips do not occur within the first cycle of the school year and during the last two cycles of the school year. Please be advised that GCS administration reserves the right to deny requests for extended absence during these times. Educational trips will not be approved for students that are scheduled to take state assessments on the date(s) of the requested trip.

RESPONSIBILITY FOR CLASS WORK

Students who will miss any class(es) as a result of an anticipated absence (such as field trip, a medical/dental appointment, an educational trip, etc.) are responsible for (1) submitting any assignments that are due **prior** to your leaving, (2) acquiring the information which was presented in class, (3) completing any assignments that were done in class or assigned for the next day (including any quizzes, tests, presentations, etc.)

MAXIMUM NUMBER OF DAYS ABSENT

If attendance becomes an issue, the administration may schedule an attendance review hearing. If a student is absent from school 18 times or more (9 for a semester course) the potential outcome of said hearing could be retention.

12. CHILD PICK UP

A written consent must be submitted for all persons authorized (18 years and over) to pick up your child from school. School cannot release any child to an unauthorized person or a person under the influence of any drug or alcohol under any circumstances. Students are not permitted to walk home alone. If the child is not picked up from school on time, they will be taken to daycare. Daily daycare will be available at the rate of **\$10** per hour (or any portion thereof) with a \$20/day maximum and is available from **3:10 p.m.** until **6:00 p.m.** Any child picked up after **6:00 p.m.** will be charged **\$2** per minute. Any unpaid charges will be billed to your account.

13. ILLNESS

Parents assume the responsibility of notifying the school of any communicable diseases and will keep their child home until fully recovered. Students will be sent home if they exhibit vomiting, fever over 99.7 degrees, pink eye, lice and/or nits, and/or severe injuries.

14. FINES/Fees

It is the family's responsibility to pay for any fines accumulated by their child. This includes any of the following:

- property damage & vandalism (including, but not limited to playground equipment, P.E. equipment, electronic equipment, lost or damaged books).
- replacement fee for lost or damaged "Parent Communicator Folder" (\$5.00)

- emergency hot lunch (\$10.00) * Prices are subject to change *
- All fines are expected to be paid within one (1) week of notification.
- A \$5.00 fee will be charged per page for copies of transcripts, report card, other student records.

Access to www.gradelink.com, report cards, and awards/certificates can be denied if any portion of the tuition, fees, and fines are not paid by the due date. **When agreement cannot be reached, unpaid tuition and fees will be transferred to our collection agency.**

15. CONDUCT & BEHAVIOR

We expect every student and parent/guardian to demonstrate good citizenship and Christian values while they are on campus (including the parking lot). Please be respectful to one another and understand that your behavior sets an ultimate example for everyone. Gossip, bad language, argumentative tone of voice or behavior, and/or any act of aggression will not be accepted. All disciplinary action will be at the discretion of the principal and the teachers. The school reserves the right to cancel enrollment at any time if proper behavior is not maintained and any student and parent/guardian fails to follow through with disciplinary actions.

All parent/guardians are requested to refrain from any alcohol or controlled substances while on the school campus. This consist of but not limited to picking and dropping students off and school activities and meetings with school personnel. **All payments previously collected will be non-transferrable and non-refundable upon expulsion and/or withdrawal.**

16. COMPLAINTS AND CRITICISM POLICY

We welcome constructive criticism, suggestions for improvement or information regarding problems of which the school may not be aware. It is the policy of the school that classroom problems, criticisms, and suggestions be first taken up with the teacher, and then, if not resolved, be shared with the Principal. Issues not concerning the classroom can be shared directly with the Administration. All communications with school administration, teachers, and staff should be conducted respectfully. It is never acceptable to be rude, abrasive, or to use language or conduct which would be insulting, embarrassing, or in opposition to Christian principles. Raising one's voice in anger, yelling or speaking in a threatening, insulting or aggressive manner is strictly prohibited. Creating disturbance or presenting an inappropriate conduct is likewise prohibited. Parents are entitled to the same respect from the staff of Glenoaks Christian Schools.

17. WITHDRAWAL

If for any reason you need to withdraw your child from school, **a written letter** is required giving Glenoaks Christian Schools **thirty (30)** day notice. If this procedure is not followed, you will be accountable for the next month's tuition.

18. DONATION

Glenoaks Christian Schools are a non-profit organization, and your gift is greatly appreciated. It will be used to strengthen the school. Donation can be designated to a desired purpose, such as scholarships, school beautification, and etc. All donations are tax deductible.

PARENT/GUARDIAN GUIDELINES

Participation

Parental/guardian support and participation is an important factor at Glenoaks Christian Schools. Parent(s)/guardian(s) are asked to follow the policies, guidelines and procedures in this handbook. Parent(s)/guardian(s) are also asked to participate in and support school fundraisers. Finally, parent(s)/guardian(s) are to maintain Christ-like behavior at all times. It is important that all adults who interact with our students and staff emulate Christian values and ethics.

Cooperation

Parent(s)/guardian(s) or other family members are asked to comply with all school policies and support the school and its ministry. Parents are expected to behave in a civil manner. All parent/guardian should support the school ministry and work in conjunction with our teaching beyond the campus to create a community of "God's Holy People." On occasion, the atmosphere or conduct within a particular home or at any school-related events may be in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, abusive language, gossip, demoralizing other student, parent, teachers, or staff, sexual immorality, holding, exposing or advocating beliefs which are contrary to Christian principles, or an inability to support the moral principles of the school. In such cases, the school reserves the right, in its sole and absolute discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Volunteers and Visitors

We encourage parents to be involved in the educational life of their children. However, we require that all parents make pre-arrangements with the teacher and the office to minimize disruptions. All volunteers need to check in and out of the office each time. Any volunteer who has direct, repeated contact with students may be asked to submit paperwork that you have been tested and found to be free of tuberculosis (TB) within the past four years.

