



PARENT-STUDENT HANDBOOK  
KINDERGARTEN - 6<sup>TH</sup> GRADE

**2009-2010**

NORWALK CHRISTIAN ACADEMY  
11005 FOSTER ROAD  
NORWALK, CA 90650

[www.norwalkchristianacademy.com](http://www.norwalkchristianacademy.com)

School Office: 562-863-6282

School Fax: 562-863-2394

**School Mascot:** Warrior

**School Colors:** Crimson & Gold

**School Verse**

“Finally, be strong in the Lord and in His mighty power.  
Put on the full armor of God so that you can take your stand  
against the devil’s schemes.”

Ephesians 6:10, 11

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## **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.

## **Philosophy**

Students will be provided with educational experiences, loving care and protection in an accepting Christian environment in accordance with the Expected School-wide Learning Results (ESLRs)

The bible not only gives us specific rules, it also gives us more general and spiritual principles to guide us, as found in the following BIBLE acronym.

## **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 of what it means to grow in grace.

## **Invovement in Community**

1. Be 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. Understand the importance of physical health and practice 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. Apply learned skills to real life situations.

## **Effective Communicators**

1. Demonstrate effective communication 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).

### **Preparation for School**

Entering school is an exciting event for both the child and parent(s). Some children are ready to get going and some are not quite ready to leave their parents. If your child cries or clings, do not be upset, but be calm and reassuring. Sit with your child until he or she is more confident or interested in the other children or activities. When children do cry, they rarely continue after the parent leaves.

Help your child know that this is a good place for your child to be, as your child will take his/her cues from you. Focus on what he/she will be learning and doing at school. Be glad to see him/her after school and show interest in his/her day.

Don't believe everything you hear about what goes on at school (and we promise not to believe everything your child says goes on at home.) If you do have concerns about some statements, ask the teachers and they can usually clarify or interpret the situation.

Be sure he/she gets up early enough to get ready and eat breakfast without being rushed, stressed or strained. A relaxed child will have a better day at school, and your day will be better too. Welcome to the NCA family!

### **Admission Policy**

Students are accepted on a non-discriminatory basis. It is the policy and practice of Norwalk Christian Academy (NCA) not to discriminate on the basis of the applicant's race, sex, nationality or ethnic origin.

NCA does not have special educational programs for children with severe learning, emotional, behavioral or physical handicaps. We reserve the right to place your child on a two-week probationary status pending his/her adjustment to a class.

Application forms, including the financial agreement, are available in the school office and must be filled out completely. Enrollment applies to one school year only and is renewable each year. The application, financial agreement, enrollment fee, birth certificate and record of immunizations must be returned to qualify for entrance.

Parents must be in agreement with the policies as stated in the Parent-Student Handbook.

### **Starting Kindergarten**

Kindergartners must be five years old by December 2<sup>nd</sup> of that school year and exhibit appropriate readiness. The teachers and administration will determine if a child exhibits readiness.

### **Curriculum**

The curriculum complies with the standards of the State of California Department of Education and is taught in conjunction with the spiritual commitment to bring up well-rounded citizens in the community.

#### **Areas of Learning:**

Bible (NIV)

Language Arts

Writing, Phonics

Spelling, Reading, Grammar

Mathematics

Penmanship

Science

Social Studies

#### **Publishers:**

Positive Action for Christ

Pearson Publishing

Saxon, Prentice Hall

Zaner-Bloser

A Beka

A Beka, Houghton-Mifflin

### **ACSI Membership**

Association of Christian Schools International (ACSI) offers expanded opportunities for our students in the areas of; music (Piano Festival, Handbell Festival, etc.) and academics (Speech Meet, Math Olympics, Spelling Bee, etc.). We participate selectively in many of these events according to NCA classroom schedules and school-wide calendar. Teachers and staff participate in the annual ACSI Teachers' Convention.

### **School Office**

The school office is open from 8:00 a.m. to 4:00 p.m. You may reach us in the following ways: by telephone (562) 863-6282, fax (562) 863-2394 or by email at [www.norwalkchristianacademy.com](http://www.norwalkchristianacademy.com).

### **Security Precautions**

The safety of our students is very important to NCA. The back gate on Foster Road and the front gate on Studebaker Road are open from 8:00 to 8:30 a.m. They remain locked during school hours. If you are visiting or picking up your child, you must enter at the front gate and check in with the school office first. Please do not ask a child to open the gate for you.

If possible, please call ahead to inform the school that you will pick up your child early. This will allow us to have him/her ready in the school office and will not disturb the class.

### **Emergency Procedures**

School fire, earthquake, and lock-down drills are held at least once a month. Evacuation plans are posted at children's eye-level on the classroom door. Each classroom is equipped with a blue emergency backpack.

## Car Line Safety

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. Please adhere to the following rules when picking up students in the car line. Each procedure is developed for the safety of our students.

