

# PARENT HANDBOOK

BRINGING GLORY TO GOD | MAKING DISCIPLES OF CHRIST | HIGHEST QUALITY EDUCATION



SAN GABRIEL  
CHRISTIAN SCHOOL  
SINCE 1949



a ministry of San Gabriel Community Church



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**Please note:**

***The School reserves the right to change any policy at any time at its sole discretion***

## **INTRODUCTION**

### **MISSION STATEMENT**

San Gabriel Christian School exists to extend the ministry of San Gabriel Community Church into the community by offering the highest quality education in an environment that encourages the development of committed followers of Jesus Christ.

### **STATEMENT OF FAITH**

#### **The Bible**

We believe that the Scripture, both Old and New Testaments, is the inspired<sup>a</sup> Word of God.<sup>b</sup> We believe it is without error in the original manuscripts, and is our supreme, sufficient,<sup>c</sup> and infallible<sup>d</sup> authority in all matters of faith and conduct.<sup>e</sup>

<sup>a</sup> 2 Timothy 3:15 – 17; 2 Peter 1:20-21; <sup>b</sup> Isaiah 40:8; 1 Thessalonians 2:13; <sup>c</sup> Psalm 19:7-11; Acts 20:32; <sup>d</sup> Psalm 19:7-11; <sup>e</sup> Deuteronomy 8:3, Romans 15:4; Hebrews 4:12

#### **The Trinity**

We believe that there is one God<sup>a</sup> who is the Creator of all things,<sup>b</sup> that he is infinite,<sup>c</sup> perfect,<sup>d</sup> and unchangeable,<sup>e</sup> and that he exists eternally in a loving fellowship of three persons:<sup>f</sup> Father, Son and Holy Spirit,<sup>g</sup> who are co-existent, co-equal and co-eternal.<sup>h</sup> We believe that each person of the Trinity exercises distinct but harmonious functions in the work of creation, providence and redemption.<sup>i</sup>

<sup>a</sup> Deuteronomy 6:4-9; Isaiah 45:5-7; Ephesians 4:5-6; <sup>b</sup> Genesis 1:1 – 2:3; <sup>c</sup> Genesis 1:1;

<sup>d</sup> Matthew 5:48; <sup>e</sup> James 1:17; <sup>f</sup> Matthew 28:19; <sup>g</sup> Matthew 3:13 – 17; 2 Corinthians 13:14;

<sup>h</sup> Genesis 1:1, 26; <sup>i</sup> Ephesians 1:3-12

#### **God the Father**

We believe that God the Father is the first person of the Trinity. We believe that by His word and for His glory He freely created all things and by the same sovereign power sustains, directs and rules over all things and that his plans cannot be thwarted.<sup>a</sup> We believe He is holy,<sup>b</sup> just<sup>c</sup> and good.<sup>d</sup> We believe He is the author of salvation who, according to His great mercy, saves for Himself those whom he chose in Christ unto salvation from before the foundation of the world, all to the praise of His glory.<sup>e</sup>

<sup>a</sup> Genesis 1-2; 1 Chronicles 29:10-13; Psalm 103:19; <sup>b</sup> Psalms 99:3; Isaiah 6:3;

<sup>c</sup> Deuteronomy 32:4; <sup>d</sup> Psalm 100:5; Luke 18:19; <sup>e</sup> John 1:12, 3:16; 1 Timothy 2:5-6; 1 Peter 1:3

#### **God the Son**

We believe that Jesus Christ is the second person of the Trinity.<sup>a</sup> We believe that He is

God incarnate,<sup>b</sup> fully God and fully man,<sup>c</sup> one Person with two natures. We believe that He upholds the universe by the word of His power.<sup>d</sup> We believe He was born of a virgin,<sup>e</sup> lived a sinless life,<sup>f</sup> performed miracles,<sup>g</sup> was crucified under Pontius Pilate,<sup>h</sup> arose bodily from the dead<sup>i</sup> and ascended into heaven.<sup>j</sup>

<sup>a</sup> John 20:31; <sup>b</sup> Romans 9:5; John 1:14; Matthew 1:18-25, 20:28; <sup>c</sup> Philippians 2:5-11; Colossians 2:9; Hebrews 1:3; <sup>d</sup> John 1:1-3; Hebrews 1:2-3; Colossians 1:15 – 20; <sup>e</sup> Isaiah 7:14, Luke 1:26 – 35; <sup>f</sup> 2 Corinthians 5:21; 1 Peter 2:21-23; Matthew 20:28; <sup>g</sup> Matthew 4:23; Mark 1:34; <sup>h</sup> Matthew 27; <sup>i</sup> Romans 5:6-8; 6:9, 10; <sup>j</sup> Acts 1:9-11

## **God the Spirit**

We believe that the Holy Spirit is the third person of the Trinity. We believe He was sovereignly active in creation,<sup>a</sup> in the incarnation<sup>b</sup> and in the inspiration of Scripture,<sup>c</sup> and is active in human history.<sup>d</sup> We believe He was sent by the Father and the Son<sup>e</sup> to convict the world of sin, righteousness and judgment.<sup>f</sup> We believe that the Holy Spirit sovereignly awakens the soul, which is dead in sin,<sup>g</sup> to be made alive in Christ and seals it for the day of redemption.<sup>h</sup> We believe He indwells every believer<sup>i</sup> and that He is the abiding helper, teacher and guide. We believe the Holy Spirit equips and empowers believers for Christian witness<sup>j</sup> and service<sup>k</sup> and gives gifts for the purpose of building up of the body of Christ, the Church,<sup>l</sup> and transforms the believer more and more into the likeness of Christ.<sup>m</sup> <sup>a</sup> Genesis 1:2, 26; <sup>b</sup> Matthew 1:18; <sup>c</sup> 2 Peter 1:20-21 <sup>d</sup> Numbers 27:18; Nehemiah 9:30; Psalm 139:7; <sup>e</sup> John 14:16 - 26; 15:26-27; 16:7-14; <sup>f</sup> John 16:8; <sup>g</sup> John 6:63; Romans 8:10-11; Ephesians 2:1; <sup>h</sup> Ephesians 4:30; Titus 3:5; <sup>i</sup> Romans 8:9-11; 1 Corinthians 12:4-13; <sup>j</sup> Jeremiah 31:34 (cf. Hebrews 10:15-17); Joel 2:28-32 (cf. Acts 2:14-21); <sup>k</sup> Galatians 5:22-26; <sup>l</sup> 1 Corinthians 12:4-11; Ephesians 4:7-12; Hebrews 2:1-4; <sup>m</sup> 2 Corinthians 3:4-18; Ephesians 2:22

## **Work of Christ**

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins.<sup>a</sup> We believe His atoning death<sup>b</sup> and victorious, bodily resurrection<sup>c</sup> constitute the only ground for salvation.<sup>d</sup> We believe He rose from the dead<sup>e</sup> and sat down at the right hand of God the Father where He continually intercedes<sup>f</sup> for His people as our High Priest and Advocate.<sup>g</sup> <sup>a</sup> Isaiah 52:13 – 53:12; 1 Peter 2:24; <sup>b</sup> Mark 10:45; John 10:15; Acts 20:28; 2 Corinthians 5:21; 1 John 4:10; <sup>c</sup> Matthew 28:1-6; <sup>d</sup> Romans 3:21-26; 5:8; 1 Peter 3:18; <sup>e</sup> Romans 1:4; 1 Corinthians 15:12-20; <sup>f</sup> 1 Timothy 2:5; Hebrews 7:24-25; <sup>g</sup> Ephesians 1:16 – 21; Hebrews 4:14; 9:24; 1 John 2:1

## **The Christian Life**

We believe all are sinners who fall short of the glory of God and stand hopeless and condemned before Him.<sup>a</sup> We believe a sinner is saved by grace alone through faith alone in the gospel of Jesus Christ.<sup>b</sup> We believe the gospel is the good news that Jesus Christ died for our sins and rose again, conquering all of his enemies, including sin and

death, so that there is no condemnation for those who believe.<sup>c</sup> We believe eternal life is secured for the believer by the effectual and sovereign grace of God.<sup>d</sup> We believe it is the duty and delight of all who believe to love God with all their heart, soul, mind and strength,<sup>e</sup> to abide in Him,<sup>f</sup> to be obedient to His Word,<sup>g</sup> and to seek to live to the glory of God.<sup>h</sup> <sup>a</sup> Romans 3:23, 6:23; <sup>b</sup> Ephesians 2:1-10; <sup>c</sup> 1 Corinthians 15:3-4; Romans 8:1-4; <sup>d</sup> Romans 10:9-11; <sup>e</sup> Matthew 22:37-38; Luke 10:27; <sup>f</sup> John 14:15 – 24; <sup>g</sup> 1 John 2:3-6; <sup>h</sup> 1 Corinthians 6:19-20; 10:31

