

Norwalk Christian Academy

Parent – Student Handbook

2007 - 2008

Kindergarten

**Through
8th Grade**

“But they that wait upon the Lord shall renew their strength: they shall mount up with wings as eagles; they shall run and not be weary; and they shall walk and not be faint.” Isaiah 40:31

PARENT-STUDENT HANDBOOK

2008/2009

NORALK CHRISTIAN ACADEMY

11005 FOSTER ROAD

NORWALK, CALIFORNIA 90650

School Office: (562) 863-6282

Fax: (562) 863-2394

**www.norwalkchristianacademy.com
amiller@norwalkchristianacademy.com**

Kindergarten through 8th Grade

PARENT-STUDENT HANDBOOK

2008/2009

A.C.S.I. Membership.....	5
Activities.....	8
Administration.....	5
Admission Policy.....	4
Attendance.....	10
Bicycles.....	9
Birthdays.....	9
Cafeteria.....	7
Communicable Diseases.....	9
Concerns.....	15
Curriculum.....	5, 6
Discipline.....	11
Bullying/Harassing.....	12, 13
Weapons/Threats of Harm or Violence/Physical.....	13, 14
Drop off/Pick up Car Line.....	8
Dress Code.....	17
Enrollment Fees.....	6
Extended Day Care.....	7
Gates.....	8
Gradelink.....	15
Late/NSF Fees.....	6
Lost or Damaged Items.....	7
Medication.....	9
Mission Statement and ESLERS.....	2
Overdue Accounts.....	7
Parent-Teacher Conference.....	15
Parent-Teacher Fellowship.....	16
Parking.....	8
Picking Up Students Early.....	8
Pledge to the American Flag.....	1
Pledge to the Bible.....	1
Pledge to the Christian Flag.....	1
Private Piano Lessons.....	9
Report Cards.....	15
Rules Classroom.....	11
General.....	10, 11
School Colors/Mascot/Song/Verse.....	1
Sexual Harassment.....	14
Snacks.....	9
Statement of Faith.....	3, 4
Tardiness.....	10
Tuition.....	6
Visiting Privilege.....	8
Withdrawing Student.....	15

NORWALK CHRISTIAN ACADEMY VERSE

“But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles, they shall run and not be weary; and they shall walk, and not faint.” Isaiah 40:31

SCHOOL MASCOT

Warrior

SCHOOL COLORS

Crimson & Gold

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

MISSION STATEMENT

Norwalk Christian Academy is a biblically based school committed to partnering with families in developing responsible young leaders who excel academically, spiritually, and socially.

ESLERS

Bible Knowledge

1. Have a biblical view of God and is able to articulate their relationship with Him.
2. Demonstrate their faith in actions and words.
3. Have an understanding what it means to grow in grace.

Involvement in Community

1. Is sensitive to the needs of their community.
2. Have the ability to work with a diversity of people.
3. Contribute to the improvement of their school and community.

Be Well-rounded

1. Demonstrate the Fruit of the Spirit in Galatians 5:22 – “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”
2. Participate in extra-curricular activities.
3. Understands the importance of physical health and practices healthy living.
4. Demonstrate academic growth

Learning to Think Critically

1. Demonstrate the ability to approach problems in various ways.
2. Distinguish fact from opinion.
3. Applies learned skills to real life situations.

Effective Communicators

1. Demonstrate effective communications skills in spoken and written English.
2. Listen and respectfully respond to the ideas of others.

STATEMENT OF FAITH

THE BIBLE: The Word of God, the sixty-six books of the Old and New Testaments, verbally inspired in all parts, and therefore without error as originally given of God (I Timothy 3:16, II Peter 1:21).

THE ONE TRUE GOD: Existing eternally as three persons -- the Father, the Son and the Holy Spirit (Luke 3:22, Matthew 28:19, II Corinthians 3:14).

THE LORD JESUS CHRIST: His pre-existence and deity (John 1:1-3), incarnation by virgin birth (John 1:14, Matthew 1:18-23), sinless life (Hebrew 4:15), substitutionary death (II Corinthians 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Hebrews 4:14-16), and coming again. (Acts 1:11).