Glenoaks Christian Schools is a private Christian educational institution and access is by permission only. All persons coming on to the property are considered invitees. Glenoaks reserves the right to deny access, or revoke permission to anyone, at any time, and for any reason. Persons who are under the influence of drugs or alcohol, or who, in the sole judgment of Glenoaks, present a threat to the health and safety of students or other invitees on campus, or who interrupt or interfere with student instruction and campus tranquility will be excused from the campus. Any dispute or disruption of the campus by any person after being denied access or being asked to leave the campus will result in an immediate request for assistance from the San Fernando Police Department.

Parent Group – Lion's Pride

Glenoaks Christian Schools also provides interactive opportunities for parents through the "Lion's Pride" Parent Group. At our bi-monthly meetings, parents are able to voice their opinions, concerns, and also suggest new and different ways to enrich student life. Our Parent Group, through fundraising, is able to provide students with opportunities that reach outside the realm that tuition covers. Attending a complete meeting will fulfill one of your volunteer service hours. Parents can always check the "Lion's Pride" bulletin

board and/or the Master Calendar for meeting dates and upcoming events. **Service hours will be given to the families who attend the meeting.**

ACADEMIC POLICIES

Glenoaks Christian Schools regards the parent(s)/guardian(s) as the primary educators for our students. The teachers are placed by God to be the avenue of academic learning. It is the role of parent(s)/guardian(s) along with the teacher(s) to maintain a positive relationship to help provide a strong foundation for the student.

Learning Disabilities

Glenoaks Christian Schools is not able to serve students with severe learning disabilities. If a learning disability is suspected, the administration and teacher will note the family with recommendation for formal evaluation. Tests can be administered at your assigned public school or hire a private institution, which will be at the expense of the parent/guardian. Once the results of these tests are completed, the parent(s)/guardian(s), administration and teacher will convene and work together to the best of their abilities to meet the child's needs. A copy of IEP evaluation must be submitted.

Placement Exams

All new students entering Glenoaks Christian Schools must schedule a placement exam and an interview with the Principal. Upon evaluation, the school will determine a suitable grade placement for the student. The placement exams are \$50.00 per student and are non-refundable and non-transferrable.

Core Curriculum

Glenoaks Christian Schools adopts the essential components of the Common Core/California State Standards and teaches the core curriculum prescribed for Transitional Kindergarten – Eighth grade.

- Mathematics
- Reading/Literature
- Language/Grammar
- Spelling/Vocabulary
- Writing
- Social Studies/Geography
- Science
- Physical Education

Physical Education

The California Department of Education states that physical education significantly contributes to students' well-being; therefore, it is an instructional priority for California schools and an integral part of our students' educational experience. High-quality physical education contributes to good health, develops fundamental and advanced motor skills, improves students' self-confidence, and provides opportunities for increased levels of physical fitness that are associated with high academic achievement. All students should be in their P.E. uniform with appropriate athletic shoes.

Religion

Glenoaks Christian Schools is a Christian school and we incorporate Bible into our core curriculum. In addition to the religion curriculum, students also participate in weekly Chapel for praise and worship. Families are welcomed and encouraged to attend Chapel with the students. All students will be having intensive Bible Studies in the classrooms throughout the year. We honor the religious holidays such as

Advent, Christmas, Lent, and Easter. We do not celebrate Halloween, as it is a pagan holiday that goes against our Christian beliefs and teachings. Halloween treats will not be distributed and thus will be sent back home. Students, parents, and anyone who is dropping/picking up the student will not be allowed on campus with costumes.

Enrichment Classes

In addition to the core curriculum, enrichment classes are offered to broaden the interests and cultivate the talents of the child. Some classes are integrated throughout the school hours; others are offered after school for a nominal fee. All students are required to attend the annual Christmas program in December.

In School Electives:

- Computers
- Art History and Appreciation
- Music Theory and Performance
- Language
- Physical Education

After School Classes (for an additional fee): *Classes are subject to change/cancel based on enrollment.*

- Group Guitar (End of the year recital)
- Private Piano Lessons (End of the year recital)
- Fitness Club (Softball, Volleyball, Football, Track & Field, & etc.)
- Sr. Hip Hop Team
- Jr. Cheerleading
- Robotics
- Makerspace

Technology

Glenoaks Christian Schools integrates technology into the curriculums. In order for students to use the Internet on our school campus, a release form must be signed and dated annually. If you choose to decline this option, any research required during school hours may be assigned for homework. *Please refer to the Emergency Contact Form.*

Standardized Testing

Glenoaks Christian Schools administers standardized testing. The purpose of these tests is to assess the knowledge and skills learned throughout the year and find their placement in relative to other students who participate in the testing. Transitional Kindergarten will not be participate in the testing. *Make-up exams will be administered for an additional fee of \$25.00 per hour.*

Homework Policy

Homework is considered an important and integral part of the academic curriculum. Although the length of time necessary to complete the assignments will vary, the average time spent on regular homework assignments per day is estimated to be:

TK – 1st = 30 minutes

2nd – 4th = 50 minutes

5th – 8th = 70 minutes

Long-term projects and assignments are not included in the above time allotments and may be given at the discretion of the teacher. Please refer to the class syllabus. When students are ill (excused only), they have the same amount of days they were absent to make-up the work. There will be no make-up work issued for an unexcused absence(s).