Please be friendly, courteous and respectful of the staff. The staff at NCA has your children's best interest at heart. If you are asked to pull ahead or stay in your car, please kindly do so.

We have many people arriving before 3:00 p.m. to pick up their children. In order to alleviate this congestion you may choose to arrive shortly after 3:00 p.m.

Procedures:

- Do not park in the stalls in the circle driveway to load your child in the afternoon. Stay in the car line and follow the directions you are given by any of the staff on duty.
- If you have business on the campus, you will need to park on Foster Road. The back gate is open at 2:55 p.m.
- When entering the car line, please stay in the lane that you enter, you may merge at the exiting driveway.
- Your child will be escorted to your car. Please do not call your child to your car without an escort. This procedure is to ensure the safety of all the children.
- Drivers may not exit their cars for any reason while in the car line.
- Alternative pick-up would be to park on Foster Road and enter the south gate. The gate opens at 2:55 p.m.

When everyone adheres to these procedures, the car line is very safe and effective.

## 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 the 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 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 this 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.

**Enrollment Fees**

Application and Registration fee for new enrolling students.....\$250.00

This fee is due at time of enrollment and is non re-fundable

Registration fee for returning students.....\$150.00

This fee is due at time of registration and is non-refundable

Tuition for grades K-6 is as follows:

	First Child	Second Child	Third Child
Annual:	\$4,240.00	\$3,816.00	\$3,400.00
10 Month Plan:	424.00	382.00	340.00
11 Month Plan:	385.00	347.00	309.00

Fees must be paid in full. The monthly tuition schedule above will be followed, based on the grade level of the child. Payments are due on the 10<sup>th</sup> of each month and are late after 4:00 p.m. on the 20<sup>th</sup> of the month. Methods of payment include check, cash, Visa, MasterCard, or Discover card, and are made directly to the school office.

**Late/NSF Fees**

Late fees apply as follows: Any balance of \$50.00 or more and ten days past the due date and/or any amount 30 days past due will be charged a \$20 late fee.

A \$30.00 charge will be automatically billed to the account for all returned checks. In accordance with school policy, after two checks have been returned within a 12 month period, all foregoing payments must be made in cash or credit card to the school office for the next 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 year-end exercises. After three late payments, the last monthly payment (May) must be paid in full by the 20<sup>th</sup> of the month, no exceptions. Report cards will be held for any overdue account.

**Extended Day Care**

EDC Hourly Rate.....\$3.20

EDC Annual Rate (Flat Rate).....\$1,500.00

Extended Day Care (EDC) is available from 6:30 to 8:30 a.m. and from 3:00 to 6:00 p.m. The hourly rate is charged at 80 cents per ¼ hours. The flat rate covers all EDC used within scheduled times per school year. Flat Rate is due in full, or may be paid in 10 payments of \$150 per month beginning August 10. After 6:00 p.m., EDC is billed at \$1.00 per minute.

Parents/Guardians who are financially responsible for the student(s) account must also agree and sign the Financial Agreement (with your application) to the student enrollment application.

*NORWALK CHRISTIAN ACADEMY ELEMENTARY*

2009/2010 FINANCIAL AGREEMENT

\_\_\_\_\_  
STUDENT NAME and GRADE

\_\_\_\_\_  
STUDENT NAME and GRADE

\_\_\_\_\_  
STUDENT NAME and GRADE

On the lines above, **please print** the name and grade of your child(ren) attending NCA or Kiddie Kampus schools for which you are financially responsible, as multiple child discounts may apply.

- The Application/Registration Fee is due with the NEW application and is non-refundable.
- The Re-Registration Fee is due at the time of re-registration and is non-refundable.
- A late fee of \$20 will be charged to any amount of \$50 or more and 10 days past the due date and/or any amount 30 days past due. The late fee applies to tuition, and/or fees, for any service provided, items purchased, lost or borrowed from NCA including fund-raiser items.
- The family account must be current the last day of the month in order for the student to attend school any day in the new month. After the second occurrence, the family account may be placed on financial probation; the terms will be determined by the administration.
- The family account must be current to receive report card, awards, or attend camp trips.
- An NSF Fee of \$30.00 will be charged for any check returned unpaid by the bank. An NSF Fee of \$6.00 will be charged for resubmitted checks. Upon a second occurrence, the fee will be charged, and checks will not be accepted for one year. Payments must then be made with cash, credit card or money order. Should the unpaid check cause the account to be in arrears, late penalties will also apply.
- Thirty (30) days written notice is required to withdraw a student from NCA schools. A full payment is due for any month the child remains on the attendance rolls, even one day.
- All records originating at NCA schools are the property of the school until financial obligations with the school are completed.
- A family may not attend a new NCA program with a balance due in a previous program.