THE HOLY SPIRIT: His personality (John 16:7-15) and deity (Acts 5:3-4), and His work in each believer; baptism and indwelling at the moment of regeneration (I Corinthians 12:13, Romans 8:9), and filling (Ephesians 5:18) to empower the Christian for life and service (Ephesians 3:16, Acts 1:8, Galatians 5:22-23).

MAN: His direct creation in the image of God (Genesis 1:26-28), his subsequent fall into sin resulting in spiritual death (Genesis 3:1-24, Romans 5:12), and the necessity of the new birth for his salvation (John 3:3-5).

SALVATION: A complete and eternal salvation by God's grace alone received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Ephesians 2:8-9, Titus 3:5-7, and I Peter 1:18-19).

THE CHURCH: One true Church, the body and bride of Christ (Ephesians 1:22-23, 5:25-32), composed of all true believers of the present age (I Corinthians 12:12-13), and the organization of its members in local churches for worship, for edification of believers, and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (Ephesians 4:11-16).

CHRISTIAN LIFE: A life of righteousness, good works, and separation unto God from the evil ways of the world (Romans 12:1-2) manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Ephesians 5:22-6:4), settling differences between Christians in accordance with the Word of God (I Corinthians 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Romans 12:17-21), exhibiting the fruit of the Spirit (Galatians 5:22-23), and maintaining a life of prayer (Ephesians 6:18, Philippians 4:6), including the privilege, when sick, to call for the elders of the church to pray and to anoint with oil in the name of the Lord (James 5:14).

ORDINANCES: The Christian should observe the ordinances of our Lord Jesus Christ, which are (1) baptism of believers by triune immersion (Matthew 28:19) and (2) the threefold communion service, consisting of the washing of the saints' feet (John 13:1-17), the love feast (I Corinthians 11:20-22, 33-34, Jude 12), and the communion of the bread and the cup (I Corinthians 11:23-26).

SATAN: His existence and personality as the great adversary of God and His people (Revelation 12:1-10), his judgment (John 12:31), and final doom (Revelation 20:10).

SECOND COMING: The personal, visible and imminent return of Christ to remove His church from the earth (I Thessalonians 4:16-17) before the tribulation (I Thessalonians 1:10, Revelation 3:10) and afterward to descend with the Church to establish His millennial kingdom upon the earth (Revelation 19:11-20:6).

FUTURE LIFE: The conscious existence of the dead (Philippians 1:21-23, Luke 16:19-31), and the resurrection of the body (John 5:28-29), the judgment and reward of believers (Romans 14:10-12, II Corinthians 5:10), the judgment and condemnation of unbelievers (Revelation 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matthew 25:46, Revelation 20:15).

ADMISSION POLICY

It is and shall be the policy and practice of the Norwalk Christian Academy in the admission of students or the hiring of employees not to discriminate on the basis of the applicant's race, sex, nationality or ethnic origin.

1. Application forms, including financial agreement, are available in the school office and must be filled out completely. If needed, testing is included in the application fee. Enrollment applies to one school year only and is renewable each year. The application must be turned in with birth certificate and written proof of immunizations to qualify for entrance.
2. Immunizations must be up to date. Kindergarten students are required to have a Mantoux TB test; first graders are required to have a physical exam before school begins.
3. A child must be 5 years old by September 1st, and pass an entrance test to enroll in kindergarten. If a child is not 5 years old by September 1st, he/she must pass the kindergarten entrance test and interview with the principal.
4. Students enrolling in grades 1-8 may be required to take a placement test.
5. Parents must be in agreement with the policies as stated on Parent-Student Handbook.
6. Student acceptance and class placement are determined by the administrator.

A. C. S. I. MEMBERSHIP

Norwalk Christian Academy is a member of the Association of Christian Schools International.

ADMINISTRATION

The administrative body of the Norwalk Christian Academy is composed of:

Superintendent

Principal: Head of School

Educational Staff: Seven full-time teachers
 One part-time computer teacher
 One part-time music teacher
 One part-time P.E. teacher
 One librarian
 Two teacher aides
 Two athletic coaches

All teachers are fully qualified. They are not only prepared in their academic field but are qualified in the area of spiritual counseling and guidance. All teachers and staff are CPR, First Aid and AED trained.