Grading Rubric:

For: (TK & Kinder - Only)

<u>PERCENTAGE</u>	<u>GRADE</u>
100-90	E
89-70	S
69-lower	N

For: 1st – 8th Grade

<u>PERCENTAGE</u>	<u>GRADE</u>	<u>GRADE POINT AVERAGE (G.P.A.)</u>
93 and above	A	4.0
90 – 92.9	A-	3.7
87 – 89.9	B+	3.3
83 – 86.9	B	3.0
80 – 82.9	B-	2.7
77 – 79.9	C+	2.3
73 – 76.9	C	2.0
70 – 72.9	C-	1.7
67 – 69.9	D+	1.3
63 – 66.9	D	1.0
60 – 62.9	D-	0.7
59.9 and below	F	0.0

Grade of “A” or “+” Excellent

- superior work
- always demonstrates initiative to do supplementary work
- always dependable, prompt, neat, and attentive in class
- always participates in an outstanding manner

Grade of “B” or “√+” Above Average

- above average work
- usually demonstrates interest in doing supplementary work
- very dependable, prompt, neat, and attentive in class
- participates in an above average manner

Grade of “C” or “√” Average

- average work
- demonstrates little interest in doing supplementary work
- usually dependable, prompt, neat, and attentive in class
- participates in an average manner

Grade of “D” or “√-” Below Average

- below average work
- rarely demonstrates interest in doing supplementary work
- undependable, inattentive, and shows little interest in class work
- poor participation

Grade of "F" or "-" Failure

- failing work
- no interest in doing supplementary work
- fails to participate
- commits plagiarism

Grade of "I" Incomplete

A student will receive an "I" for excessive absences and/or tardies. Make-up work will only be issued to students with **excused** absences and/or tardies. Failure to complete work within the specified time by the teacher will result in an "F." Summer school may be an additional requirement.

Report Card

Glenoaks Christian Schools follows a standardized grading policy. Grades are calculated by trimesters. Students' current grades, progress reports, and report cards will be available on www.gradelink.com for parent(s)/guardian(s). A permanent copy will be placed in the student's cumulative file.

PROMOTION AND RETENTION POLICY

Promotion is the action that advances a student from one grade to the next. Retention is the action that keeps a student in the same grade for another year. It gives the student the opportunity of an extra year of growth.

When making recommendations about promotion or retention of students, the teacher will consider the viewpoints of the parents, support staff and principal. Parents are notified regarding the possibility of retention as soon as the teacher may consider such an action. The factors determining retention usually surface early into the second semester. The decision to promote or retain students always takes many factors into consideration and may include: student attendance, grades, daily work habits and achievement, physical and social maturity, grade level expectations and student ability.

Awards

Semester Awards:

- **High Honor Roll:** This award is given to students who achieve a **3.7 GPA** or higher and **does not have any unsatisfactory (-) on Work Habits and Conduct/Behavior.**
- **Honor Roll:** This award is given to students who achieve between a **3.5 – 3.69 GPA** and **does not have any unsatisfactory (-) on Work Habits and Conduct/Behavior.**
- **Citizenship Award:** This award is given to students who have demonstrated exemplary conduct and behavior.
- **Most Improved Award:** This award is given to students who have demonstrated conspicuous improved study and work habits.
- **Effort Award:** This award is given to students who have shown outstanding effort to achieve his/her goal or to meet the teacher's expectation.
- **Fitness Award:** This award is given to students who have demonstrated exemplary participation and sportsmanship.
- **Enrichment Award:** This award is given to students who have demonstrated individual growth in, Music, Art, Computers, and/or Spanish.
- **Perfect Attendance Award:** This award is given to students for maintaining a perfect attendance record (no excused/unexcused absences, tardiness, or partial day attendance).
- **Bible Bee Award:** This award is given to the top three students who have competed in the class Bible Bee. The final winner will be the class Bible Bee Champion.
- **Spelling Bee Award:** This award is given to the top three students who have competed in the class Spelling Bee. The final winner will be the class Spelling Bee Champion.
- **Lion's Award:** This award is given to students who have shown school spirit and volunteerism.

Annual Awards (year-end):

- **Scholar's Award:** This award is given to students who achieve High Honor Roll in all four quarters.
- **Academic Achievement:** This award is given to students who achieve Honor Roll in all four quarter.
- **Perfect Attendance Award:** This award is given to students for maintaining a perfect attendance record for the entire year (no excused/unexcused absence, tardiness, or partial day attendance).
- **Citizenship Award:** This award is given to students who have demonstrated exemplary conduct and behavior in all four quarters
- **Student of the Year Award:** This award is given to students who maintain a 3.0 GPA or higher, demonstrate Christian leadership, display good citizenship and sportsmanship, and exhibit Christian growth in school, church and in the community.

Students will be disqualified from attaining (High) Honor Roll if their grades in behavior and work habits are unsatisfactory (-).

Field Trips

Field trips are intended to enhance the curriculum and are counted as mandatory school days. Students need a signed Permission Slip in order to leave campus for field trips. Detailed information will be provided separately on the Permission Slip. **Fees will be non-transferrable and non-refundable upon expulsion and/or withdrawal.**

To ensure the safety of all students and staff, students who fail to follow teachers' instructions and playground rules may not be able to attend field trips. Some students may be only allowed to attend if a chaperone (provided by the family) is accompanying the child.

Students who do not participate in a field trip will be assigned to another classroom for the duration of the field trip. If the field trip is school-wide, he/she will be asked to stay home and it will be considered truant.

Drivers

Adults who drive for field trips must meet the following requirements:

- 25 years or older
- good driving record
- sign and complete "Driver's Registration Form" located in the school office
- present a valid driver's license and current proof of insurance (copy must be on file in the office)
- drive directly to the destination and back without making unscheduled stops (i.e., fast food restaurants, ice cream stores, grocery stores, etc.)
- drive only Glenoaks Christian Schools students (no siblings, friends, or relatives)
- provide working seatbelts

The driver is liable for any car accidents while driving students. Drivers should be aware that their auto insurance will be used for any incidents that may occur during field trips.

Chaperones

The primary responsibility of the adult accompanying students is to assist with supervising the students.

When accompanying students on field trips, chaperones must:

- arrive promptly.
- wear the school field trip shirt with appropriate pants, shorts, or skirt
(Field trip shirts can be purchased in the school office.)
- protect the well-being of all designated students
- communicate with the teacher about any necessary information
- follow the given schedule and rules
- not smoke or drink alcohol on field trips

**Students not enrolled in Glenoaks Christian Schools may not attend class field trips.
This includes siblings, relatives, and friends under 18 years of age.**

Chaperones might not be invited to attend future field trips if the rules above are violated or demonstrate inappropriate conduct, language, or not provide adequate support. If there is any need for clarification of these guidelines, please consult with your child's teacher or the administration.