**ELEMENTARY and EXTENDED DAY CARE (EDC)**

- NCA Elementary, by this agreement, is a yearly fee. As a convenience, the fee may be divided into 10 or 11 even monthly payments. Payments are due on the **10<sup>th</sup>** of each month and become delinquent at 4:00 PM on the **20<sup>th</sup>** of each month. Please choose a payment plan. If no choice is made, the 10-month plan applies.
  - The 10 payment plan - Payments are due monthly from August to May.
  - The 11 payment plan - Payments are due monthly from July to May.
- EDC is offered from 6:30 to 8:30 a.m. and 3:00 to 6:00 p.m. at a yearly fee or an hourly rate. The yearly fee covers EDC hours for a.m. and p.m. on all school days. EDC used after 6 PM is billed at \$1.00 per minute. If no choice is made, the hourly rate applies. Please choose one:
  - EDC Yearly Fee (\$1500.00) – May be paid in full or in 10 payments of \$150 from August to May.
  - EDC Hourly Rate (\$3.20) – Charged at 80¢ per ¼ hour segment.

I understand and agree to the terms of the above statements and accept the financial responsibility for the above named children for the current school year with Norwalk Christian Academy.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

## **Terms of Enrollment**

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

## **Payments**

All payments are due on the 10<sup>th</sup> of each month and are late after the 20<sup>th</sup> of that month. Payment envelopes are mailed home to you. You will not receive a monthly statement. EDC billing will be sent home with your child on the 20<sup>th</sup> of each month and is due with the following month's tuition.

If you do not receive your day care billing, please call the school office (562) 863-6282. We will be happy to make you a copy.

## **Other Charges or Costs**

### Breakfast/Snack Bar

The Breakfast Bar is open from 6:30 to 7:45 a.m. and the Snack Bar is open from 3:30 to 4:00 p.m. Snack cards may be purchased for \$20 per card, or send cash. Snack items will cost approximately .50 cents to \$1.00. Snack is not provided in EDC.

### Lunch Program

Our lunches are enjoyed by students and staff. We serve a variety of nutritious foods children like to eat. The three options are the traditional hot lunch, a sandwich lunch, and for those light eaters; yogurt, cheese & crackers, and fruit. Each meal comes with a drink. A menu is sent home and must be returned with payment by the due date. The cost is \$3.25 for pre-ordered lunches and \$3.75 for IOU lunches. Any account with a past due balance or more than three IOU's will not be allowed to charge more lunches.

### Library

Library books may be checked out and must be returned or re-checked the following week. A 10 cent charge per day is assessed to books returned late. If a child loses a book, he/she must pay for the cost of the book.

### Ball Fine

From time to time our playground balls get kicked or hit over the fence. Accidents do happen. However, we must enforce rules to keep the students from being careless with the playground equipment. If a student kicks or hits a ball over the fence, he/she will have to pay a \$2.00 ball fine.

## Dress Code

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. **The principal reserves the right to make the final decision on the appropriateness of any clothing.**

All clothing must be properly fitted and in good repair. **Moderation is the key, not too tight or baggy, and not too short or long.**

**Uniform Shirts** - Only gray, cardinal, or navy blue Polo shirts are to be purchased at:  
**Norwalk Christian Academy**

**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.

### **PLEASE ADHERE TO THE FOLLOWING GUIDELINES FOR ALL SCHOOL DAYS:**

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. Skinny pants may NOT be worn.
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. 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, 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.

**FRIDAY DRESS** - Students may have free dress on Fridays. Please adhere to the above guidelines.

**At Norwalk Christian Academy we observe these rules on conduct.**

**We try to be courteous:**

- Showing friendliness toward others.
- Listening when someone else is speaking. Waiting our turn to speak.
- Respecting other people and their property.

*“Treating others as you want them to treat you.”*      **Luke 6:31**

**We are discourteous by:**

- Making fun of anyone under **any** circumstances.
- Telling secrets in the presence of others.
- Teasing others. If we find something our classmate is sensitive about, we keep it to ourselves.
- Acting like a “tattletale” - trying to get someone else in trouble.

**If someone at school is mean to you:**

- Try to be a good example to them.
- Tell your teacher or the playground supervisor if it continues.
- Learn to walk away and forgive and forget.

*“As much as possible, be at peace with everyone.”*      **Romans 12:18**

**Rules to Remember:**

1. Hallways are considered quiet zones. Running or playing in school hallways is not permitted.
2. Good manners at all times please! This includes mealtimes and snack breaks.
3. All adults are to be addressed as Mr., Miss, or Mrs. This is common courtesy and helps show respect.
4. Students shall properly excuse themselves when passing in front of an adult or stepping between two persons who are talking.
5. Defacing or misusing school property, including books, desks, tables, trees and landscaping is disrespectful of God’s gift—our beautiful school. Please take care of it.
6. Special rooms (kitchen, teachers’ lounge, etc.) are out of bounds for students.
7. Students are never permitted to leave the school grounds before the end of the school day without permission from the office. Students walking home must have written permission from parent or guardian.
8. Students should not bring pets to school unless given special permission by a teacher.
9. Glass jars and bottles are not permitted outside of the classroom.
10. Classroom rules set by teachers and supervisors carry the same importance as rules listed in this handbook.