CURRICULUM

The curriculum complies with the standards of the State of California Department of Education and is integrated with the course of study for the Association of Christian Schools International.

The areas of learning:

Publishers:

Bible (NIV):

Positive Action for Christ

Language Arts:

Loyola Press and Prentice Hall

Mathematics:

Saxon and Prentice Hall

Penmanship:

Zaner-Bloser

Phonics/Reading:

A Beka and Saxon

Science:

A Beka, Christian Book Int'l., Houghton Mifflin

Social Studies:

A Beka, Houghton-Mifflin, Prentice Hall

Spelling:

Zaner-Bloser Connections

- Music: Classroom Music for all grades. Private piano lessons are available for grades **2nd through 8th** at an additional fee.
- Physical Education: Physical Education is taught to all grade levels.
Sports The 6th, 7th and 8th grade boys participate in Christian School League flag football and basketball. The 6th, 7th and 8th grade girls participate in league basketball and volleyball.
- Homework: Parents must plan on helping their child with homework Monday-Thursday evenings. The following times are suggested guidelines for completing homework: K – 30 minutes, 1st grade 1 hour, 2nd grade 1.15 hours, 3rd grade 1.15 hours, 4th grade 1-½ hours, 5th grade 1-¾ hours, 6th grade 1-¾ hours. Remember, students work at different paces. It is our goal not to have homework on weekends, however, special projects may take up that time.

If your child is absent, and you would like to pick up work, please call the school by 11:00 a.m. and you may pick it up in the school office at 3:00 p.m.

ENROLLMENT FEES

APPLICATION KINDERGARTEN through 8TH GRADE.....\$100.00
Applies to any new student enrolling and is non-refundable (includes entrance test).

REGISTRATION KINDERGARTEN through 8TH GRADE.....\$150.00
Due at the time of enrollment and is non-refundable

ELEMENTARY TUITION

	<u>10 MONTH</u>	<u>11 MONTH</u>
Kindergarten-6 th Grade	\$414.00	\$376.00
Second Child	\$372.00	\$338.00
Third Child	\$330.00	\$300.00

JUNIOR HIGH TUITION

	<u>10 MONTH</u>	<u>11 MONTH</u>
7 TH & 8 TH Grade	\$457.00	\$415.00
Second Child	\$411.00	\$375.00
Third Child	\$365.00	\$332.00

Fees must be paid in full. The monthly tuition schedule below will be followed, based on the grade level of the child. Payments are due on the 10th of each month. Methods of payment include check, cash, Visa or Mastercard and are made directly to the school office.

LATE/NSF FEES

Any account with a balance of \$50.00 or more after the 20th of each month will be automatically charged a late fee of \$20.00.

A \$30.00 charge will be automatically billed to the account for all returned checks. After two returned checks within a 12 month period the School Board requires that all payments be made in cash or credit card to the school office for 12 consecutive months. Post-dated checks are not accepted.

OVERDUE ACCOUNTS

Accounts must be paid in full by the last day of each month or the student(s) will not be allowed to attend school until the account is current. All accounts must be paid in full in order for students to participate in graduation exercises. After three late payments, the last monthly payment (May) must be paid in full by the 20th of the month, no exceptions.

EXTENDED DAY CARE

For parents needing extended day care before and after school, supervision is available from 6:30 am to 8:00 am and from 3:00 pm to 6:00 pm. All students on the grounds after 3:15 pm will be checked in to day care in the cafeteria. Billing will begin at 3:00 pm. The parents, or a person on your emergency card who is 18 years or older must sign the student out. If a student is picked up after 3:15 pm and is not signed out, the parent will be charged until 6:00 pm. Any student not picked up by 6:00 pm will be charged \$1.00 for each additional minute. After three tardies in one month, the charge will be \$2.00 a minute per child.

Charges for each child.....\$3.00 per hour.

The billing for this service is sent home with the students near the 20th day of the month and is due on the 10th of the following month. If emergency sheets for daycare are not turned in within 2 weeks of school starting your child may **not** use daycare.