### **The Church**

We believe the Church is a living spiritual body<sup>a</sup> of which Christ is the head<sup>b</sup> and all those who have been chosen by God for salvation and justified by His grace through saving faith in Christ are its members, marked by love for one another and the exercising of their gifts.<sup>c</sup> We believe it is the Church's joy and responsibility to fulfill the Great Commission given by our Lord to make disciples of all nations.<sup>d</sup> <sup>a</sup> 1 Corinthians 12:12-13; <sup>b</sup> Colossians 1:18; <sup>c</sup> Ephesians 2:11-3:12; 4:11-16; 5:22-23; Hebrews 10:23-25; Jude 20-23; <sup>d</sup> Matthew 28:18-20; Acts 1:8; Romans 1:5

### **The Return of Christ**

We believe in the personal, visible and glorious return of the Lord Jesus Christ to earth<sup>a</sup> and the establishment of His kingdom.<sup>b</sup> We believe His followers are to live in expectation of His imminent return.<sup>c</sup> We believe in the bodily resurrection of both the saved and the lost<sup>d</sup> — the saved to an endless, joyful, and living reign with Christ,<sup>e</sup> and the lost to endless punishment away from the benevolent presence of God.<sup>f</sup> <sup>a</sup> Mark 14:62; Acts 1:11; <sup>b</sup> Revelation 20:1-6, 11-15; <sup>c</sup> Titus 2:11-14; <sup>d</sup> 1 Thessalonians 4:15; <sup>e</sup> John 14:1-3; Philippians 3:20; <sup>f</sup> 1 Corinthians 4:5; 2 Thessalonians 1:7-10; 2 Timothy 4:1

## **THE BIBLE IS THE FINAL AUTHORITY**

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and inerrant Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. The Elder Board of San Gabriel Community Church shall serve as the final interpretive authority on the Bible's meaning and application, including without limitation matters of faith, doctrine, practice, policy and discipline.

## **STATEMENT ON MARRIAGE, GENDER AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two, distinct, complementary genders together reflect the image and



nature of God (Genesis 1:26–27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 7:2–5; Hebrews 13:4).

We believe that any form of sexual immorality (including without limitation adultery, fornication, homosexual and bisexual conduct, pedophilia, bestiality, incest and pornography) is sinful and offensive to God (Matthew 15:18–20; Romans 1:26–29; 1 Corinthians 6:9–10).

We believe that in order to preserve the function and integrity of San Gabriel Christian School, and to provide a biblical role model to the community, it is imperative that all persons employed by San Gabriel Christian School in any capacity, or who serve as volunteers, submit to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11, Colossians 2:13–14).

We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 1:28–31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

### **STATEMENT ON THE SANCTITY OF HUMAN LIFE**

We believe that all human life is sacred and created by God in His image (Gen. 1:26–27). Human life is of inestimable worth in all its dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139)

### **HISTORY**

San Gabriel Christian School exists to extend the ministry of San Gabriel Community Church into the community by offering the highest quality education in an environment that encourages the development of committed followers of Jesus Christ.

Established in 1949 as a ministry of San Gabriel Community Church, San Gabriel Christian School has consistently offered a Christ-centered quality education for the past 70 years. The formation of the school can be traced to the late 1800s when a group of Bible-believers met in a home to study God's Word. Out of this Bible study, grew San Gabriel Community Church. The Bible was at the heart of the preaching/teaching ministry of the church. The church had a vision for the future, and in a significant step of faith, established San Gabriel Christian School in 1949. As the school grew, it was soon evident that more space was needed, so in the 1950s and 1960s, additional land was purchased and the 18-classroom Stewart Building was erected. Years later, a multi-purpose building/gymnasium was constructed with additional classrooms.

San Gabriel Christian School has provided an excellent Christ-centered education to thousands of students in the San Gabriel Valley. Students continue to be impacted by the gospel, a caring staff, a quality education, and an unwavering commitment to God's Word. SGCS provides a challenging course of study emphasizing reading and mathematics and focusing on the core academic subject areas of English, Bible, history, and science. We offer a robust education with specialty teachers in art, vocal and instrumental music, physical education, library, special education, English Language development, and foreign language. We continue to progress in our teaching methodology with the implementation of our one-to-one iPad program in 4th-8th grade. We strive to glorify God by providing academic excellence in a Christ-centered curriculum and are accredited by both the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). The majority of our students score in the top 15% of national norms on annual state testing, with most of our middle school students scoring at the post-high school level. The school has long established its desire to uphold the whole child; academically, socially, physically and spiritually.

#### **VISION STATEMENT**

- To offer a well-rounded academic program with an emphasis on Scriptural integration.
- To create a Christ-centered, engaging, dynamic, and interactive learning environment.
- To provide a challenging course of study emphasizing reading and mathematical competencies that result in the development and application of higher order cognitive skills.
- To foster an appreciation of aesthetics and facilitate creative expression by providing curriculum in the visual and performing arts.
- To encourage and recognize excellence in teaching.

- To model the integration of technology across the curriculum.
- To enhance the development of students by providing opportunities in the visual and performing arts, athletics, and extracurricular experiences.
- To motivate students toward service in their local church and community.
- To cultivate a spirit of community in which each school family actively participates and supports the life and development of the school.

## **CHRISTIAN SCHOOL PHILOSOPHY**

### **PHILOSOPHY AND OBJECTIVES**

#### **We believe:**

- *Education is grounded in the absolute truth of the Word of God;*
  - To this end we:
    - Teach the Bible as the inspired Word of God.
    - Seek to develop a desire to know and obey the will of God as revealed in the Scriptures.
    - Teach the proper use of biblical criteria and creative thinking.
- *Christ, not man, is the center of all things;*
  - To this end we:
    - Seek to lead students to a decision of faith in Jesus Christ.
    - Relate current affairs to God's plan for humankind.
- *Human nature is sinful, not inherently good;*
  - To this end we:
    - Teach the reality of a sinful nature and God's plan for overcoming sin.
    - Discipline children in love and teach them to obey those in authority over them.
- *The school's role is to assist the family in fulfilling their responsibility to educate their child;*
  - To this end we:
    - Seek to clearly communicate the School's mission and vision.
    - Develop a spirit of cooperation between teachers and parents.
    - Promote high academic standards within the range of each individual's God-given potential.
    - Help students gain a thorough command of the fundamentals of the language arts, mathematics, and the sciences through traditional and creative methods.
    - Promote an appreciation of the fine arts through opportunities in music, arts and drama.
    - Encourage independent research, good study habits and logical reasoning.

- *Christian education depends upon modeling by teachers led by the Holy Spirit, and not solely on educational methodologies;*
  - To this end we:
    - Ensure that every staff member is a growing, mature Christian that models and clearly teaches God's Truth.
    - Encourage and support continual formal and informal spiritual and professional development of teachers.
    - Involve teachers in the ongoing evaluation and development of the school's program.
- *The Christian school strives to develop Christlikeness, not simply impart knowledge;*
  - To this end we:
    - Encourage students to develop their own unique, God-given gifts.
    - Teach students love and respect for others.
    - Promote the development of self-discipline, responsibility and truthfulness.
- *God's truth reaches beyond the classroom and is to be applied to every area of life;*
  - To this end we:
    - Encourage students to be good citizens and contributing members of their community.
    - Produce an understanding and appreciation for God's world and man's role in it.
    - Seek to develop biblical attitudes toward marriage, family, and material possessions.

# SCHOOL GOALS

*We desire for our students to be...*



## *Academically*

### SELF-DIRECTED LEARNERS WHO:

- Demonstrate responsibility in the learning process through organization and time management skills
- Effectively access, evaluate and use information from a variety of resources
- Collaborate with peers to promote learning
- Use technology effectively in the learning environment

### CRITICAL THINKERS WHO:

- Organize and prioritize information
- Evaluate ideas, practices, and theories across disciplines within the framework of God's revelation
- Apply problem solving strategies in real life situations

### EFFECTIVE COMMUNICATORS WHO:

- Receive, interpret and share information accurately
- Creatively express themselves through art, music, drama as well as academic subject areas



## *Spiritually*

### SEEKERS WHO:

- Acknowledge the sovereignty of God and authority of His Word in every area of their lives
- Affirm they are created in God's image and for His glory
- Have believed in Jesus Christ as the Son of God and as their personal Lord and Savior
- Are growing in the Christian faith through Bible study, prayer, and fellowship
- Are sharing their faith with others

## *Socially*

### RELATERS WHO:

- Demonstrate Biblical citizenship by showing love toward others
- Actively participate in church, school and community
- Joyfully submit to God-given authority
- Resolve conflicts by using Biblical principles



## *Physically*

### ACTIVE INDIVIDUALS WHO:

- Understand the need to develop and maintain physically fit bodies, recognizing they are to be the temple of the Holy Spirit
- Develop motor and athletic skills according to their individual readiness
- Make healthy decisions for themselves based on their knowledge of caring for their bodies

## **SCHOOL GOVERNMENT**

San Gabriel Christian School is a ministry of San Gabriel Community Church. San Gabriel Christian School is overseen by a School Board consisting of 8 members who operate with delegated authority from the Board of Elders. The School Board is in all matters subject to the Board of Elders.