**REMEMBER YOUR MANNERS!**

*If someone mistreats us, we should do our best to forget it and to remember that Jesus taught that we should return good to those who do evil towards us. If we say something unkind that hurts one of our classmates, we should say “I’m sorry” and ask to be forgiven. “All discipline for the moment seems not to be joyful but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceable fruit of righteousness.”*      **Hebrews 12:11**

Loving discipline is essential for children to feel secure in the learning environment. It is important for children to know what behavior is expected and the consequences for misbehavior. At Norwalk Christian Academy, we look to the Bible for principles of discipline and find three steps. Prayer is always included with each step.

**1. The voice of instruction.** Self-control and character are essential in developing Godly individuals. Children must know the rules and why they are important.

**2. Correction.** The teacher points out the offense of the child in a way that nurtures and encourages the child to do right. The child is given opportunities to change his/her behavior before consequences are administered.

**3. Consequences.** It is our goal to have the consequence fit the offense. Teachers/staff will consider each child as an individual when administering discipline, but all need firmness, fairness and consistency.

### **At Norwalk Christian Academy discipline is based on the following:**

1. Teachers have a right to teach.
2. All students have a right to learn.
3. Students must be held responsible for their own behavior.
4. No student may deprive another of his/her right to learn.
5. All students have a right to feel safe and secure in the learning environment.

The Norwalk Christian Academy discipline plan shows students what they have done wrong, how to correct their behavior and how to assume responsibility for their behavior.

### **How discipline will be handled:**

**1. Minor offenses:** The teacher/staff in charge will handle minor offenses. Minor offenses usually involve instruction and correction. When a minor offense is repeated it becomes a major offense. Discipline is the responsibility of all staff, not just the classroom teacher, and the student is expected to obey promptly all requests. If a parent observes a need for discipline, they should bring it to the attention of the teacher in charge or the principal.

**2. Major offenses:** The following will be considered major offenses:

- a. Fighting, hitting, kicking or other physical abuse.
- b. Disrespect or arguing with a teacher or a staff member.
- c. Name calling, profanity or inappropriate language.
- d. Throwing rocks, sticks, woodchips or other dangerous objects.
- e. Continued disruptive behavior and/or continued failure to follow classroom rules.
- f. Destruction of property.

### **Disciplinary Procedures**

Notification of behavior problems will be sent to the parent/guardian from the student's teacher or staff member.

- A. 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. Detention will be determined by the teacher. Detention is served in 15 minute increments up to one hour. The teacher will notify parent of the 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.
- C. If a student is sent to the principal's office for discipline, parents/guardians 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**

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

### **Harassment Policy/Bullying**

Norwalk Christian Academy is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur anytime during school or during school related activities. It includes, but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes, threatening words spoken to another person.

**Physical Harassment:** Unwanted physical touching, contact assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment/bullying are to be reported immediately to the supervising staff member and will be dealt with in a timely manner.

### **Detention Policy**

Students serving detention will be notified via written 'Notice of Detention'. Parents may not serve detention with their children. Students will be given standards specific to their infraction. Detention is from 3:15 to 4:00 p.m. or any part there of.

### **Attendance Policy**

School is in session from 8:30 a.m. to 3:00 p.m. 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.

### **Computer Lab Policy**

Kindergarten through 6<sup>th</sup> grade will have computer class once a week. Students will be taught using programs that will enhance computer knowledge. They will be given instruction about appropriate use of the computers. Failure to follow the rules may result in the student being excluded from computer class.

### **Library Policy**

The school library is a wonderful place that encourages our children to read. The students will visit the library once a week with their teacher. Books will be checked out during this time. Please review with your child the following rules regarding the use of library books:

- Handle books gently and carefully.
- Use books only with clean hands.
- Keep books away from food and drinks.
- Use bookmarks and never bend the corner of the page.
- Never write or draw in a book.
- Return all books promptly by the due date.
- Additional books may not be checked out until overdue or lost books are turned in or paid for.
- Borrowing library books is a privilege, not a right.
- Students are responsible for the books they check out even if they misplace them at school.

Students will not be allowed to check out new books until previously checked out library books have been returned. Parents, please encourage your children to be responsible in returning their books to the library. Your children miss a valuable learning opportunity when they do not return their library books.

### **Lunchroom Policy**

- Good manners are essential in the lunchroom. Therefore, students are expected to adhere to the following rules:
- Children are not allowed to have gum, sunflower seeds (in shells), sodas, or candy in their lunches.
- Children must remain seated while eating.