CAFETERIA

Hot lunches are served 5 days a week. The cost of a lunch card which will purchase 5 lunches and milk is \$15.00. Extra main dish servings may be purchased with an "Extras" card which will be good for 10 extras of the lunch entrée and is \$5.00 per card. Students who bring their lunch from home may purchase a milk/drink card for \$8.00 (good for 20 uses). Students may choose low fat milk, chocolate milk, juice, or bottled water.

Menus are available through our website www.norwalkchrisitanacademy.com, or you may pick one up from the school office. The cafeteria is supervised by trained personnel and good table manners are expected.

IOU's are available for those students who forget their lunches and are \$3.75 each. All IOU's will be billed to your account; they will not be punched off a new lunch card.

RESPONSIBILITY FOR LOST OR DAMAGED ITEMS

You must replace any lost textbook or library book. Any damage to school or church property is the responsibility of the parents of the student causing the damage.

DROP OFF/PICK UP LINE

For the safety of the students, there is a drop-off and pick up line in the circle driveway on Studebaker Road. Staff will be at the line from 8:15 to 8:30 a.m. and from 3:00 to 3:15 p.m. When using the car line, please pull your car all the way forward. This will help keep Studebaker Road clear of traffic. **DO NOT LEAVE YOUR CAR.**

PARKING

Traffic moves one-way only from south to north in the circle driveway in front of the school. There is no left turn into circle driveway from Studebaker. You may stop only long enough to pick up or drop off your child at the **white** painted curb. The west side of the driveway is painted **RED**. **Do not to leave your car unattended** in this area. The sheriff comes by and will ticket any car unlawfully parked. Two parking spots are painted **yellow**. We ask you not to park there for more than 30 minutes. This will allow you to come to the office to conduct business. There is a **blue handicap** parking space, please do not block that area. If you plan to help in the classroom, you must park on the street. Please be aware of the street sweeping day and time. Please do not pull into or block the employees' parking lot off Foster Road. This is for the children's safety.

GATES

The gates in front of the school remain locked from 8:30 a.m. to 2:30 p.m. The back gate will remain locked. To gain entry on the school premises when gates are locked you must go to the front gate, buzz in and identify yourself. We will then open the gate from the school office.

POLICY FOR PICKING UP STUDENTS EARLY

The person picking up the student must come to the school office, show proper identification and sign the student out of class. The office will then call the classroom for the student. Only those on the emergency card will be allowed to pick up the student, unless the office has written permission from the parent or guardian. Teacher will not release the students unless notified by the school office.

VISITING PRIVILEGES FOR YOUR CHILD'S SAFETY

Anyone desiring to visit a classroom must check in at the school office first and get a "visitor" badge from office.

ACTIVITIES

Four parties per year are planned by the P.T.F. for students: Thanksgiving, Christmas, Valentine's Day and Easter. The students may also participate in the A.C.S.I. Spelling Bee, Speech Meet, Math Olympics, Creative Writing Competition, Field Event Day, and P.T.F. programs. The 4th grade goes to Sacramento. The 5th, 6th and 7th grades go to science camps. There are a limited number of chaperones needed and the chaperones must meet requirements set by Norwalk Christian Academy, therefore, parents wanting to help chaperone at these camps are required to fill out application forms. Each grade will have two field trips in the school year. Please keep the yearly calendar on your refrigerator and read the Wednesday Connections and check the website regularly. We want you to be informed on school activities, so you can be involved and support your child's school.

BICYCLES

Bicycles are permitted as a means of transportation. Bicycles **MUST** be locked to the bike rack. The student will furnish his/her own lock. The school is not responsible for stolen bicycles.

BIRTHDAYS

If you would like your child's classmates to have a small celebration for his/her birthday you may arrange **in advance** with the teacher to bring a simple snack, i.e. cookies, brownies, rice-krispy squares, popsicles, ice cream bars, etc. Sorry, no pizza or "happy meal" parties at school.

SNACKS

Kindergarten students are provided a snack each afternoon. Students in grades 1-8 are allowed to bring a snack each day to be eaten during the designated "snack time" in their classroom. Suggested items include: celery or carrot sticks, fruit, raisins, crackers, cookies or nuts. **No candy or soda allowed.**

POLICY ON MEDICATION

California State Law (49480) requires that all medicine be dispensed **ONLY** through the office and **ONLY** prescription medicine will be given. Medicine will not be administered unless your physician fills out the form provided in the packet. Forms are available in the office to pick up before taking your child to his/her physician. Medicine must be in the pharmacy labeled container with a note stating dose and time to be given. You can pour some out for home. We chart all medicines.