### **School Board for 2025-2026**

Chinwe Abaelu

Jon Bialon

Dave Halverson

Markus Acosta

Miriam Cho

Stacey Spickard

Chesed Bialon

Michelle Corwin

Bruce Wataru

## **COMMUNICATION AND THE MATTHEW 18 PRINCIPLE**

Whenever relationships are close there is the potential for problems between people. There is a godly way to handle these problems that is workable and successful, for the Lord has given it. It is found in the scriptures in Matthew 18, thus it is known as the Matthew 18 Principle.

The steps we need to follow when we have a complaint about or a problem with another person is as follows. We are to go directly to that person first. We do not tell others about it or go above the person's head. We attempt to handle the matter on the lowest level possible-directly with the person involved. In most cases, the situation will be remedied at this level. If this is not possible, Matthew 18 says to include a person in the conversation who will help to remedy the situation-the next person in the line of authority (see point two below).

The implications of following this principle at San Gabriel Christian School are:

1. If you call the office with a concern about a teacher or other staff member, we will ask you if you have first spoken with the teacher. Parents need to bring their concerns to the teacher before talking to an administrator. Parents need to talk to teachers and administrators about school policies and procedures before directing a request or concern to the School Board or individual members thereof.
2. After you speak with the teacher, an administrator will be happy to join you and the teacher if his/her assistance is needed.
3. It follows, then, that administrators are involved before parents talk to School Board members about teachers, staff or other items dealing with the operation of the school.
4. We will encourage your children to follow this principle as they relate to each other and experience Christian body life.

## **ADMISSIONS**

### **CRITERIA FOR STUDENT ENROLLMENT**

#### **General Criteria for Enrollment**

- San Gabriel Christian School does not practice racial or cultural discrimination in its admission practices.
- Parents must be in full agreement with the purposes and philosophy of the school as indicated on the application form.
- Students must have a record of satisfactory academic performance and appropriate school behavior in previously attended school.

#### **Criteria for Transitional Kindergarten, Kindergarten, and 1st grade Enrollment**

- Transitional Kindergarten students must be 4 years old by August 27, 2025
- Our TK program includes Early Transitional Kindergarten students
- Kindergarten students must be 5 years old by October 1, 2025
- Transitional Kindergarten, Kindergarten, and 1st grade students are individually tested using the Developmental Readiness Scale Evaluation.

#### **Academic Criteria for 2nd – 8th grade Enrollment**

- Students should be performing at the national average for their grade level (50th percentile or Stanine 5)
- Students performing five months or more below grade level will be considered for grade level retention or academic intervention (tutoring).
- A copy of the current report card is required on the day of testing; final acceptance is not granted until the report card is received.
- New students entering 2nd – 8th grade will be tested using the Wide Range Achievement Test.

#### **Social Criteria for Upper Elementary and Middle School Students**

- We look for students who are able to contribute positively to the classroom and the overall school environment.
- A personal student interview will be required. The interviewer will be sensitive to the following:
  - The student's personal desire to attend San Gabriel Christian.
  - The student's chances of success at San Gabriel Christian in regard to academic, social, and emotional issues.

#### **Establishing Order of Admission**

- Applications of all eligible students in each grade are placed in a rank order according to the date received in our office. When classes are filled, a waiting

list is established.

- Exceptions:

- A current school family who has an additional child to enroll is given preference over a new family.
- Special consideration is given in instances where a family with two eligible children finds one has been accepted and one has been put on a waiting list.

## **NOTIFICATION OF ACCEPTANCE**

Families will be notified of test results and admission status within two weeks of the test date.

Possible status includes:

- Acceptance, acceptance with tutoring, or acceptance with retention
- Waiting list
- Non-acceptance

## **FINANCIAL**

### **TUITION**

#### **Tuition Timetable**

Payments begin in June and end the following May. Payments for new families begin the month of registration and end in May. Payments are collected on the 15th of each month by the FACTS Tuition Management Company.

#### **Prepaid Tuition**

If you elect to prepay your tuition by June 1 preceding the school year, you may deduct 1.5% from the total amount. If a student withdraws before the school year begins, one non-discounted month's tuition will be forfeited.

#### **Please Note:**

All tuition payment schedules begin with a non-refundable one-month payment in June. This also applies to those families who pre-pay their tuition and the student withdraws before school begins. A one non-discounted month's tuition will be forfeited. For all payment options, in the event a student is withdrawn during the school year, the tuition will be prorated based on attendance.



## **FINANCIAL ASSISTANCE PROGRAM**

The Financial Assistance Program is to assist families with a financial need to help meet their tuition obligation. The funds that are provided are for tuition or Academic Resource fees only.

Families that are eligible must meet the following criteria:

1. They commit to register for enrollment to SGCS.
2. They show there is a financial need.
3. Student recipients are to maintain a grade point average of 2.0 or above.

Families may request an Application for Financial Assistance from the school office to learn more about the program.

## **OTHER FEES AND PERMISSIONS**

### **MUSIC AND SPORTS FEES**

All music and sports fees are **non-refundable**.

### **PUBLICITY PHOTOS/VIDEOS**

From time to time SGCS may take photos or video footage for publicity purposes, which include students. A parent release form signed at the start of the year allows students to appear in resultant publicity.

## **ATTENDANCE**

### **THE SCHOOL DAY**

The school day starts at 8:00 am Please stop by the office to get a tardy slip after 8:05 am The school day ends at 2:45 pm on Monday – Thursday. On Fridays, dismissal is at 1:45 pm.

### **TARDY POLICY**

Students are expected to be on time for the beginning of school as well as the beginning of each class period. A tardy student disrupts the learning of the entire class. Being on time demonstrates a consideration of others and develops self-discipline.

Chronic tardiness can seriously affect academic performance. Students late to class without an Excused Tardy Slip receive an Unexcused Tardy.

**Excusable tardies include:** a medical appointment, illness, funeral of a close friend or relative, court appearance, or severe family emergencies.

Transitional Kindergarten through 2nd grade need to be at their grade level lines by 8:05 am.

3rd through 8th grade students need to be in their classroom/homeroom seats by 8:05 am.

After three unexcused morning tardies, the student will be assigned a morning detention that begins at 7:30 am. A notification will be sent home to parents. If a student receives three tardy notices for excessive tardies a conference will be scheduled with parents.

*At the beginning of each academic quarter, tardies will revert to zero again.*

#### **MIDDLE SCHOOL**

- Students are responsible for coming to each class on time and with all their necessary materials (example: books, iPad, supplies)
- Student need to retrieve necessary materials before school or during snack and lunch breaks
- Time between class periods is designed for students to pass from class to class
- Students should use the restroom primarily before school or during snack and lunch breaks
- If a teacher holds a student after class, that student must get a pass from that teacher

### **ABSENCE POLICY**

*San Gabriel Christian School upholds the State of California mandatory attendance law requiring children to attend school.*

Faithful and regular attendance in school is crucial to a student's academic progress and achievement. All parents are advised to use good judgment and not allow their child to be absent unless it is absolutely necessary. The instructional program is designed to be a sequential, progressive experience for the student. Therefore, the failure of a student to attend class for other than excused reasons is discouraged. Students are expected to attend class and to be on time unless properly excused.

#### **EXCUSED AND UNEXCUSED ABSENCES**

The failure of a student to attend school is considered an absence. **An excused absence** is one that is due to a personal illness; quarantine; death in the immediate

family; medical-appointments, mental health counseling, and court appearance. Unexcused absences would include any other reasons. Excessive unexcused absences (more than 5 each quarter) may result in a parent conference with the principal.

### **READMISSION FOLLOWING AN ABSENCE**

The day of, or following an absence, the student is to present a note signed by a parent or guardian or email explaining the absence to the school office. The reason for the absence must be noted.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

All previously assigned work due on the date of the absence must be handed in on the day the student returns. Any previously assigned test missed during an absence must be taken as soon as possible. If a student is out ill, he/she has one day for every day absent to submit class work and homework assigned during the period of absence. Special arrangements will be made for long-term absences due to illness.

Absences for any other reasons must be arranged for in advance (more than one day) with the teacher(s) and administration. All work for the days to be missed must be completed and turned in on the date specified by the teacher. It is the student's responsibility to secure the assignments in advance.

### **MIDDLE SCHOOL ABSENT WORK POLICY**

- Parents will send an email to the homeroom teacher and the office stating the reason for the absence.
- Once the student returns to school, the student is responsible to check in with their teachers about missing work (via email, in person, or on Google classroom). The staff strongly recommends checking Google classroom and doing as much work as possible to prevent falling behind.
- For predetermined absences due to extra-curricular activities, students will be held accountable for missed work.

### **MEDICAL ABSENCES**

Please note the importance of the rules we follow in excluding and readmitting due to illness.

Your child should be free from obvious symptoms of illness such as a cough and running nose in order to attend school.