- Children should raise their hands to be excused for clean-up, restroom, or to be dismissed to recess.
- No sharing of food.
- No throwing food.
- Hot lunches are only for children who ordered them.
- Be respectful of adults
- Children are responsible for cleaning up their own eating areas.
- Children may not leave until dismissed by the supervisor

### **Playground Rules - Safety First**

1. Use jungle gym as it was intended to be used. No playing tag around jungle gym and swing area. No climbing up or on top of slides.
2. No running or playing in the hallways.
3. When playing before school begins in the morning, please put backpacks and belongings in front of your classroom.
4. Broom ball, baseball, and flag football are all *highly* supervised activities and should not be played unless a staff members can give it their full attention:
5. Football and soccer should be played on the grass field.
6. Balls going over any fence must be reported to the playground supervisor immediately. Students are **not** to go beyond fences to retrieve balls.
7. Balls should always be returned to the ball cart by children checking them out. They should never be left out for someone else to put away.
8. Rocks, dirt clods, woodchips, and objects other than balls are never to be thrown on the playground.
9. Basketballs, volleyballs, and red rubber balls are never to be kicked.
10. Trees, fences and backstops are not to be climbed or hung on.
11. When using the swings, children are not allowed to twist, stand up, swing sideways, or swing on their stomachs. Kindergarteners count to thirty, first through sixth graders count to 100 if waiting for a turn.
12. Sitting or walking on the top of the horizontal ladder or flip bars is against the rules.
13. No pushing or shoving. Students who cannot play fairly cannot use equipment.
14. There will be no jumping from equipment on to other children, and no pulling or hanging on other children who are using playground equipment. This is courtesy, this is safety!
15. Bicycles, skateboards, roller skates or rollerblades are not to be used on the playground or school walkways except on special days to be announced, or by special approval.
16. Spitting is completely inappropriate behavior and is not allowed on our school grounds.
17. Please don't be a litterbug! Our school is beautiful. Let's work together to keep it neat and clean.
18. Eating snacks is limited to benches on playground. Please use trash cans!
19. No toys or balls are permitted in restrooms and hallways.
20. .Three blows on a whistle means FREEZE.

### **Restroom Rules:**

**Note about restrooms:** Students have access to restrooms before school, after school, at recess and at lunch time through a buddy system. Access to the restrooms may be gained through playground supervisors who monitor and regulate student traffic flow into the restrooms.

1. Students may not play in the restrooms.
2. Only one child in the restroom at a time (this applies to older children).
4. Restrooms are to be checked after playground period to make sure they are left cleaned.
5. Custodial issues are to be reported to the school office.

### **Tardy Policy**

A student is tardy when he/she is not in their seat when the 8:30 a.m. 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 only excused tardy is for a medical appointment.

In accordance with the California Education Code Section 48260 Students are allowed two tardies per quarter. Detention will be given upon the third tardy and for each tardy for the remainder of the quarter. If tardies and/or absences continue, it will be reported to the superintendent. If tardies and/or absences still continue, it will be reported to the County District Attorney

### **Illness Policy**

NCA is responsible for ensuring that students showing signs of illness are not permitted to attend school while symptoms persist.

The parent will be notified once the student becomes ill enough to require isolation and asked to pick up the student as soon as possible. You must make arrangements to pick up your child within 45 minutes of being called. Students returning to school after an illness must be well enough to actively participate in the normal routine.

Your child must be kept home if he/she exhibits any symptom of a communicable disease, such as:

- Fever, within the preceding 24 hours
- Vomiting or diarrhea in the preceding 24 hours
- Unexplained rash or skin eruptions
- Sore throat or earache
- Swollen glands
- Sneezing, running nose (yellow or green discharge which indicates infection), watery eyes (including pink eye), persistent cough. The first 3 days of a cold are considered contagious. Sinuses and coughing must be under control so as not to interfere with school activities or affect your child's physical being.
- Flushed face, listlessness, headache, lack of appetite

If you send your child to school the day after he/she was sent home for fever or vomiting, you will be called to return to school and take your child home.

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/she 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."

### **Medication Policy**

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 keep some for home use. We chart all medicines. All medication must be brought to the school office and administered by office personnel.

**The School Day**

**Day Care** (Extended Day Care Program).....begins at 6:30 a.m.

**Freeze bell** (Line up on playground).....8:25 a.m.

**School begins**.....8:30 a.m.

**Recess**

K & 1<sup>st</sup> ..... 10:05 to 10:25 a.m.

2<sup>nd</sup> & 3<sup>rd</sup> ..... 10:25 to 10:45 a.m.

4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> ..... 10:45 to 11:10 a.m.

**Lunch**

11:40 a.m. to 12:25 p.m.

12:05 to 12:45 p.m.