DRESS CODE

All uniforms with the school logo must be purchased through the office with the exception of khaki bottoms, socks, and shoes. The emblem used for Glenoaks Christian Schools is a registered trademark of The United Methodist Church and cannot be used without permission. All students must adhere to the dress code during school hours and school related activities. Glenoaks Christian Schools reserves the right to define “excessive” and “extreme” styling. **After the 3rd uniform citation, a fee of \$5 will be charged for each additional violation.**

Standard

- Khaki bottoms (shorts, pants, skirts, & jumpers)
- Navy blue polo (short or long sleeves)

Only cardigans, sweaters, and jackets purchased from the school with school logos are allowed.

Physical Education (Tuesday & Thursday)

- Ash gray t-shirt (short or long)
- Mesh shorts or sweatpants
- ALL black-leather **athletic** shoes (NO Mary-Janes for girls on P.E. days)

Formal (Wednesday Chapel, ceremonies, and school-wide competitions)

- Khaki bottoms
- White polo (short or long)
- Knit vest

Field Trips

- Khaki bottoms
- Royal blue t-shirt

Socks and Shoes

- ALL BLACK, WHITE, and GRAY socks and/or tights
- ALL BLACK closed-toe shoes. (Only athletic black shoes are allowed on P.E. days)

Special Regulations

- Girls may only wear one pierced stud earring per ear; NO HOOP EARRINGS! “Excessive” jewelry (bracelets, necklaces, rings, etc.) may not be worn.
- Natural nails should be maintained at sports length. No nail polish or acrylic nails.
- No permanent or temporary tattoos.
- No facial or body make-up may be worn (only medicated lip balm is allowed).
- No extremely colored, bleached, shaved heads, or extreme hair styles.
- All shorts and pants must be the size of the natural waist and to be worn at the waist.
- No torn, frayed, or cut clothing.

- No articles of clothing with any inappropriate writing, advertisement, or pictures.
- Tank top straps must be a minimum of an inch in width; no spaghetti straps.
- Glenoaks Christian Elementary has a *“closed toe” shoe policy at all times, even on Free Dress days.*
- A student must present a *Free Dress Coupon* in order to avoid citation, except on their *Birthday*.

DISCIPLINE POLICY

We believe in the right of the teacher to teach and the student to learn without interruption from others. We believe the ultimate responsibility for a student’s behavior rests with the student and his/her parents. We *expect* every child to practice good citizenship by exhibiting his/her best behavior and good listening skills at all times. Please consult with your child’s teacher for specific details regarding his/her classroom rules.

Standards of Student Conduct

- Students will follow directions the first time they are given.
- Students will not call each other names, use vulgar language, or use inappropriate gestures.
- Students will not damage the school’s property or any other person’s property.
- Students will keep hands, feet, and objects to themselves at all times.
- Students will not be in restricted areas without permission.
- Students will respect all faculty and staff members.
- Students will put all trash into the proper receptacles.
- Students will not be in a classroom unless a teacher is present.
- Students will not handle a teacher’s personal property without prior consent from the teacher.
- Students will not disrupt or distract other classmates in any way.

Harassment

Glenoaks Christian Schools is committed to providing a learning environment that is free from harassment of any kind. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and confidential manner.

Harassment occurs when an individual is intimidated or threatened because of his/her race, creed, color, national/ethnic origin, physical disability or gender. Harassment includes, but is not limited to, any or all of the following:

- verbal – derogatory comments, jokes, or threatening words
- physical – unwanted touching, contact, assault, or trapping/cornering
- visual – derogatory gestures and/or drawings
- sexual – unwelcomed sexual advances (verbal or physical)
- cyber-bullying – sending insulting or threatening messages by phone, e-mail, websites or any other electronic or written communication

Bullying

Bullying is the use of force, threat, or coercion to [abuse](#), [intimidate](#), or [aggressively](#) impose domination over others. The behavior is often asserting domination, which can include [verbal harassment](#) or [threat](#), [physical assault](#) or [coercion](#). Such acts may be directed **repeatedly** toward **a particular target(s)**. Aggressive behavior may be bullying depending on the intensity and the frequency of the act.

Discipline Violation and Consequence

This policy is used as minimum consequences of a violation by the Glenoaks's administration, the school principal has the right to apply portions of this policy as he/she feels appropriate based on the severity of violation.

Violation	Consequence - Steps
<p>A. Improper Checkout: Leaving class or the school premises, being in restricted areas during the student's scheduled class hours and/or lunch period or loitering on school grounds without authorization.</p> <p>B. Truancy: Unauthorized absence from school or class.</p>	<p>Warning</p> <p>Lunch/Recess detention and a call home to parents/guardians</p> <p>Half day in-school detention and a call home to parents/guardians</p> <p>Full day in-school detention and a call home to parents/guardians</p> <p>Suspension from school (1-3 days)</p>
<p>• Tardiness: Student is not in class when the bell rings.</p>	<p>1st Tardy: Warning</p> <p>2nd Tardy: Warning and call home.</p> <p>3rd Tardy: Will constitute one (1) absence, teachers will not repeat any materials missed by student while he/she was tardy. Parent Letter-Notice sent home.</p>

Violation	Consequence - Steps
<p>A. Improper use or possession of electronic devices:</p> <p style="padding-left: 20px;">a. Radios, CD/MP3 players, electronic games or other paraphernalia, and digital cameras are not to be used/played or operated without permission of the teacher.</p> <p style="padding-left: 20px;">b. Cell phones and pagers must be turned OFF (vibration and silent mode is considered as ON mode) and put away during school hours.</p> <p>Parents must get school's permission before allowing their children to bring any of the above devices to school.</p> <p>These items are the responsibility of the student. The school assumes no responsibility for lost, broken or stolen items.</p>	<ol style="list-style-type: none"> 1. Warning device is confiscated and will be returned the next day. 2. Device taken away from student and returned physically to parent. Parent must pick up the device. 3. Device confiscated permanently, will not be returned to student or parent.