Your child **must be fever-free for 24 hours before returning to school**. This means if a child has a fever at 4:00 pm he or she cannot return to school the next day at all, even if his or her temperature is normal when waking up in the morning. A temperature from 97.6 to 99 degrees is considered within the normal range.

| Disease                           | Incubation Period                | Child May Return to School   |
|-----------------------------------|----------------------------------|--|
| Common Cold<br>Sore Throat        | 1-3 days                         | Upon recovery, when temperature remains normal for 24 hours after discontinuing medication   |
| Influenza (Flu)                   | 1-3 days                         | Same as common cold, except requires longer convalescence to prevent recurrence  |
| Scarlet Fever, Strep Throat       | 2-7 days                         | Must remain at home 7 days from onset <b>and</b> disappearance of symptoms. Re-admittance by note from private physician                 |
| Chicken Pox                       | 12-21 days                       | Must remain home 7 days after eruption and after all crusts are dry  |
| Measles                           | 9-11 days                        | Must remain home 7 days after appearance of rash and after all catarrhal symptoms (inflammation of the mucus membranes) have disappeared |
| German Measles                    | 14-21 days                       | When recovered, usually a short duration   |
| Mumps                             | 12-26 days                       | When swelling is gone, usually 10 days   |
| Whooping Cough                    | 7-10 days                        | After five (5) full days of antibiotic treatment   |
| Impetigo, Ringworm, Scabies       | about 5 days                     | May remain at school if sores are treated and kept covered   |
| Mononucleosis                     | Unknown, may be of long duration | With written permission of private physician   |
| Fifth Disease (also called Slaps) | 3-4 days                         | When the cold symptoms & fever are gone and only the rash remains  |
| Hand, Foot & Mouth Disease (HFMD) | 3-7 days                         | When fever and mouth ulcers are gone and skin rash is dried and crusted  |

The following diseases/conditions **must be reported to the school office** so an exposure letter may be distributed to the parents of the affected grade level: **Head Lice, Chicken Pox, Measles, Hand/Foot/Mouth Disease, Fifth (Slaps) Disease, Scarlet Fever, Mumps, and Whooping Cough.**

### MEDICATION

If your child must take medication of any kind during school hours, deliver it to the school office at the beginning of the day and sign it in with Rosanne Pherreigo. **No student can carry medication except with special permission from the administration.**

### EARLY DEPARTURE

When a student needs to leave the campus during the school day for dental appointment, etc. the parent needs to email the teacher and the school office before

the day of the appointment. Parents must sign students out at the office when leaving. Children are to be picked up for early departure in the school office.

### **AFTER SCHOOL PERMISSION TO LEAVE CAMPUS**

Middle School students who leave campus by themselves at the end of the school day must have a signed permission slip from a parent on file in the office. This form should specify the mode of transportation they will use (walking/biking home, going to the bus stop, using a taxi, or other transportation service, etc.). In addition, each of these students must check out with the office so there is a record of their leaving. The permission slip is available in the office.

### **CONDUCT STANDARDS**

#### **SCHOOL STANDARDS**

We want the attitudes of our students to complement the atmosphere our school tries to provide. We expect all our students to demonstrate the following general attitudes and behavior:

1. Respect and obedience to all school and church staff members.
2. Reverence in chapels.
3. Proper care of all school and church property.
4. Proper speech habits.
5. Orderly, courteous conduct in the classrooms, chapel, lunch area, playground, and rest rooms.
6. Compliance with the school wardrobe policy.

Specific standards for these different areas follow this section. We want the parents as well as the students to be thoroughly aware of what is expected at our school.

#### **CONDUCT ON THE SCHOOL GROUNDS**

1. Students are to remain in the supervised areas at all times. Students may not leave the school grounds without permission.
2. Quiet areas around our classrooms are to be respected.
3. Toys are not to be brought to school except by permission. The following items will not be allowed on the school grounds at any time: electronic games, matches, weapons, knives, toy guns, water guns, or anything else deemed inadvisable by the administration.
4. Electronics (cell phones, non-school iPads, smart watches) are not permitted in grades TK-5. Special situations need to be discussed with the administration.

5. Cell phones and other electronics are strongly discouraged for Middle School. If it is necessary for a child to take a cell phone or other electronic device to school (due to evening activities/family situation), it must be stored in the student's locker and kept off. Electronics may only be used at school if the student has been given permission from a teacher. Electronics used during the school day without permission may be confiscated and examined.
6. Gum is not allowed at school.
7. Respect must be shown for the rights and property of others. Stealing will not be tolerated. The parents or guardians shall be held liable for all damage to property caused by the student.
8. Students are to follow a "hands off" policy: no fighting, hitting, pushing or other roughhousing.
9. Profane or vulgar language is not allowed.
10. Students are not to play with sticks or throw anything at another student (dirt, rocks, etc.).
11. For safety's sake, bicycles, skateboards or roller blades may not be ridden on school grounds.
12. There will be no demonstration of personal affection on campus or at school functions among boys and girls.
13. The school does not endorse, sponsor or permit social dancing on campus.
14. Student's dress will be in compliance with the school wardrobe policy.
15. All staff members are to be respected and obeyed.
16. At lunch students are to clean up their own eating area and follow dismissal procedures.

### **CLASSROOM POLICIES**

Students will be expected to exhibit good classroom manners and conduct themselves at all times in a manner, which is conducive to a learning situation and with regard to fellow students.

1. Answer all adults respectfully. Students must address their instructors and school personnel by Mr., Mrs., or Miss. No first names.
2. Listen when others are speaking; raise your hand to get permission to speak.
3. Be courteous and considerate of those around you who are also trying to learn by refraining from writing or passing notes, tossing objects, or playing with irrelevant objects.
4. Exhibit responsibility by coming to class on time and with all materials and necessary supplies.
5. Help keep the classroom clean by picking up paper and debris from the floor and from the desk before class dismissal.

6. Students are not to be in the classroom without teacher supervision.
7. Students must have permission and/or a pass in order to leave a classroom, instructional area, or recess period.
8. Specific standards of classroom management, behavior and conduct will be presented by each teacher.
9. The teacher's desk and file cabinet are off limits to students.

Romans 13:1 states: "Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God." Students are expected to obey the rules of the school and of the individual teachers.

## **LIBRARY POLICIES**

The SGCS Library has over 19,000 titles in its collection, including fiction, nonfiction, reference, periodicals, ebooks & audio books, and professional/parenting books and videos. We utilize the STAR and Accelerated Reader Programs, which are two comprehensive quiz-taking tools that improve critical thinking skills and help build an intrinsic love of reading. The library is managed by a librarian and parent volunteers. It is available for use before and after school. TK-5th visits the library weekly.

### **Library Rules**

1. Students must remember the library is a quiet place. Students may use the library to check out library items, study, or read.
2. Each student is responsible for his/her library materials, or any lost/damaged book fees accrued on his/her account.
3. No one may check out items for another person or allow anyone to borrow his/her library materials.
4. When the library is closed or a class in session, students may return books using the book drop located in the main library door.
5. Any student desiring to access the internet on a library computer must have a signed Internet Use Contract on file in the library. The library computers may be used for school research purposes only.
6. Fines for lost or damaged books vary based on the replacement purchase and processing costs. (Students will not be fined for absences due to illness, weekends, and most holidays.)
7. A fine of one dollar a day will be charged for overdue encyclopedias.

## **EMPLOYEE CONDUCT**

### **Relations with Students**

The following conduct is prohibited and will not be tolerated by SGCC & CS. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, student welfare, or compromise the integrity of the ministry of SGCC & CS and SGCC & CS operations also may be prohibited.

- Any activity of a sexual nature;
- Striking or abusing a child, humiliating a child;
- Withholding food from a child as punishment;
- Using abusive language at any time on SGCC & CS premises;
- Committing of or involvement in any act of unlawful harassment of another individual.

## **WARDROBE POLICY**

At San Gabriel Christian School we agree that dress and grooming should be characterized by neatness, modesty, and moderation. The goal of one's wardrobe is to be clean, neat, modest, and God-honoring.

### **Policy Adherence**

It will be the responsibility of the principal, administrative staff and teachers to monitor adherence to the wardrobe policy. Final judgment regarding a student's dress will be at the discretion of the school administration at all times. We ask each of our parents to help us in monitoring their child's clothing choices.

If the dress code does not adequately address issues that may arise, the administration reserves the right to make decisions that are in the best interest of all students and in keeping with the ideals of San Gabriel Christian School.

Students who choose not to comply with these wardrobe and grooming policies will be required to change. Repeated offenses will lead to a conference with the student, parent and principal.