12:45 to 1:10 p.m.

**Class Dismissal**.....3:00 p.m.

**Day Care** (Extended Day Care Program).....3:00 to 6:00 p.m.

**Activities, Field Trip, and Parties**

There are four classroom parties each year: They are Thanksgiving, Christmas, Valentine's Day and Easter. Teachers and parents plan these events. The students may also participate in the A.C.S.I. Spelling Bee, Speech Meet, Math Olympics, Creative Writing Competition, and Family Fun Day. The 4<sup>th</sup> grade students go to Sacramento. The 5<sup>th</sup> grade students go to Astro Camp and the 6<sup>th</sup> grade students go to Catalina. 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. There are at least 2 field trips per year. Please keep the yearly calendar on your refrigerator and read the Weekly Warrior post on our website, [www.norwalkchristianacademy.com](http://www.norwalkchristianacademy.com). We want you to be informed on school activities, so you can be involved and support your child's school.

**Field Trip Information and Guidelines**

1. Your willingness to volunteer your time to help with the field trips is greatly appreciated. The following information will help you and the students have a successful educational and fun experience.
2. No siblings or additional relatives may attend the field trip. Grandparents or guardians attending in place of a parent will be asked to supervise a group of children.
3. Adult chaperones are responsible for their own field trip fees.
4. Please take responsibility for your entire group, including your own child. Stay in close proximity to the students assigned to your care.
5. Please abide by the instructions and guidelines set by the teacher. The teacher will set rules and expectations prior to and during the field trip. As a chaperone, please encourage appropriate student behavior while honoring the teacher's authority. NCA students may be reminded to: BE RESPECTFUL, BE RESPONSIBLE, BE SAFE, AND BE SUPPORTIVE.
6. Students are not allowed to enter or make purchases from gift shops or vendors at field trip sites. Food, refreshments, or souvenirs should not be purchased for any student or group unless prior arrangements have been made with the teacher. Students may NOT chew gum on field trips.
7. Please do not use cell phones or conduct business while attending a field trip, except in the event of an emergency. Remember to turn off or "mute" cell phones in educational settings.

### **Bus Regulations**

Riding the Family First Resource Ministries bus is *serious* business. Every child is *expected* to behave in an exemplary way on the bus. Misbehavior is inexcusable and could cause an accident. Know these rules and follow them:

1. Please ride the bus. Do not meet the group at the function unless other arrangements have been made with the teacher.
2. Except in emergencies, the bus will be boarded and exited from the front door in an orderly fashion.
3. Parents should disperse throughout the bus to allow for greater supervision.
4. Passengers shall stay seated while the bus is moving.
5. All objects and parts of the body are to remain inside the bus at all times.
6. Noise is distracting to the bus driver and unsafe. Do not shout or whistle.
7. Be respectful of the condition of the bus by not littering.
8. Eating and drinking is not permitted on the bus.
9. Passengers shall recognize the authority of the driver and any supervisor sponsored by the school.
10. Seat belts are to be worn whenever they are provided on school buses, vans, or private school-sponsored vehicles.
11. Please be sure the students assigned to your supervision get on the bus safely.
12. All students and chaperones must return to school.

These regulations also apply to field trips and sports events where private vehicles are used to transport students in lieu of buses.

Again, the field trips are educational experiences. Thank you for supporting the students in reading any display of information and supporting the learning experience.

### **All School Talent Show**

This is a major school event presented every year. Students from each grade are encouraged to share their talents for an evening of entertainment and fun. Students must audition to become a part of the program of performers.

### **Annual Jog-A-Thon**

This is **our major fundraiser** managed by the Parent Support Team. Prizes are awarded for sponsorship and for outstanding running effort.

### **Birthdays**

Students enjoy celebrating their birthdays with school friends. Please keep the celebration simple, such as cupcakes, cookies, ice-cream cups, etc. (no lunch parties). If you wish to celebrate at school, please speak to the teachers a few days ahead of time.

## Chapel

Children and staff participate in school-wide chapel programs each Thursday morning. Individual classrooms are responsible for one chapel per year. Programs are interesting and fun for the children while teaching about God and providing opportunities for worship. *Parents are invited to attend chapel programs every Thursday morning of the school year from 9:15 to 9:45 a.m.*

- We sing songs and praises to Him!
- We pray to Him, thanking Him for His goodness and asking Him for His help.
- We read His Holy Word, the Bible.
- We learn all we can about God so that we can serve Him better.

Sometimes we worship God through films and special programs, and we especially enjoy having missionaries visit to share with us how God is working in other places. Our goal in chapel is to glorify and uplift the wonderful God who created us. Let's remember what chapel is all about.

## Flag Salutes

We salute two flags each morning before school, at every chapel service and on special occasions. We salute the American Flag because we love the free country God has given us. The flag is a symbol to remind us of our great nation and of our job to be good citizens. And, we salute the Christian Flag as a reminder of our walk with the Lord. The Bible teaches that we should respect our government and pray for its leaders.