Violation	Consequence - Steps
<p>A. Cheating: The act of willingly and knowingly copying or using the work of others and representing it as one's own and/or the act of using books, notes or other materials on a test without the knowledge or approval of the instructor. This includes changing grades in any instructor's records.</p>	<ol style="list-style-type: none"> 1. Student work will be confiscated and a grade of 0 will be given and a call home to parents/guardians 2. Student work will be confiscated a grade of 0 will be

<p>B. Plagiarism: Submitting another person's writing, creation or ideas as his/her own.</p> <p>C. Insubordination/Defiance of Authority: Any student who refuses to comply with the requests of school personnel.</p> <ol style="list-style-type: none"> 1. Refusal to obey 2. Disruptive Behavior/Disorderly Conduct: Any student exhibiting behavior which is disruptive to the orderly educational process of the school. <p>D. Persistent Disobedience: Repeated violation of school rules.</p> <p>E. Forgery/Misrepresentation: Refusal to give correct name when requested to do so by an employee, or fraudulently using in any form the name of another person. Forging parent's or guardian's signature</p> <p>F. Dissemination of unauthorized material: The act of distributing unauthorized materials on school property.</p>	<p>given and student will receive a half day in-school detention and a call home to parents/guardians</p> <ol style="list-style-type: none"> 3. Suspension from school (1-3 days) <p>Insubordination:</p> <ol style="list-style-type: none"> 1. Parents will be notified, and student will receive a half day of in school suspension. 2. Parents will be notified, and the student will receive a full day of in school suspension. 3. Student will be sent home and the matter will be referred to the board for student expulsion.
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Violation	Consequence - Steps
<p>A. Devices with wheels/hackysacks/items deemed inappropriate to an educational setting: (i.e., in-line skates, skateboards, rollerblades, shoes with wheels, hackysacks, etc.) are considered to be a safety hazard in the school and/or a material disruption to the educational process; therefore, students are not allowed to use them in the building</p> <p>B. Unauthorized areas/loitering: Being present in an area without authorization. Remaining on school grounds with no apparent purpose.</p>	<ol style="list-style-type: none"> 1. One Warnings and a call home. 2. Lunch/Recess detention and a call home to parents/guardians 3. Half day in-school detention and a call home to parents/guardians 4. Full day in-school detention and a call home to parents/guardians 5. Suspension from school (1-3 days)

Violation	Consequence - Steps
<p>A. Offensive or Inappropriate Language or Gestures: Use of profane or obscene language and/or gestures.</p> <p>B. Public display of affection: Behavior which is inappropriate in the school setting or which shows a lack of modesty or tact. This includes any type of inappropriate gesture, conversation and/or sexual activity.</p> <p>C. Obscene materials or indecent exposure: Possession/distribution of any obscene material; inappropriate exposure of body parts</p> <p>D. Potentially dangerous or unsafe acts: Acts which have the potential to endanger the safety and well-being of self and/or others.</p>	<ol style="list-style-type: none"> 1. Half day in-school detention and a call home to parents/guardians 2. Full day in-school detention and a call home to parents/guardians 3. Suspension from school (1-5 days)

Violation	Consequence – Steps
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<p>A. Theft, Burglary, Robbery: The intent, attempt, or act of dishonestly acquiring property of others (stealing).</p> <p>B. Possession of stolen property: Receiving and aiding in concealment of stolen property knowing it has been stolen, embezzled and/or taken without proper authority.</p>	<p>1. Return of or payment for stolen property and a call home to parents/guardians and a half day of in school suspension.</p> <p>2. Return of or payment for stolen property , full day in-school detention and a call home to parents/guardians</p> <p>3. Return of or payment for stolen property and suspension from school (1-5 days)</p>
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Violation	Consequence – Steps
<p>A. Vandalism: Defacing or destroying school property or private property belonging to others, including but not limited to computer software or hardware.</p> <p>B. Arson: The willful and malicious burning of school property. Use of a cigarette lighter or other unauthorized device which can cause a fire on school property.</p> <p>C. False Alarms: The act of initiating a fire alarm, calling 911, and/or initiating a report warning of a fire, bombing or other catastrophe without just cause.</p>	<p>1. Restitution of any expenses or penalties and a call home to parents/guardians and a half day of in school suspension</p> <p>2. Restitution of any expenses or penalties and full day in-school detention and a call home to parents/guardians</p> <p>3. Restitution of any expenses or penalties and suspension from school (1-5 days)</p>

Violation	Consequence - Steps
<p>A. Acceptable Computer/Technology Use Policy: The fundamental rule for use of Glenoaks’s computers/network resources is that all use must be consistent with the Glenoaks’s educational goals and behavior expectations. All students must sign an acceptable use policy agreement, which details these expectations. Additionally, schools have the authority to discipline students who use home computers in ways that “materially and substantially disrupt” schoolwork or discipline in a school. This includes, but is not limited to, any inappropriate comments or threats using email, instant messaging, website profiles, text messaging, etc.</p>	<p>1. Warning and loss of computer usage for 5 days call home to parents.</p> <p>2. Full day in-school detention and a call home to parents/guardians</p> <p>3. Suspension from school (1-5 days)</p>