COMMUNICABLE AND INFECTIOUS DISEASES

Parents are required to promptly report any communicable disease to the school office. Some common examples are chicken pox, head lice, impetigo, measles, mumps, ringworm and scarlet fever. The California State Law (49451) states whenever there is a good reason to believe that a child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. It is also required of us to call you to pick up your child if his/her temperature is over 99.6 degrees or under 97.6 degrees, or has vomited. The child may not return to school until he/she has gone 24 hours without a fever and/or vomiting.

PRIVATE PIANO LESSONS

Private piano lessons are available for students in grades **2 through 6**. If a student misses classroom assignments because of the lesson time, he/she must make up the work at home that night. The piano teacher tries to slot the children's lessons to recess mornings or afternoons. He will call you. He is a private teacher using our facility for your convenience. He has a mailbox in the office for notes and payments.

ATTENDANCE

The California Education Code 48200 states that each person between the ages of 6 and 18 years must be in school everyday. Education Code 48400 states each person shall attend full-time day school for the full time designated as the length of the school day by the governing board of education. For example, a student is truant on the 3rd tardy in a quarter (9 weeks) and is subject to a SARB Board hearing. A student is allowed three absences in a school year and must return with an excuse in writing. After the 3rd absence, they are considered truant and any absence thereafter are subject to the Principal's reviewed and/or SARB Board hearing.

School is in session from 8:30 am to 3:00 pm for all grades. Regular attendance is absolutely essential to successful schoolwork. Absence is a hardship on everyone involved.

All absences must be excused in writing and should state the specific reason for the absence. This excuse must be brought to the office and accepted before the student returns to the classroom. The state of California only recognizes illness and medical appointments as excused absences.

Once a student arrives at school, he/she is never to leave the school grounds without written permission from the parent, and/or approval by the school office, until the school day is over at 3:00 pm. There are no exceptions to this rule.

TARDINESS

A student is tardy when he/she is not in their seat when the 8:30 am bell rings. He/she must go to the school office for a tardy slip to be admitted to the classroom.

Tardiness disturbs the class routine, and habitual tardiness will not be permitted. Each student will be permitted two unexcused tardies per quarter. The student will be required to serve detention for each tardy thereafter. The only excused tardy is for a medical appointment.

California Education Code Section 48260 states that, "any pupil subject to full time education or to compulsory education who is absent from school with valid excuses more than three days or **tardy...**" shall be reported to the principal in each quarter. If tardies and/or absences continue, it will be reported to Brethren School Board. If tardies and/ or absences still continue, it will be reported to the County District Attorney.

GENERAL SCHOOL RULES

1. Glorify God in all actions.
2. Respect the teacher and his/her authority.
3. Be respectful of the rights and property of others.
4. Respect school property.
5. Offensive or obscene language is not tolerated.
6. Students may not leave the classroom or the school property without signed permission.
7. Running is not allowed in the patios, halls, restroom or classroom.
8. Chewing gum is not permitted at school.

9. Eating or drinking is permitted only in the lunchroom or on special occasions in the

classroom. Water in closable bottles are allowed in the classroom.

10. Students are not to bring radios, tape recorders or CD players to school.
11. Students are not to bring toys from home.

CLASSROOM RULES

1. Listen when others are speaking.
2. Raise your hand for permission to speak.
3. Writing and passing notes is prohibited.
4. Tossing objects or playing with irrelevant items is not permitted.

These rules will be taught to the pupils and consistently enforced by the teacher in the classroom and throughout the school. At the teacher's discretion other rules for a particular classroom may be made as long as they are in keeping with the general policies of the school.

DISCIPLINE

High standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others are expected. Students are to respect the property of others, to take pride in their work and achieve their utmost according to their ability.

If a student receives a suspension, he/she will be required to complete the classroom assignments for that day, but will receive an "F" in the teacher's grade book for that day.