### ***Salute to the United States 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."*

We salute the Christian Flag because we love Jesus Christ, our Lord and our Savior. The Christian flag is a symbol, too, and the words of the salute remind us of the heaven that God has prepared for those who love Him. The salute also helps us remember what Jesus did to make the way for us to go to heaven to be with Him.

### ***Salute 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."*

We salute the Bible because it is the word of God and as followers of Christ we are commanded to be in daily communication with God through His Word.

### ***Salute 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."*

***Children should remember that a pledge is a promise that ought to come from the heart.***

### Homework and Assignments

We are always aware of both the advantages and disadvantages of homework for children. We also believe that learning occurs best when there is support, encouragement and reinforcement of concepts taught at school. Therefore, when homework is assigned, the following concepts will have been considered by the teacher.

1. Objectives of outcome must be clearly definable.
2. The degree of difficulty and the extent of the workload must be reasonable. Parents should not do the work, but are encouraged to assist their children.
3. Exhausting a child physically and mentally is counterproductive academically and should be avoided.
4. Once a child becomes a student in school, the primary responsibility for teaching the academics is vested in the teacher. Parents are expected to support, encourage and reinforce what is taught at school.
5. *Our goal here is to have a productive school day providing academic challenges and accountability, but free from the stress of overkill.*
6. Guidelines for typical homework assignments in the various grade levels will be given by teachers at "Back to School Night" to help parents gain perspective on what is expected at school. Parents should bear in mind that student negligence in using daily classroom time wisely, or procrastinating on long-term assignments will result in pressure not intended by the teacher.

### Children's Work

Please do not let papers in your child's school folder accumulate. It is important that you go through assignments and homework papers with your child. This is also another way of communicating important information to our parents.

### Grading System And Report Cards

Report cards will be issued four times during the school year. At Norwalk Christian Academy we encourage good communication between home and school. This approach will include phone calls, notes, conferences and meetings initiated by parents or teachers. Good communication provides insight for both teachers and parents, and brings mutual enlightenment that may not otherwise occur. The first report card will be given out at Parent-Teacher conference so the teacher can personally present and explain the report card. The following three report cards will be sent home with the student at the end of each quarter. Report cards will not be given to your child at the end of each quarter if your balance has not been paid in full.

Students receive the traditional symbols for achievement in all traditional subjects:

99-100% = A+	88-89% = B+	78-79% = C+	68-69% = D+
94-98% = A	84-87% = B	74-77% = C	64-67% = D
90-93% = A-	80-83% = B	70-73% = C-	60-63% = D
			0-59% = F

Students will not be promoted or graduate with a grade point average of less than a 2.0 in academic subjects.

### **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](http://www.norwalkchristianacademy.com), anytime. GRADELINK will be locked at the end of each quarter while teachers are preparing report card grades.

### **Labeling**

## **LABEL EVERYTHING!**

Please label all lunch boxes, backpacks, coats, sweaters, books, etc. brought to school. Every school year, there are practically new items that are never claimed that could have been returned to their owner if they were labeled. Help your child remember daily to take home whatever he/she might have brought to school. *Please use a permanent marker.*

### **Lost & Found**

The Lost and Found will be maintained and will be available for inspection before and after school. Parents should assist children in learning responsibility for clothing and checking the Lost and Found periodically. The Lost and Found is maintained in the Cafeteria. Items will be set out at Christmas, Easter and the end of the school year. All unclaimed items will be donated.

### **Electronics**

In order to support the learning environment, electronic devices such as cell phones, iPods, etc., are prohibited at school. If a student is caught playing with or using these devices, the item will be taken away and the parent/guardian may pick it up in the school office.

### **Telephone Calls**

Teachers and children will not be called from the classroom for telephone calls except in cases of real emergency. Important messages may be left with the school office. Children will be permitted to use school telephones for significant reasons at the discretion of office personnel.

### **Toys at School**

Toys are prohibited unless there is a classroom "share day". Please be reminded that toys can distract kids from the learning process. Also, toys break easily, and the school accepts no responsibility for broken toys. Perceived willful destruction of another child's property at school will always evoke the principle of restitution. If a child is seen playing with a toy, that toy will be confiscated and the parent/guardian may pick up the toy from the teacher or school office.

### Parent Support Team

The Parent Support Team (PST) at Norwalk Christian Academy is a work force of volunteers committed to the school and its program. These supporting volunteers work as individuals and collectively toward the common good of the student body and staff.

The PST is largely responsible for the major fund-raising efforts that have assisted in bringing economic stability to our school. Volunteer parents work in classrooms, plan projects and parties, help coordinate special events, drive and supervise on field trips, and encourage the staff in general.