Violation	Consequence - Steps
<p>A. Harassment: Unsolicited words (oral or written) or conduct which tend to annoy, alarm or abuse another person.</p> <ol style="list-style-type: none"> 1. <u>Verbal:</u> put-downs, name calling, “mean teasing”. 2. <u>Physical:</u> pushing, shoving, tripping, etc. 3. <u>Sexual:</u> making unwelcome sexual comments, advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. 4. <u>Racial:</u> verbal or physical harassment based on the race or ethnic background of a person. <p>B. Bullying/intimidation/Threats: The real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, put-downs and inappropriate gestures, including</p>	<p>Harassment:</p> <ol style="list-style-type: none"> 1. Full Day ISS and a call home to parent or guardian 2. Suspension, 3 days based on investigation <p>Glenoaks has a zero-tolerance bullying policy:</p>

<p>ethnically based or gender based verbal put-downs, extortion of money or possessions and exclusion from peer groups within school.</p> <p>C. <i>Fighting/Assault/Battery:</i> Violent behavior or threats of violence.</p> <ol style="list-style-type: none"> 1. Verbal Assaults by students against other students: Any statement or act, oral or written, which can be expected to induce an apprehension of danger of bodily injury or harm to another student. 2. Verbal Assaults by students against school personnel: Any statement or act, oral or written, which can be expected to induce an apprehension of danger of bodily injury or harm to a school employee, volunteer or contractor. 3. Physical Assaults by students against other students: Causing or attempting to cause physical harm to another through force or violence to another student. 4. Physical Assaults by students against school personnel: Causing or attempting to cause physical harm through force or violence to a school employee, volunteer or contractor. 	<p>Bullying:</p> <p>3. 0 tolerance, suspension from school.</p> <p>Corrective Measures will be taken to ensure it does not continue.</p> <p>Fighting/ Assault/ Battery:</p> <p>Fighting: 3 days suspension immediate.</p>
Violation	Consequence - Steps
<p>D. <i>Possession/Use of Weapons, Firearms and Explosives:</i> Possession, use, or threat of use of a firearm, explosive device (i.e. fireworks), or other object intended to cause bodily harm or property damage. Weapons, or instruments used as weapons include firearms, knives, chains, iron bars, brass knuckles, BB guns, pellet or paintball guns, slingshots, pepper gas, mace or other like chemical substances</p> <p>E. <i>Ammunition:</i> The possession of ammunition which is illegal or dangerous to themselves or others.</p> <p>F. <i>Extortion, Blackmail or Coercion:</i> Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by threat of force.</p> <p>G. <i>Tobacco possession or use:</i> Tobacco products are defined as including chewing tobacco, snuff, pipes, cigarettes, cigars and the like. Tobacco use by students is harmful, and illegal if under 18. The use and/or possession of any tobacco product is prohibited in any attendance center, at school sponsored events or on the school grounds.</p> <p>H. <i>Alcohol/Drugs: Illegal or represented as illegal:</i> The consumption and/or possession of any alcoholic beverage or alcoholic look-alike beverage or any illegal drug or drug paraphernalia are prohibited in any attendance center, on school grounds or at any school sponsored activity. Any students who have in their possession or are under the influence of an illegal substance will be refused admittance and entrance to any school sponsored activity and referred to the appropriate law enforcement authority. In the case of alcohol, the student may be subject to a personal breathalyzer test (PBT). Students knowingly transporting illegal drugs or alcohol or persons in possession of illegal drugs or alcohol may be subject to the same consequences as the person in possession.</p>	<ol style="list-style-type: none"> 1. Suspension from school (1-5 days) 2. Expulsion from school

APPEALS

Only out-of-school suspensions of more than ten (10) consecutive days or recommendation for expulsion may be appealed. Appeals are for the purpose of refuting the charges or penalty based on documentary evidence.

The Principal shall hear an appeal for an expulsion recommendation prior to the Board hearing. The Principal, after hearing all appeals, may decide to support and convey a recommendation for expulsion to the Board.

An expulsion hearing before the Board is the student and parent's opportunity to appeal the Principals recommendation for expulsion. This must take place within 5 business days after the recommendation for expulsion. During this period, the student cannot be allowed to return to school.

Only through official action by the Board may a student be permanently expelled from school. Within five (5) days of the conclusion of the hearing, the decision of the appeal body shall be forwarded in writing to the person or persons initiating the appeal.

**It is at the discretion of the administration to determine any violations and/or consequences.
Additional consequences may be added when deemed necessary.
Students who fail to follow the school's decision may be asked to withdraw enrollment.**

HEALTH

Health Examinations

New students who enter Glenoaks Christian Elementary must have a record of a diagnostic examination and immunization on file. Forms are available in the school office.

Communicable Diseases

The school office must be contacted immediately after a child is diagnosed with any communicable disease. The office will then notify the families of the classmates. A child with a communicable disease needs a doctor's release note to return to school.

Flu, Fever, & Illness

Students who get sick must be picked up from school. Students who run a fever are to be "fever free" for at least twenty-four (24) hours before returning to school.

Lice

Glenoaks Christian Schools enforces a "no-nit" and a "no-lice" policy. Random lice checks will occur throughout the school year. If a student is found with active or inactive head lice, nits and/or eggs, parents will be immediately contacted, and the student will be excluded from school in order to receive proper treatment and prevent lice infestation in the classroom. In order for the student to return to school, a parent must accompany their child to school for a readmission check. Students will be readmitted to school **ONLY after they have been checked by school office personnel** and have been found to be free of head lice, nits and/or eggs.

Medical or Dental Appointments

An excused absence is granted for medical or dental appointments. Official verification must be received from the doctor or dentist on the day of the return. Frequent absences of this type are detrimental to the student's class work and therefore should be kept to a minimum.

HIV/AIDS Policy

Infection with HIV in and of itself should not be a reason to exclude students from any school, religious education program or institution of higher learning. However, alternate educational arrangements may be made for infected students whose behavior has shown to be a danger to others. HIV/AIDS is not spread by casual contact. Therefore, barring special circumstances, students who are infected with HIV may be admitted to our school.

All students are entitled to all rights and services. Decisions about any changes in the educational program of a student who is infected with HIV shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts.