In the case of extreme behavior problems, which do not respond to reasonable discipline, the School Board reserves the right to expel students to protect other students and maintain a Christian educational environment.

DISCIPLINARY PROCEDURES

- A. Notification of behavior problems will be sent to you from your child's teacher. Acknowledgement regarding this behavior may be required. If this problem continues, the teacher has the option of denying the student a privilege, assigning detention, or sending him/her to the office. This will affect his/her citizenship grade.

Detention will be determined by the teacher. Detention is served in 15 minute increments up to one hour. The teacher will notify parent of date and length of time detention is to be served.

- B. For any incident in which he/she inflicts physical pain to another student, he/she will go directly to the office.

12

- C. If a student is sent to the principal's office for discipline, parents may receive a call or letter from the principal.

D. The above procedures are not all inclusive and exceptions will be dealt with on an individual basis.

DISCIPLINARY RECORD

A. The teacher and principal will keep objective records of behavior problems. They will include:

1. Date of the offense
2. Offense committed
3. Action taken by teacher or principal
4. Student's response to the action taken

Policy on Bullying and/or Harassing Behavior

Noralk Christian Academy seeks to provide a safe, caring, loving environment for students. All students should feel a sense of physical and emotional safety within each element of the school environment, including the classroom, playground, restroom, and other places and times when supervision is less structured. Research indicates that bullying and/or harassing behavior interferes with social and emotional well-being, may cause students to become withdrawn or depressed, and may cause school performance to suffer.

A student's immaturity can be a reason why, on occasion, he/she uses inappropriate attempts to manipulate, tease, or hurt others. Hurtful as these occasional incidents may be, they are not part of a pattern of continuing behavior. When confronted with a mature perspective on the incident and how it affected others the student shows age-appropriate remorse and contrition, and does not continue the behavior. Our policy on bullying and/or harassing behavior is not directed toward the student described above. He/she will be corrected within the scope of ongoing school discipline procedures.

Definition of bullying/harassing

Bullying and/or harassing behavior is defined as any frequent, continuous, or ongoing occurrence when a student uses bullying, teasing, harassing, manipulating of others, and/or intimidation to console or influence, hurt, make fun of, or otherwise ridicule another student or students.

Examples of unacceptable bullying and/or harassing behavior include, but are not limited to the following: targeting another student for persistent irritation or torment, being habitually cruel or overbearing, constantly making fun of, spreading rumor or innuendo, mocking others, using expressions or body language to belittle, encouraging social exclusion, excessive teasing, and general belittling.

The target may be one specific student, or a variety of students. The following assertions do not excuse the perpetrator nor exempt him/her from disciplinary consequences: The comments and/or actions are a joke, in harmless fun, that the recipient is the cause of the behavior, or that the recipient invited the comments or actions.

Disciplinary action

When a student has, in the sole opinion of the school administration and/or the school board, a pattern of bullying and/or harassing behavior, as defined above he/she will be subject to the following:

Phase 1 Upon initial determination of bullying and/or harassing behavior the student and parents will have a conference with the principal to discuss the policy and future school actions, should bullying and/or harassing behavior continue. Normal disciplinary actions will be enforced.

Phase 2 Upon the next infraction the student will be placed on Disciplinary Probation. Additionally, he/she will be suspended for one day, and the parent notified in writing that the next level of discipline will be a three-day suspension with school board notification.

Phase 3 Upon the next infraction the student will be suspended for three days, and the parent notified in writing that a subsequent infraction will bring a recommendation to the school board that the student be expelled from Norwalk Christian Academy.

Phase 4 Upon the next infraction the student will be immediately suspended from school until a school board meeting can be arranged to take action on a recommendation of expulsion from Norwalk Christian Academy.

Weapons and Threats of Harm or Threats of Violence

In a school environment, it is important to maintain an environment of safety, free from the fear of actual and potential danger. The display of, or possession of a weapon, or the threat of harm is dangerous, disruptive, and counter to meeting the nurture and safety needs of all students.