Leadership for this large volunteer force is provided by the PST Board which consists of President, Vice-President, Secretary, Treasurer, Fund-Raising Chairpersons and a Management Team that oversees a number of vital committees. The administration and staff have high regard for all of our parents and we greatly appreciate and respect that nucleus of mothers, fathers, and grandparents who consistently serve in our volunteer work force.

Times have changed and the fast pace of life in Southern California is intense, but parents are still encouraged to be involved in their children's school lives in ways that will fit with family priorities. The goals and objectives we establish for our children indeed become focused in their minds as they experience the mutual commitment of teachers and parents toward their achievement.

Please contact the school office and make your interest known of how you would like to be a part of the team! Parents who donate their time and services at Norwalk Christian Academy are never at a loss for things to do, and we appreciate the help of each one.

While your work schedule may not free you to volunteer, pray for your children and their teachers. Everyone can participate in supporting their school in this way.

*We're proud of our support team, and we're grateful for their influence at NCA!*

### Many Easy Ways You Can Help NCA

We have several programs that help benefit the school.

**Box Tops for Education** – Our school will receive 10 cents for every Box Top turned in. Look for the monthly box top flyer, attached the box tops, and return it to your teacher, or just send them in to the school office.

**Scrip** – Scrip is a program where NCA buys gift cards from a number of different vendors and sells them to you. In turn NCA gives you a rebate equal to 50% of the percentage benefit received by NCA for all stores. You may purchase your scrip any day in the school office. You may also purchase Scrip during the summer.

**Campbell's Soup Labels** – Save those Labels for Education. A donation box will be out in the school office.

**Recycle Resources** – Bring in clean aluminum cans and plastic bottles (without lids) for recycling.

**School Cents** – Take your receipts to Cerritos, Lakewood, or Stonewood mall customer service centers or bring them to the school office during the school year. If you would like them back, please be sure to state so on the envelope. This program will begin again in the fall. Watch your upcoming newsletters for more details.

**Target Red Card** – When you use your Target Red Card, a portion of your purchase price comes back to the school. Sign up online and choose Norwalk Christian Academy to receive donations.

**Fresh & Easy** – Shop at Fresh & Easy from 9/15/09 to 12/31/09, and turn in your receipts to the school office.

### **Parental Visitor Policy**

It is the policy of NCA that parents who visit their child's classroom during school hours must first sign in at the school office in the Visitor log book and obtain visitor badges prior to entering the rest of the school. The purpose for being at school must be noted. Parents must also sign out and return their badges upon leaving school premises. Parents are always invited to come and have lunch with their child, just be sure to sign in when arriving and sign out when leaving, and no badge is necessary during this time. NCA welcomes and encourages parents to participate in the classroom activities; however the teacher has the authority to determine the level of parental involvement in the classroom. Major school events and/or field trip chaperoning do not require parental sign in or sign out.

### **Parent-School Communications**

The following policies and events facilitate parent-school communication:

- Your child's teacher will let you know his/her preferred method(s) of communication: phone message, written note, or email.
- The teacher will let you know where to leave notes in the classroom, or you may leave them in the school office to be placed in the teacher's mailbox.
- Fall Back-to-School Night, Parent-Teacher Conferences, and Spring Open House, as well as other events, help parents to get acquainted with the school.
- As the teacher's time and attention should belong to the students, please limit conversation on arrival and departure to necessary information or instructions for the welfare of the student. Conferences may be scheduled for extended conversation concerning your child.
- The "Weekly Warrior" newsletter will be emailed to you. Please fill out the form in your Back-to School packet or let the school office know that you would like to be included. It is important that we have an updated email address on file. If you do not have computer access, please let us know and we will send a hard copy home with your child. Be sure to carefully read through the Weekly Warrior.
- Teachers need to be informed of changes that may affect your child's emotions or behavior during the day. Please be assured that this information will remain confidential.
- Parent observation - you may observe our program any time. Please call in advance so we can be sure your child is not away on a field trip, or involved in a special activity outside the classroom. For safety reasons we ask that all visitors sign in and out to the school office.
- Remember that our school website, [www.norwalkchristianacademy.com](http://www.norwalkchristianacademy.com) is a great place to go for information about upcoming events.

### Parent Concerns

Parents are encouraged to follow the correct procedure in voicing a complaint, realizing that all those involved in Norwalk Christian Academy are working toward the same goal. Parents are asked to follow Biblical principles, and not discuss other children, parents or staff in a negative manner.

In Matthew 18:15-16, Jesus gives His formula for solving person-to-person problems. We call it the "Matthew 18 Principle" for solving school problems. The following are the words of Jesus:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

The Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems. Concerns should be addressed in the following order: Teacher, Principal, and then Superintendent.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

*"Behold, children are a heritage from the Lord,  
The fruit of the womb is His reward."  
Psalm 127:3*