Medication at School

The school shall not furnish medication or administer medication of any kind. Medication includes aspirin, cough medicine/drops, etc. Students are not to carry prescription or non-prescription medication in their backpacks or lunch containers (an exception for an inhaler requires special release from a doctor).

If a student must have medication during the school day, the following procedure and regulations must be in place (NO EXCEPTIONS):

- A “Consent for Medical Administration Form” (located in the school office) must be provided each year. It must state the nature of the medication and be signed and dated by the doctor and the parent/guardian.
- Medication administered at school must be in the original container and labeled. The day’s dosage must be sealed, labeled, and include the student’s name. It will be held in an appropriate container, and kept in the school’s office.
- The student will come to the office to receive his/her medication.
- A student’s medication will be self-administered.

Any student requiring medical attention will report to the school office. If severe medical attention is needed, a parent/guardian will be notified. A parent/guardian will have to come to school and personally administer the medication.

EMERGENCY

Each year, Glenoaks Christian Schools practices fire, earthquake and lock-down safety awareness. A safe evacuation program has also been designed to ensure that everyone on the school grounds remains safe. Should such an event take place during the school day, our students will be trained to follow our evacuation procedures until it is safe or they are picked up by their emergency contacts.

No child will be allowed to go home alone. Students will only be dismissed to adults listed on the Emergency Card. Please list only the adults with a reasonable chance of getting to the school in an earthquake, emergency, or other catastrophic event.

In case of an evacuation to another site away from school grounds is necessary, please be assured that we will attempt to take every precaution to ensure the well being of your child(ren) at all times.

TRAFFIC AND SAFETY

Students are not to ride bicycles or scooters, roller blade, skate, rip board, and Heelys on or around the school grounds at any time. This includes sidewalks around school and church buildings. Any such items found on campus will be confiscated.

ELECTRONIC DEVICES

Glenoaks Christian Schools prohibits the use of electronic games (i.e. DS, IPOD, etc.) on our school campus without prior consent. Cellular phones must be turned off and left in backpacks. They may only be used before or after school with the teacher's consent. If any are used during the school day, they will be confiscated and kept in the possession of the administration. It is the responsibility of the parent/guardian to claim it from the administration. **The school is not responsible for lost, damaged or stolen items.**

COMMUNICATION

School Calendar

Each family will receive a copy of the *Master Calendar* for the current year. This calendar is to be used as a reference for upcoming events. All events on the *Master Calendar* are subject to change.

Parent Handbook

The handbook is always available for reference on our school website. **A hard copy will be distributed only upon request with a fee of \$3.** Revisions and changes in policies and procedures made during the school year will be sent out to each family in an addendum format.

Back to School Night

We highly encourage at least one parent/guardian to attend this event. Teachers will outline their classroom expectations and policies for the year. Please refer to the **class syllabus** throughout the year.

Open House

Open House is an opportunity for teachers and students to display work for their family, friends, community, and prospective families.

Newsletter

Our newsletter is our primary source of communication. Newsletters will include information on school events, deadlines, fundraising, office business, and other pertinent information. It can also be viewed from our school website.

Parent Communicator Folder

The Parent Communicator Folder will be sent home weekly. Please carefully review the information and sign and return the folder to your child's teacher the following day. If lost or damaged, the replacement fee for the **Parent Communicator Folder is \$5.00.**

Parent/Teacher Conferences

If parents/guardians have any concerns regarding their child(ren) throughout the school year, the proper protocol must be followed:

- Meet with the teacher regarding any classroom or school issues.
- If the issue is not resolved, you can schedule a meeting with the principal.

Mandatory Parent/Teacher Conferences will be scheduled after the second semester grading period.

Arrangements can be made in advance for any additional conferences.

Website www.Glenoaksschools.com

The Glenoaks Christian Schools website will be updated on a regular basis, please check frequently.

Email

Please allow at least 24-hour on weekdays for the teachers and staff to check and reply to your emails. Staff are not obligated to respond to emails and phone calls on weekends, holidays, and beyond school hours (8:00 a.m. – 3:30 p.m.).

Preschool Director: Martha Veloz
Principal: Michael Jackson
Office: Jennifer Witmer
Finance Officer: Rose Taduran
Preschool: Dina Cardona
Preschool: Norma Galinzoga
Preschool: Rosie Ramirez
Preschool: Martha Sanchez
Preschool: Gabriela Pettibone
Preschool: Alondra Gutierrez
Kindergarten: Alma T. Duldulao
First Grade: Irma Gonzales
Second Grade: Erica Mosley
Third Grade: Ms. Amber Herrera
Fourth Grade: Mirella Badio
Fifth & Sixth Grade: Tirzah Vasquez

Woodenshoe@Glenoaksschools.com
Principal@Glenoaksschools.com
Office@Glenoaksschools.com
Finance@Glenoaksschools.com
Ms.Dina@Glenoaksschools.com
Ms.Norma@Glenoaksschools.com
Ms.Rosie@Glenoaksschools.com
MsMartha@Glenoaksschools.com
Msgabby@Glenoaksschools.com
Msalondra@glenoaksschools.com
Aduldulao@Glenoaksschools.com
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LEGAL POLICIES

Child Abuse Reporting

Glenoaks Christian Schools administration, faculty and staff are required under penalty of fine and/or jail term to report suspicion of physical and/or emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation. California State Law requires any child care custodian, health practitioner, or employee of a child protective agency (CPA) who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she reasonably suspects has been a victim of child abuse shall report such suspected instance of child abuse to a child protective agency immediately or as soon as possible by telephone. He/she shall prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. ***IN SUCH SERIOUS CIRCUMSTANCES, THE SCHOOL WILL NOT CONTACT PARENT(S)/GUARDIAN(S) PRIOR TO REPORTING TO LEGAL AUTHORITIES.***

Privacy Policy

In accordance with the Privacy Policy for Schools, no information, including names, address, or phone numbers, will be given out by the school.