*See "School Wardrobe Policy" Document  
for specific wardrobe requirements.*



## HARASSMENT AND BULLYING POLICY

San Gabriel Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of harassment, intimidation, or exploitation. We honor God by honoring each other. The school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

### HARASSMENT

Harassment can be defined as occurring when an individual is subjected to a hostile or intimidating school or work environment. This harassment may be due to the individual's race, color, national origin, physical disability, or gender, etc. Harassment is prohibited during school or school-related activities and prohibited during outside activities if such conduct has an adverse impact upon the school environment. Harassment may include, but is not limited to, the following situations:

- Submission to or rejection of harassing conduct is used as a condition of student academic status, progress, or decisions.
- Such harassing conduct has the purpose or effect of unreasonable interference with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

**Verbal Harassment** includes spoken and written harassment in person, through gossip and through electronic means, such as over the phone, through texting, instant messaging, through social media, etc. Verbal harassment includes but is not limited to derogatory comments and jokes, threats, heckling, etc.

**Physical Harassment** includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Physical abuse or the threat of physical abuse against any person at school or at any school-authorized event, or other conduct that threatens or endangers the health, safety, or physical well-being of any such person will not be tolerated.

**Visual Harassment** includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures. This, too, can be done through electronic means.

**Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors, leering at a person's body, and other verbal or physical conduct of a sexual nature. Sexual messaging--the sending, possession, displaying, or distribution of text messages and pictures of an explicit sexual nature--is a form of sexual harassment.

## **BULLYING**

Bullying is defined as a "conscious, willful, deliberate, hostile, and repeated behavior by one or more people, which is intended to harm others" (Independent School Management\*).

Any form of bullying (including but not limited to verbal, physical, relational, extortion, or cyber bullying) is strictly prohibited. Bullying includes intimidating messages via email, phone, text, or social media.

## **WHAT TO DO IF A STUDENT EXPERIENCES OR OBSERVES HARASSMENT OR BULLYING**

Students who feel that they have been harassed or bullied in a manner listed above or observe harassment or bullying perpetrated on others are encouraged to promptly report the matter to a teacher or the principal. All complaints will be promptly investigated.

## **CONFIDENTIALITY**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **PROTECTION AGAINST RETALIATION**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or bullying.

## **PROCEDURE FOR INVESTIGATING THE COMPLAINT AND TAKING CORRECTIVE ACTION**

- When the principal is informed of the complaint, he will investigate.
- If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassment or bullying shall be informed of the corrective action taken.
- Any student found to be responsible for harassing or bullying in violation of this policy will be subject to appropriate disciplinary action, up to and including

expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

\* a comprehensive management support firm for private and independent schools

## **DISCIPLINE**

### **BIBLICAL BASIS**

Discipline and its application at San Gabriel Christian School is grounded in scripture (see especially Proverbs 12:1, 13:18 & 24, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13; and Revelation 3:19).

Just as discipline and disciple come from the same root words, so it is, we believe, that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. Discipline must never be administered vindictively, in anger or devoid of forgiveness, or in any manner that is demeaning to the worth of an individual. Discipline is ordained of God for the building of character and the training of behavior. The reason for the discipline will be clearly explained to the student. Repentance will be encouraged and the opportunity for expressing this resolve will be provided. Forgiveness will be granted as prayerful and wise consideration may direct (John 8:10-11). A disciplinary experience is satisfactorily concluded when there is genuine repentance and forgiveness.

### **TYPES OF DISCIPLINARY ISSUES**

The type and severity of discipline shall be related to the seriousness of the problem and to the student's previous discipline record. Unacceptable behavior differs in its severity and thus should receive different disciplinary responses. Behavioral problems have been categorized into two levels of severity—Less Serious and More Serious. The examples listed in each category are examples and are not meant to be inclusive.

#### **Less Serious Problems:**

- |  |   |
|--|---|
| ● Unexcused lateness to school                           | teacher/administrator                   |
| ● Excessive tardies to class                             | ● Causing a disturbance in class        |
| ● Failure to stay after school to complete an assignment | ● Unnecessary talking in class          |
| ● Failure to keep a scheduled appointment with a         | ● Meddling with other people's property |
|  | ● Disobedience of specific rules        |

- Throwing objects

- Horseplay between classes

#### **More Serious Problems:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Failure to accept responsibility for academic work</li> <li>• Frequent critical or derogatory remarks</li> <li>• Disrespect, insolence shown toward those in authority</li> <li>• Acts of rebellion against school norms</li> <li>• Skipping class or school</li> <li>• Leaving campus without permission</li> <li>• Cheating</li> <li>• Lying</li> <li>• Stealing</li> <li>• Swearing, using obscenities</li> <li>• Defiance, willful disobedience of those in authority</li> <li>• Abuse or willful destruction of school property</li> <li>• Sexual immorality, including</li> </ul> | <ul style="list-style-type: none"> <li>homosexual behavior</li> <li>• Drinking, smoking, or possession of tobacco or alcoholic beverage</li> <li>• Possession, sale or use of illicit drugs</li> <li>• Fighting</li> <li>• Possession or use of a weapon of violence</li> <li>• Mistreatment of other students</li> <li>• Extortion</li> <li>• Committing a serious breach of conduct inside or outside of the school which has an adverse effect on the testimony of the school</li> <li>• Arson or false alarms</li> <li>• Bomb threats</li> <li>• Habitual committing of less serious offenses</li> </ul> |
|--|--|

### **CONSEQUENCES FOR DISCIPLINARY INFRACTIONS**

Each teacher is expected to have a classroom management plan with clear expectations for student behavior, as well as consequences for students who choose to disobey these expectations or rules. For more severe or chronic misbehavior in the classroom or on the playground, the student will be referred to the office for a “time out” and/or talk with the administrator. The administrator will counsel the student based on the information on the referral form, and may assign further consequences.

### **SUSPENSION AND EXPULSION**

Cause for immediate suspension from school is any overt act, which in the eyes of the school administration places any student or teacher in danger or places the school in a position of disrepute. Additionally, a suspension may be the result of a student exhausting the various consequences for accumulated inappropriate behavior. Suspension is for a minimum of one day. Any student suspended must realize that this is a serious condition and to treat it lightly is to ask for expulsion.

The administration may suspend a student without previous warning if, in the eyes of the administration, this is the best recourse to follow, students may be expelled from school after two suspensions. Students may be immediately expelled if it is deemed appropriate by the administration. The following items are examples of just cause for immediate suspension or expulsion. This list is not exhaustive.

1. Smoking or possession of tobacco in any form on or off school grounds.
2. Possession or use of any illegal drugs on or off school grounds (note: If a student needs to take a prescription drug during the school day, it must be kept in the office.)
3. Possession or use of alcoholic beverages on or off school grounds
4. Possession of weapons on or off the school grounds
5. Improper physical interaction
6. Cursing a teacher or adult authority
7. Deliberate destruction of personal or church/school property
8. Flagrant defiance, or disobedience to school personnel
9. Leaving the school grounds without required permission
10. Committing a serious breach of conduct inside or outside of the school which has an adverse effect on the testimony of the school
11. Conduct that has a negative impact on the environment in the classroom and on the school grounds.

### **CHEATING**

- Any student caught cheating either by letting another student copy materials or copying themselves will receive a zero for the assignment and an incident report.
- Plagiarism is considered cheating.
  - Copying and pasting material
  - Submitting someone else's work
  - Not putting summaries and paraphrases in your own words
  - Not citing quotations and borrowed ideas
  - Not enclose borrowed language in quotation marks

### **BOOK RETRIEVAL POLICY**

San Gabriel Christian School is committed to helping our students grow in their development of responsibility skills. Part of developing these skills involves bringing home all materials needed for that evening's homework assignments. For this reason, our teachers have asked that students not be allowed to return to the classrooms and retrieve forgotten items. Thank you for your cooperation and support in this matter, and for understanding that in addition to the responsibility issues involved, daycare staff and

custodial staff are not able to leave their assignments to retrieve such items. If your child has particular difficulty in this area, please speak with his/her classroom teacher about ways you can work together to develop a helpful strategy.

## **GENERAL INFORMATION**

### **CAMPUS SECURITY**

Your children are precious to you, and to us. We are committed to providing a secure campus and ensuring a safe school environment.

As part of our ongoing campus security plan, we continue to lock all school gates at 8:05 am daily. The only entrance after that time will be through the front office doors.

Our security plan requires that all people coming onto our campus stop at the front desk, register on the sign-in sheet (listing name, destination, time in and time out), and pick up a visitor's name badge. Please affix this adhesive badge where it will be easily visible to all staff members. Our staff is trained to question anyone who is not identified by a visitor's badge. As you leave the campus, please be sure to sign out and write down the time you're leaving.

### **CHAPELS**

Established as a ministry of San Gabriel Community Church, our school is dedicated to developing our students' spiritual life and biblical worldview. One way we accomplish this is through weekly Chapels for all students. These times are strategically led by staff from San Gabriel Community Church, including the Director of Children's Ministries, Director of Student Ministries and Director of Worship Ministries. All Chapels are Bible-based and highlight the attributes of God, the Gospel, the overall scope of God's Word and include times of worship through song and prayer.