Weapons - Definitions

Weapon A “weapon” includes, but is not limited to any knife, cutting instrument, chemical agent or gas, explosive/flammable device (matches), box, crossbow, sling slingshot, bludgeon, straight razor, or any other tool, instrument, or implement capable of inflicting serious bodily injury. Ammunition, bullets, cartridges, primers, propellant powder, pellets, arrows, bolts, and darts that can be used in connection with any prohibited weapon shall also constitute a weapon. Look-alike weapons, regardless of size, color, or material, or any object used as a weapon with the intent to harm or create the impression of impending harm, are considered weapons under this definition.

School Weapons definitions and policies are in effect at all times when school activity, or a school program is in session. This includes the Day Care hours of 6:30 a.m. to 6:00 p.m. Monday through Friday. Norwalk Christian Academy shares the facilities with Grace Brethren Church groups and other organizations that operate under their own definitions and policies when using the facilities during non-school hours.

Policies Possession of a weapon occurs when the weapon is found on the person of that student, in his backpack, locker or other personal property, or under his control while on school property and when any school event is in session.

Weapons Policy

Possession of weapons or look-alike weapons on school property during any school activity is strictly prohibited. Any student found in possession of a weapon (under the definitions above) will be immediately suspended with parent or guardian notification. A report will be made to local law enforcement, and at their discretion they may actively intervene. The student will remain suspended pending school board action on the student's probable expulsion.

Threat of Physical Harm

Threats are taken seriously at Norwalk Christian Academy in light of past events in Columbine and Santee schools. Claims that the statement is only a joke will not keep Norwalk Christian Academy from acting on its policy. Since the school cannot determine with certainty whether the threat is serious or not, all threats will be taken seriously.

A threat of physical harm is any statement, whether made verbally, in writing, or by means of an electronic device, by a person who threatens to commit a crime that could result in death or bodily injury to another person, or excessive property damage. No distinction will be made as to the intent to actually carry out the threat, per California Penal Code 422.

Criteria used to evaluate the presence of a threat of physical harm and assessment of the accused in terms of a history of aggressive are:

1. Behavior or patterns of threatening behavior
2. Presence of sufficient evidence
3. Consistency of witnesses' statements
4. Developmental appropriateness based on age and maturity level
5. Perception of the victim that the threat produces fear of pending danger

Threats of physical harm are subject to referral to appropriate law enforcement personnel. Students making such threats will be suspended pending a school board hearing and may be expelled

SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcome behavior, which education or participation in school activities. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex. Sexual harassment will not be tolerated on our campus.

REPORT CARDS

Report cards are issued four times during the school year. Letters A, B, C, D, and F will record academic scores. The grading scale for academic achievement grades is as follows: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = below 60%. Included with the achievement grades will be effort marks. Students will not be promoted or will not graduate with a grade point average of less than 2.0% in academic subjects.

Report cards are to be signed and returned to the teacher within 10 days, each quarter. The student is charged \$5.00 for replacement of a lost report card. Report cards will not be given to your child at the end of each quarter if your balance has not been paid in full.

GRADELINK

This system will allow parents to be informed of their child's most current grades, assignments, etc. A student ID and password will be issued at the beginning of the school year. For convenience, GRADELINK is accessible through our website, www.norwalkchristianacademy.com, anytime.

PARENT-TEACHER CONFERENCES

At the end of the first quarter a conference with at least one parent is required for the teacher to personally present and explain the report card. Conferences thereafter are scheduled if the teacher or parent feels one is necessary.

CONCERNS

In keeping with the biblical principles of solving problems, the administrator will follow the steps given in Matthew 18:15-17. If you have a concern about a situation at school it is important that you go to the teacher or staff person to resolve the problem. If you are not satisfied with the outcome of that conference, bring your concern to the administrator, who will arrange a conference with you and the person involved. If the issue is not resolved through these steps, you may request a meeting with the School Board for a final decision.

We want an atmosphere of Christ-like love and support in our school toward one another. Gossiping or reporting anything that would slander a teacher, staff person, or another parent is not acceptable and may lead to your being asked to leave our school.

It is our prayer that we follow Romans 15:5, "May God, who gives us endurance and encouragement, give us a spirit of unity as we follow Christ Jesus."