Custodial Policy & Rights

Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known to us in writing.

If both parents have joint legal/physical custody, both parents have equal rights and responsibilities regarding their child. If one parent does not have legal custody but has visitation rights, the school will honor the court certified custodial document. If a parent does not have either legal custody or visitation rights, the school will not give any information concerning the student without written notification from the court or legal parent.

Attendance Policies

Every effort should be made to be in school for a full day every day. Students must bring a note including the student's name, dates and reasons of absence, and parent signature when returning from an absence.

California Education Code 48260 states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as truant. Official attendance records are kept and will be released if subpoenaed by Juvenile Court. If a student is tardy or absent for more than 10% of each trimester, he/she may receive an incomplete and may not be promoted to the next grade level. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction.

Unexcused Absences

- Unauthorized absences by the school (i.e. trips, shopping, babysitting, staying home, etc.)
- Truancy and forged notes are not acceptable.

Excused Absences

The following are considered reasons for excused absences per California Educational Code Section 48205. A note of explanation must be turned in to the school office upon return from an excused absence.

- Illness (note from parent or doctor required)
- Absences of three (3) days or more due to illness will require a doctor's re-admittance note
- Medical, dental or health related appointments (note from doctor required)
- Funeral of an immediate family member (note from parent/guardian required)
- Emergencies deemed so by the administration (i.e. appearance in court, quarantine by a county or city health officer, etc.)

EDUCATIONAL TRIPS/ANTICIPATED ABSENCES

Permission to be absent from school for any reason other than illness or immediate family emergency must be requested **in advance**. Any such absence that is not pre-approved by the administration will be marked **unexcused** and credit for work missed may be **denied**. The maximum number of pre-approved days that a student may miss in one school year for the purpose of educational trips is ten (10). We strongly recommend that educational trips do not occur within the first cycle of the school year and during the last two cycles of the school year. Please be advised that GCS administration reserves the right to deny requests for extended absence during these times. Educational trips will not be approved for students that are scheduled to take state assessments on the date(s) of the requested trip.

RESPONSIBILITY FOR CLASS WORK

Students who will miss any class(es) as a result of an anticipated absence (such as field trip, a medical/dental appointment, an educational trip, etc.) are responsible for (1) submitting any assignments that are due **prior** to your leaving, (2) acquiring the information which was presented in class, (3) completing any assignments that were done in class or assigned for the next day (including any quizzes, tests, presentations, etc.)

MAXIMUM NUMBER OF DAYS ABSENT

If attendance becomes an issue, the administration may schedule an attendance review hearing. If a student is absent from school 18 times or more (9 for a semester course) the potential outcome of said hearing could be retention.

Attendance Intervention for Absences, Tardiness and Truancies

In California, students with poor attendance are dropping out of high school in large numbers. In order to establish life-long learning, Glenoaks Christian Elementary is taking quick and effective actions to prevent this trend. It is our desire to promote the understanding by students and their parents/guardians of the importance of regular school attendance.

The following intervention will occur for excessive absences, tardiness and truancies:

1. First Notification – by the teacher
2. Second Notification – by the administration
3. Third Notification – referred to the country probation department pursuant to *EC* Section 48263 or to a probation officer or district attorney mediation program pursuant to *EC* Section 48263.5.

PAID SERVICES

School Hot Lunch Program

Glenoaks Christian Schools offers a healthy, hot lunch program for our students. Meals are available Monday through Friday. **The cost is \$5.00 per lunch.** Orders must be placed and paid for by the due date. Order forms are sent home prior to the beginning of each month. Extra order forms are available in the school office.

Emergency Hot Lunch is available for \$8.00. Payment is due upon pick-up of your child at the end of the day.

If your child is absent and the lunch needs to be cancelled, it is the parent's responsibility to notify the school office by 9:00 a.m. Failure to do so will forfeit any credit issued.

Snacks

Snacks brought from home should have nutritional value. Students are allowed to take snacks out during their morning recess, lunch, and afternoon daycare.

The Student Store is open during the morning recess and after school. Student (debit) cards are available for purchase in **\$5.00 or \$10.00** increments.

Daycare

Daycare is offered at Glenoaks Christian Schools as a safe environment for children to complete school assignments and interact with friends before and after school. Daycare is a privilege, not a right. Excellent behavior is expected of all daycare children. This privilege may be taken away at any time if rules are not followed and multiple warnings are issued. Daycare is available to students from 7:00 to 8:00 a.m. and from 3:00 to 6:00 p.m. for all grades.

Parents/guardians can choose to pay monthly or hourly rates. Please refer to the *General Policy Statement (pg. 6)* for daycare rates. Daycare will not be available during school vacations.

RIGHT TO AMEND

The School Board and/or administration retain the right to amend this handbook during the school year. Families will be notified of all changes made.

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2022 – 2023 PARENT AND STUDENT HANDBOOK PARENT AND STUDENT ACKNOWLEDGEMENT FORM

Under California Education Code 48980 (a), we understand that we are required by law to be notified of the services and programs offered by the school. We acknowledge that our family has read the Glenoaks Christian Schools: *Parent and Student Handbook*. We are aware of, understand, and agree to follow the policies and procedures in this handbook. We understand that this agreement includes any changes of policy.

We understand that we may be asked to withdraw our child(ren) from the school, or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under this agreement. Our signatures below indicate our commitment to fulfill our obligations according to this agreement.

Parent/Guardian Name _____ Relationship: _____

Parent/Guardian Signature _____ Date: _____

Student Name _____ Grade: _____

Student Name _____ Grade: _____

Student Name _____ Grade: _____

Please sign and return this form promptly to the school office, no later than

Friday, September 16, 2022.

This form will be placed in the student's permanent file.

The Parent and Student Handbook has been emailed to the address on record with the office and is also available for download at

www.GlenoaksSchools.com

You can request a hard copy for \$3.00 each.