### **CHAPEL SCHEDULE**

TK-5<sup>th</sup> – 8:15 – 8:45 am on Fridays

Middle School – 1:00-1:45 pm on Fridays

### **THE SCHOOL PLAYGROUND**

The recess periods (mid-morning, mid-afternoon and after lunch) are times for relaxation and enjoyment. We encourage the children to use this time for socialization

with friends and exercising through games. The playground is an integral part of the total school program and for most children is a time of great enjoyment.

During the morning, noon and afternoon recesses, our Instructional Aides supervise the playgrounds. Supervision practices are primarily preventative in nature but may also require guidance and discipline.

### **HOT LUNCH**

Hot lunch is available to our students for **\$8.00 per day**. Nutritious and great tasting lunches are prepared fresh daily on campus by Mainland Catering. New menus available monthly.

### **ACCIDENTS, EMERGENCY RESPONSE AND INSURANCE**

National Union Fire Insurance Company underwrites our student accident insurance. All students enrolled in the school are included in the basic plan as a part of registration. The benefits shall be payable only for that portion of such expenses which are in excess of the valid and collectible benefits under the parents' medical insurance plan. When the benefit payable is reduced due to such limitation, the deductible amount shall not apply, otherwise a deductible is applied to each accident. Claim forms and address of the central claims office are available in the School Office. Each student must have an emergency form on file in the School Office. The form conforms to the consent form used by the San Gabriel Valley Medical Center for the treatment of minors. In case of emergency, the staff of San Gabriel Christian School acts in loco parentis and obtains necessary medical treatment at the closest emergency facility. An on-campus emergency will receive treatment at San Gabriel Valley Medical Center.

A field trip parent consent and emergency release form is required each time a student leaves campus for a school-sponsored activity. These forms are not specific to San Gabriel Valley Medical Center and are used for outings, activities, etc. that are conducted off campus. The design of this form will be for the procurement of emergency medical treatment at the closest medical center while the child is in our care.

In case of an emergency all reasonable attempts will be made to contact the parent(s) and indicate which hospital the child has been taken to.

Please understand that all on campus emergencies will be treated at San Gabriel Valley Medical Center. We cannot accept the responsibility to transport a child to an emergency facility farther away. In an emergency, time is usually a critical factor,

hence the reason for our choice of San Gabriel Valley Medical Center. Children may not attend classes at San Gabriel Christian School until the emergency form is completed and on file in the school.

### **EVACUATION DRILLS**

The school will conduct regular drills to prepare the students for efficient emergency evacuation of the buildings. The fire evacuation bell is a continual series of short rings. The children exit the classroom orderly/quietly and assemble in pre-assigned areas posted in the classrooms. The procedure for a disaster evacuation (earthquake, bomb scare) has two variations. The bell pattern is a series of two long and one short rings repeated ten times. All students exit to the grass field, which is identified as our emergency staging area. Parents are not allowed on campus during such an emergency, and the campus is secured. Parents report to the CHECK IN GATE to request release of their child and sign the student's emergency card indicating that the child has been released to adult custody. The student is brought from the staging area to the Reunion Gate to be released to their parents.

### **GUIDELINES FOR PARENT DRIVERS**

1. Before field trip date: Be sure that a copy of your updated car insurance information and a copy of your driver license are on file in the school office.
2. Make sure that every student is in a proper restraint or safety belt while in your vehicle
  - Children under the age of 8, and shorter than 4' 9" **must** be secured in a car seat or booster seat in the back seat.
  - Children under the age of 8 but 4' 9" or taller may be secured by a safety belt in the back seat.
  - All children shall be properly secured in an appropriate child passenger restraint system or safety belt at all times.
3. Drive directly to and from the destination and do not stop for treats for your car.
4. Students are **not** allowed to watch videos or DVD's in the car.
5. Be mindful of what you're listening to on the radio and be sure that it's appropriate for all ages.
6. Students may **not** use electronic devices, iPads, or phones except to contact parents for coordinating pick up.

### **BULLDOG FAMILY CONNECTION (BFC)**

Our parent/teacher organization is known as the Bulldog Family Connection (BFC). The BFC exists to encourage and build connections and community among the school



families of SGCS; promote unity in our school community; support and encourage the faculty and staff of SGCS.

### **LOST AND FOUND**

We retrieve a large number of jackets, sweaters, lunch boxes, etc. daily. All collected items will periodically be displayed for parental retrieval. Unclaimed items are given to missionary and other charitable organizations at the conclusion of the lost and found display. **Please label ALL of your students clothing and possessions.**

### **ROOM BIRTHDAYS, SURPRISE PARTIES**

1. Birthday treats for TK – 2nd grade students may be shared during the school day. Notify the teacher at least one day in advance if you intend to bring a treat for your child's birthday. Treats should be limited to a cupcake, brownie, cookie, or similar individual treat for each classmate.
2. Birthday treats for 3rd-5th grade students may be shared during their lunch hour or last recess. Notify the teacher at least one day in advance if you intend to bring a treat for your child's birthday. Treats should be limited to a cupcake, brownie, cookie, or similar individual treat for each classmate.
3. 6<sup>th</sup> – 8<sup>th</sup> students can bring birthday treats to share with their homeroom or at Snack.

### **HOLIDAY PARTIES**

See individual teachers for instructions. Parents are required to sign in through the office.

### **CALLING THE SCHOOL**

The School Office is open from 7:00 a.m to 4:00 pm. When you telephone the school (626-656-1000) be sure to ask for the proper office or person before giving your message. All school matters: attendance, requests for assignments due to absence call 626-656-1000. (these assignments may be requested by 11:00 am on the second day of absence).

### **RAINY DAYS**

On rainy afternoons TK-5th grade will be picked up in their classrooms. All students remaining at 3:00 pm will be taken to daycare.

On rainy days all middle school students will wait in front of the gym for their parents. All students remaining at 3:00 pm will be taken to daycare.

## **CHILD CARE**

### **MORNING SUPERVISION**

Playground supervision begins at 7:00 am Your child's safety is very important to us.

**Please do not leave your children prior to 7:00 am** Supervision continues until 3:00 pm.

### **AFTER SCHOOL DAYCARE**

After school Daycare is available from 3:00-6:00 pm on all regular school days, minimum days, and some staff development days. Our friendly and helpful daycare staff will see that your child has a healthy snack (for purchase), completes homework, does arts & crafts, and enjoys a time of recreation. Teachers will escort younger students to the daycare rooms and older students will be dismissed to the back playground.

#### **Fees & Payments**

**\$5.50 per half hour, per child.** You are only charged for the time you are in the program.

**Snacks:** \$1.00-\$2.50 each

**Late Pick Up Fee:** \$3.00 **a minute** per family after 6:00 pm

All students not picked up by 3:00 pm will be checked into Daycare. Regular Daycare fees will apply.

Daycare fees will be billed monthly through FACTS. Fee Verification Statements for tax purposes will be made available upon request.

#### **After School Enrichment Classes**

After School Enrichment Classes such as Chess Masters or Robotics, may be offered based on the number of students participating in the afternoon program.

#### **Additional After-School Activities**

Students that are participating in other after-school programs such as the athletics program for students in 5<sup>th</sup>-8<sup>th</sup> grade, or students in choir or instrumental music will be directed to those programs. Starting the first full week of school, students in 3<sup>rd</sup>-8<sup>th</sup> grade may attend a homework help group from 3:00-4:00 pm on Monday through Thursday. This is not one-to-one tutoring, but rather a quiet place to do homework with a supervising teacher that will try to answer questions and help students stay on track to complete their assignments. Students that participate must maintain a quiet, positive work environment for the benefit of all students in order to remain in the program.

## ACADEMICS

### CURRICULUM OVERVIEW

**TRANSITIONAL KINDERGARTEN:** Students are provided with more individualized curriculum suited to their developmental needs. Transitional Kindergarten provides for a year of developmental growth for students in an enriched environment.

**KINDERGARTEN:** “Kindergarten”—A child’s garden where fantasy and reality are brought together in a meaningful way. It is a place where words, pictures, sounds, colors and textures take on meaning. It is a place where God’s creation is experienced. God’s orderly world is explored through the introduction of mathematics. Children are taught reading and arithmetic readiness and are beginning to read at the conclusion of kindergarten.

**GRADES 1-2:** Fundamentals are stressed. The teachers guide the students in building firm foundations in essentials such as reading and mathematics. While phonics is the basic approach to reading, a variety of techniques are used as necessary to help the student in this skill. Students continue with Bible memory experience. Bible stories show God to be a trustworthy friend.

From first grade on, standardized test scores show many students progressing in their education at a level impressively above the national norm. During this period, students increasingly experience the enrichment of literature, music and art.

**GRADES 3-5:** Students are provided with new opportunities for growth and independence. Their teachers carefully take them through new courses of study and they are allowed to participate in the choir and orchestra programs. 4th grade students are able to participate in an extended day trip to San Diego as a culmination of science and social studies.