WITHDRAWING STUDENTS

A 30 day written notice is required to withdraw a student. When a student is withdrawn from the school, the parents should inform the school office and the teacher, take care of all financial obligations and gather the student's personal belongings. If a student is withdrawn after the 1st of the month, the financial obligation for that month must be met.

PARENT-TEACHER FELLOWSHIP (P.T.F.)

The Parent-Teacher Fellowship is a service organization of parents and teachers. Its purpose is to help promote child welfare in the home, school, church and community. It is the desire of this organization to bring a closer relationship between the home and the school so that parents and teachers may cooperate intelligently in the rearing of the child. It is also the desire of this fellowship to seek God's guidance in securing for our children the highest advantages in mental, physical, moral, and spiritual education. Anyone interested in furthering the objectives for which this fellowship is formed is eligible for membership. Active membership is established by a family membership fee and attendance at the meetings. The Parent-Teacher Fellowship meetings are published in the yearly calendar and weekly newsletter.

Each year the Parent-Teacher Fellowship chooses special projects for the school. They also sponsor many of the activities during the school year. We encourage every parent to become an active member. Your membership will strengthen the tie between home and school.

We believe that clothing highly influences a child's attitude toward school and learning. A casual, but neat, standard of dress is expected and enforced daily. If a student does not follow the dress code, a written warning will be sent home to inform the parent(s). This written warning must be signed by the parent(s) and returned to school the following day. The student will serve detention on the third violation, and thereafter, and parents must bring proper clothing. **The principal reserves the right to make the final decision on the appropriateness of any clothing.**

All clothing must be properly fitted, in good repair (free of frays, holes, stains, stretched out, etc.)

Moderation is the key, not too tight or baggy.

UNIFORM SHIRTS – Only gray, cardinal, or navy blue Polo shirts are to be purchased at:

Norwalk Christian Academy

(This year, BES and NCS school shirts may be worn.)

UNIFORM PANTS, CAPRI'S, SHORTS, JUMPERS, & SKORTS - For your convenience, you may purchase khaki, navy blue, or black pants, Capri's, shorts, skorts (no skirts), and jumpers from the uniform section at any department store. A belt may be required if the pants/shorts sag. Shorts must be worn under jumpers.

FRIDAY DRESS – Students may wear Blue jeans or blue jean shorts and either a Christian t-shirts, school t-shirts, or polo shirts only on Fridays.

1. **NO** short tops allowed. **(If child lifts arms overhead and tummy shows, the top is too short.)**
2. Shorts and Skorts may not be shorter than 3" above the knee or longer than the bottom of the kneecap.
3. Outerwear such as sweaters, jackets and sweatshirts must be suitable for a Christian environment. Hoods may not be worn inside.
4. Conservative hairstyles only - no color treated, glitter, shaved, or extreme hairstyles. Hair may not hang over eyes.
5. Hats may not be worn unless there is a medical reason. Bandanas may never be worn
6. Sandals, sling-back, clog style or platform shoes are not permitted. Shoes may not be higher than 1 1/2 inches measured from the ground to the sole of foot at the highest point of heel. We recommend tennis shoes or rubber-soled shoes that provide good support. Socks or tights must be worn at all times. Socks or tights must be conservative i.e.: no loud colors or stripes. Shoes with laces must be tied at all times.
7. Undergarments may not show.

GIRLS

1. Only post earrings are permitted.
2. Only Chap Stick without glitter or color is permitted.
3. Makeup, body art, nail polish or fake nails are not permitted.
4. Uniform jumpers must not be shorter than 2" above the top of the knee. Shorts must be worn under jumpers.
5. Nylons are not permitted.

BOYS

1. No earrings allowed.

**NORALK CHRISTIAN ACADEMY
PARENT-STUDENT HANDBOOK AGREEMENT FORM
2008/2009**

I have received a copy of the Parent-Student Handbook and understand that it contains important information on the school's general policies. I understand the school may change, rescind or add to the policies described in the handbook yearly. Therefore, I will read, understand and adhere to the school policies in the handbook.

Student's Name

Grade

Student's Name

Grade

Student's Name

Grade

Parent or Guardian Signature

Date

Parent or Guardian Name (Please print)

Parent or Guardian Signature

Date

Parent or Guardian Name (Please print)