Fifth grade finds students building their fundamental skills and learning to work both independently and in groups. Fourth and fifth graders are also offered the opportunity to participate in a two-day trip to Sacramento, every other year.

**MIDDLE SCHOOL:** The sixth, seventh and eighth grade students enter into a slightly different program of education. Seven periods are assigned and students move to several rooms and areas throughout the day to cover their courses of study and activities. Bible is a regular subject in the daily curriculum and weekly chapels feature special programs, musical groups, and student testimonies. A number of students

participate regularly in noon hour prayer meetings, and Bible study.

The students are involved in the Science Fair, field trips, social activities, orchestra, senior choir, and school sports. Also, in addition to the regular academic studies, a multi-faceted enrichment program is offered. A highlight of sixth grade is Astro Camp, a 3-day experience at a camp in the mountains, living, working and studying together. Seventh graders participate in a three-day marine biology adventure on Catalina Island. Eighth graders have an opportunity to attend a weeklong trip to Washington, D. C.

Jesus' influence grows in the children's lives. They participate in daily Bible studies and weekly chapel programs. The students are taught to view learning from the perspective that God is at the center of knowledge; thus, the experiences in their educational process become far more meaningful because they know that God made it all possible.

### **PHYSICAL EDUCATION**

A full physical education program is scheduled for grades kindergarten through eight. We are fortunate to have boys' and girls' physical education instructors on our staff. Sportsmanship, coordination, health and fitness are emphasized. TK-5th grade has PE twice a week.

#### **MIDDLE SCHOOL DRESSING OUT FOR PE**

Students in Middle School are required to dress in the school PE uniform and participate Monday - Thursday. This uniform is purchased through Red Dot. Each student has his/her own locker. The lockers have padlocks. The students are responsible for their own uniforms. It must be locked away daily and washed weekly.

### **ATHLETICS**

We offer after-school boys and girls competitive team sports. Girls sports are volleyball, basketball, cross-country and soccer. Boys sports are flag football, basketball, cross-country and soccer. We participate in Christian School league.

#### **MIDDLE SCHOOL ELIGIBILITY FOR AFTER SCHOOL SPORTS**

All Middle School students are initially eligible for the after-school sports program. To

remain eligible for subsequent quarters, the sports participant must maintain a grade point average of 2.0 or higher and have no D's or F's at all times throughout the season for the five academic subjects. This grade point average is computed by assigning letter grades the same numerical value as the honor roll. A student must be in half-day attendance on the day of the game, function or activity in order to participate in that game, function or activity. Extenuating circumstances resulting in an excused absence on said day must have the Administrator's permission for participation.

Unsatisfactory conduct or citizenship will also disqualify a student for athletic eligibility.

**All sports fees are non-refundable.**

## **MUSIC**

We hold weekly music class for Transitional Kindergarten-5th grade. The classes teach music fundamentals, praise and worship using the Kodaly Method for Teaching Young Students. Our music program is based on a Biblical worldview that teaches students the foundations of God's gift of music as a form of praise and worship. Our school has also had a long history and tradition of an impressive instrumental program that includes string ensemble, orchestra and band. Private lessons are also available to those interested.

We offer extracurricular musical opportunities including:

- Choir
- Prep Choir
- String Ensemble
- Beginning Strings
- Prelude Strings
- Beginning Piano
- Intermediate Piano

See the school website for more information.

**All music fees are non-refundable.**

## **HOMEWORK**

The assignment of homework is considered an integral part of the school's total educational program. We believe that children reap the benefits made available through the execution of assigned homework. Homework is an extension of, or expansion of work begun in the classroom. It may consist of any or all of the following activities:

1. Practice assignments in a skill area
2. Review of content previously studied
3. Special study motivated by special interests
4. Recreational reading

5. Use of community resources such as libraries and museums
6. Creative writing

Homework is assigned for the following reasons:

1. For the purpose of helping a student who has been absent make up the work that was missed
2. To complete assignments started in the classroom but not completed
3. To provide additional practice in the mastering of new skills and concepts
4. To extend the application of the curriculum beyond the classroom

The home has the responsibility to assist the child in his homework by providing a time and place conducive to study, which will allow concentration and the absence of distractions. The parents should not do the work for the child, but they should provide encouragement and supervision so that the child will get the work accomplished. Parents who find that their child consistently has excessive homework should contact the teacher immediately.

## **TECHNOLOGY**

We are intentional about how we prepare our students for the future. In addition to providing an advanced education, we are teaching our students technical skills they will take with them in the future. We also train our students how to be responsible digital citizens in this new digital age. Our one-to-one iPad program starts in 4th grade and extends to 8th grade. Our students learn how to make digital graphs, animated short films, and create a variety of digital presentations, just to name a few of the skills they will need in high school, college and beyond.

Our students use iPads to create green screen movies, digital maps, writing and instructional videos. They also learn keyboarding and coding.

We have an iPad cart for TK-3<sup>rd</sup> grade and a dedicated STEM classroom which includes a green screen, 3D printer & a class set of programmable robots.

2nd-8th Grade students are required to sign an acceptable use policy.

## **SCHOOL LIBRARY**

The SGCS Library is one of the most important resources on our campus. While all libraries have books and other materials, our library is set apart by its purpose, the materials it selects, and how it encourages students and parents to use those materials. The following sentence summarizes what is unique about the SGCS library:

*The SGCS Library endeavors to support the curriculum with appropriate resources that glorify God by encouraging students to think creatively and grow in discernment.*

What does each part of this statement entail?

***support the curriculum***

Materials are chosen to ensure that all the needs of our curriculum are met. There are a number of specific ways the library supports the curriculum:

- By assisting students in developing the skills necessary for independent lifelong learning.
- By providing materials and a learning atmosphere that aid students in their academic achievements.
- By offering resources and instruction to support students in their progress as life-long readers and Critical thinkers.
- By providing students with a setting in which they may pursue academic excellence with a broad base in the major fields of learning.
- By allowing student exploration of ideas, people, places, and subjects.
- By fostering a love of reading, both for learning and enjoyment.
- By introducing students to a variety of literature, genres, and authors.
- By teaching students how to gather, select, and evaluate resources for study and research purposes.
- By ensuring that the accreditation standards for our library are fully met.
- By integrating the authority of Scripture and the call to live as God directs in every aspect of the library's goals, resources, and programming.

***with appropriate resources***

Appropriate resources include those that are tailored for students' ages and learning levels, that can help students grow in their understanding of God and his world, and that are consistent with Scripture's call to think on what is "true, honorable, just, pure, lovely, commendable, excellent and praiseworthy." (Philippians 4:8, ESV)

Inappropriate resources include those that glorify evil, that encourage the reader to sin, that are without redemptive themes, and that require significant parental interaction with the student in order to provide perspective and protection.

***that glorify God***

Every part of our school ministry, including our library, seeks to display and celebrate God's perfections. Our library uniquely glorifies God by showing all subjects in their proper relation to God, providing resources that are specifically about God's Word, God's people, and God's heart for the world, and encouraging students to "read to the glory of God" (1 Corinthians 10:31).

***by encouraging students to think creatively***

The Bible teaches that each person is created in God's image. (Genesis 1:27) That divine image is in part reflected in our ability to express creativity. The SGCS library is designed not only to provide information, but to help students process that information so that they realize their God-given potential in original, expressive, imaginative, and resourceful ways as they learn about and interact with his world.

***and grow in discernment***

Growing in discernment involves growing in literary discernment: learning to read actively by asking questions and interacting with the author, learning to think critically in order to reason and make wise decisions, and learning to recognize, appreciate and skillfully handle different genres. "Growing in discernment" also involves growing in spiritual discernment: learning to relate the material to who God is, what he has revealed in his Word, and what our response should be in light of this truth.

When reading non-fiction, growing in discernment includes looking for opportunities in the text to worship God and give him praise for how he has created, ordered, and sustained his creation:

- In science, seeing the majesty of God's creation.
- In history, seeing God's providential hand in directing all events.
- In math, seeing the reflection of God's own perfections and order.
- In the arts, seeing how beauty and aesthetics reflect the glory of God.

When reading fiction, growing in discernment includes seeing God's common grace in gifting writers to tell stories, express emotion, and reflect truth. We desire that students recognize echoes of God's character and redemption in the stories they read. We recognize the greatest stories in some way reflect God's story, and so what resonates with us is the truth of who he is and what he is doing.

Discernment is also demonstrated by asking and answering crucial questions:

- Is what I am reading true?
- How does this material square with God's Word?
- Does this book make me want to love God more, or does it encourage sin and rebellion?

## **ACADEMIC STANDARDS AND REPORTING**

There are four nine-week grading periods in the school year. Each student receives a report card designed to report academic progress and individual strengths and weaknesses in growth and development, conduct and effort. We strongly encourage direct parent-teacher discussion; no report card can replace the conference. To this end, all parents meet with their child's teacher for individual conferences at the end of



the first grading period in mid-November.

- Students' grades for K-8th grade are posted on FACTS regularly.
- Teachers for grades K-8th will communicate as needed.

The teacher will report unsatisfactory work to parents by email any time the work is deteriorating. We expect the parent to make immediate contact with the teacher.

### **REPORT CARDS**

Report cards are issued every nine weeks. They include academic grades (how well you have done on the subject matter), citizenship grades (how consistently you have obeyed school rules), and effort grades (how hard you have worked). Communication with our teachers concerning a child's grades is essential.

### **UNSATISFACTORY WORK/PROBATION/DISMISSAL**

If a student is placed on academic probation, a meeting will be scheduled with the student, parents and the principal. An action plan will be created for the student.

Parents are required to sign each probation progress report and have the student return it. A student will be removed from probation when grades in at least four of the five academic subjects have been raised to a C- or above. An email sent when a student is removed from academic probation. A pattern of continued academic failure will result in a conference with the student, the parents and the administration and may result in possible dismissal from the school.

### **PLACEMENT – RETENTION**

Occasionally we recommend that a student repeat a grade. Much prayer and groundwork goes into such a decision, including a thorough evaluation of the student's progress, possible recommendations from outside sources and extensive conferencing with parents and students.

### **ACHIEVEMENT MARKS AND PROCEDURES, TK - 2ND**

Kindergarten through second grade will not use a traditional letter grading system. They will use what we will refer to as the "O-S-N-U" system as follows:

**O** = 90% - 100%

**S** = 75% - 89%

**N** = 61% - 74%

**U** = 0% - 60%

**O** = Outstanding achievement

**S** = Satisfactory achievement

**N** = Needs to improve achievement

**U** = Unsatisfactory

### GRADING SYSTEM, 3RD-8TH

| LETTER<br>GRADE | PERCENTAGE   | DECIMAL<br>EQUIVALENT |
|-----------------|--------------|-----------------------|
| A+              | 98-100       | 4.33                  |
| A               | 93-97        | 4.00                  |
| A -             | 90-92        | 3.67                  |
| B+              | 87-89        | 3.33                  |
| B               | 83-86        | 3.00                  |
| B -             | 80-82        | 2.67                  |
| C+              | 77-79        | 2.33                  |
| C               | 73-76        | 2.00                  |
| C -             | 70-72        | 1.67                  |
| D+              | 67-69        | 1.33                  |
| D               | 63-66        | 1.00                  |
| D -             | 60-62        | 0.67                  |
| F               | 59 and below | 0.00                  |

**A** = Achievement higher than the above average range

**B** = Achievement in above average range

**C** = Achievement in average range

**D** = Achievement in below average range

**F** = Achievement lower than the below average range

### 3RD - 8TH GRADE AWARDS

We believe that unusual efforts and achievement should be rewarded.

#### BIBLE MEMORY AWARD

A Bible Memory Award is given at the end of each quarter to every student who has earned an A average on all Bible memory passages during that quarter. Students who earn this award all four quarters will receive a Bible Memorization Certificate for the year.

#### CITIZENSHIP AWARD

Citizenship awards are given quarterly to all students who have no citizenship grades lower than a B- or O in both academic and enrichment subjects. Students who have earned an award all four quarters will receive a Good Citizen of the Year Award. Behavior outside of the classroom will also be a factor in determining eligibility for citizenship awards.

### **3rd-5th RESPONSIBILITY AWARD**

This award is given to students who demonstrate consistent performance in responsibility.

### **3rd-5th PRINCIPAL AWARD**

This award is given to student who receive all three awards all four quarters - Good Citizenship, Responsibility, Bible Memory

## **MIDDLE SCHOOL (6<sup>th</sup> – 8<sup>th</sup> GRADES) CITIZENSHIP MARKS**

**O- Outstanding:** A student who is respectful, adheres to classroom standards, contributes constructively to the class, and is helpful to other students.

**S - Satisfactory:** A student who usually listens well and is helpful to the class, is respectful, and follows established classroom standards.

**N - Needs Improvement:** A student who needs regular warnings regarding behavior and attitude, disrupts the class, and shows inconsistent self-control.

**U - Unsatisfactory:** A student who has little self-control and is disrespectful to teachers and peers.

### **Effort Grade is O, S, N, U**

Effort grade is based on study habits, time management, completing assignments on time, using class time wisely, and coming to class prepared.

The following marks are used school wide:

**O** - Outstanding effort and application are being made on a regular basis

**S** - Satisfactory effort is being put forth by the student on a regular basis

**N** - Not working to capacity

**U** - Effort is unsatisfactory

## **MIDDLE SCHOOL CONFERENCES WITH TEACHERS**

All teachers are more than willing to counsel students whenever needed. Since grades 6-8 offer a variety of classes and teachers, students may need to request a conference with a teacher to meet. Students can feel free to set up a time to meet with their teacher.

## **MIDDLE SCHOOL HONOR SOCIETY**

The California Junior Scholastic Federation (CJSF) is a state organization for 8th grade students with high academic averages. See Mr. Kawakami, CJSF advisor, for details on requirements to join.

## **MIDDLE SCHOOL DIPLOMA REQUIREMENTS**

Students enrolled in Middle School must achieve a cumulative grade point average (G.P.A.) of at least a 1.66. This minimal G.P.A. is figured cumulatively over all quarters enrolled in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades only. If the cumulative figure of 1.66 is not achieved, the student will receive a letter in lieu of a diploma. The letter serves as verification of the student's attendance at San Gabriel Christian School's Middle School Department. A diploma is awarded to students whose cumulative G.P.A. in junior high school is 1.66 or higher.

## **SPECIAL ACADEMIC TUTORING**

Tutoring may be recommended upon admission to the school to ensure successful academic progress. The need for extra help may become apparent as the year progresses and the student experiences more difficulty.

Qualified teachers serve as tutors and provide specialized instruction to the children before or after school or during non-essential school time. All school sponsored tutoring is done on the campus. Summer tutoring is sometimes available. Further information is available from the school office. There is an extra charge for tutoring.

## **ACADEMIC RESOURCE PROGRAM**

The Academic Resource Program assists students with individualized learning needs and our expertly trained teacher creates individualized educational plans for each student. In addition, our English Language Learners receive support with English language acquisition. We are dedicated to meeting the needs of all our students.

The teacher's approach will be dual in nature:

1. to work with each student individually or in a small group setting for approximately 40-80 minutes a day in their area of need
2. to work with the student's classroom teacher so that he or she may be especially effective in teaching with the child's specific needs in mind.

*There is an extra charge for the Academic Resource Program.*

## **ACADEMIC AND DISCIPLINARY PROBATION**

Students repeatedly sent to the office on discipline referrals and/or students sent to the office on a major disciplinary problem could be subject to "Disciplinary Probation"

Probation gives the student an opportunity to correct a serious problem. The period of probation may be from four to eighteen weeks. If the student does not improve to a satisfactory level, the consequence will be expulsion or forced withdrawal from the school.

Students at San Gabriel Christian School may be placed on probation for any of the following reasons:

1. Insufficient academic progress. Two grades of D+ or below and unsatisfactory effort in major subjects in one grading period signals us to put the student on probation. Probation simply means that the teacher, parent and student must work together in total cooperation. The teacher will communicate student progress weekly (grades 4-5) and bi-weekly (grades 6-8). Parents in turn must follow through with extra support and encouragement. When extreme lack of effort continues to be demonstrated, it may be necessary to ask a student to leave the school family.
2. Continued, deliberate disobedience.
3. A rebellious spirit, which is unchanged after counseling and prayer with the teachers.
4. A continued negative attitude and bad influence on other students.
5. Failure of the parents to comply with the disciplinary procedures of the school.

A student on probation for behavioral reasons or for lack of effort may not participate in extracurricular activities. He must also relinquish all positions of leadership and responsibility for the remainder of the school year. A student on probation may not run for student office.

## **CUMULATIVE RECORDS**

Your child's cumulative record file is maintained in our office. These materials are confidential in nature and are open only for professional use by teachers and school staff. They are open to you as parents. The administrative staff are available to show and discuss the contents with you.

## **DONATIONS**

It is our desire to maintain a high-quality academic program at a reasonable tuition cost. This can be accomplished as interested friends help. Gifts are gratefully received and may be deductible for income tax purposes. Visit our school website and click "Annual Fund" to give online.

## **CONCLUSION**

San Gabriel Christian School is an integral and inseparable ministry of San Gabriel Community Church. It is a ministry that has been lovingly supported by the church members and leaders since its inception in 1949. The entire process of education at San Gabriel Christian is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him and to train him in godly living, so that he can fulfill God's total purpose for his life personally and vocationally. If we amplify this honorable goal, we see that it has many facets. We seek to help one another to grow spiritually in the knowledge and love of God; to grow academically in responsibly developing the talents that have been given to us; to grow socially in learning to care for all fellow students and staff so as to be seeking their best always; and to grow in ways which show that we represent Jesus Christ. As such, we accomplish the admonition of I Corinthians 10:31, "Do all to the glory of God."