

Parent-Student Handbook

2012-2013

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Mission, Goals, Standards, and Objectives

Mission

Normandie Christian School's mission is to provide all students with a high quality, challenging academic program that teaches Christian principles and values. A Normandie Christian School education seeks to develop students who will be strong in character, confident in identity, and committed to service.

Goals

Academic: At Normandie Christian School, our goal is to create academic excellence in all students, which will inspire them to become life-long learners. Our academic curriculum is comprehensive, rigorous, and tailored to meet the academic needs of every student. Our belief and our goal is that all students can and will learn at Normandie Christian School.

Spiritual: At Normandie Christian School, our goal is to cultivate Christ-like character in all students. By reinforcing the values and character qualities taught in the New Testament and in your homes, we are helping children learn to live a life honoring the Lord Jesus Christ.

The purpose of a Christian education is to integrate basic Christian values into every area of the curriculum. "Follow the example as I follow the example of Christ" (1 Corinthians 11:1); "...and Jesus grew in wisdom and stature, and in favor with God and man" (Luke 2:52).

Christian standards of behavior are expected at all times. Normandie Christian School requires courtesy, friendliness, and respect for all students, teachers, and staff as outlined in Matthew 7:12, "In everything do to others what you would have them do to you, for this sums up the law and the prophets." These standards are expected from students, teachers, parents, guardians, volunteers, and staff.

Objectives of Normandie Christian School:

To provide students with an excellent education.

To develop an appreciation and understanding of the spiritual aspect of life.

To train students to be self-disciplined.

To assist students in their growth toward becoming responsible, outstanding citizens with respect for self and others.

To develop in each student the skill of creative thinking and evaluative reasoning.

To instill a sense of fairness, competence and self-reliance in work and play.

Financial Responsibility

It is the responsibility of parents to make sure all financial obligations to the school are met on time. Failure to meet your financial obligations jeopardizes the financial stability of the school. Your tuition is due to FACTS TUITION on the first (1st) of each month. Payments received after the fifth (5th) of the month will be assessed a forty dollar (\$40) late fee in addition to any fees charged by Facts Tuition. **LATE FEES WILL NOT BE WAIVED. PLEASE DO NOT ASK!**

Normandie Christian School will charge a fee of **\$20** for payments made at the school when there is an active agreement with FACTS Tuition. Please make your payments to FACTS according to your 2012-2013 tuition agreement.

Students will be excluded from class if FACTS TUITION does not receive payment and related charges by the tenth (10th) of the month. Please save your child embarrassment and undue stress by paying your tuition on time each month. Normandie Christian School will only accept the registration and the initial tuition

payments. September through May Payments must be sent to FACTS Tuition. Tuition payments for the school year are due as follows:

Payment #1	August 01, 2012	
Payment #2	September 01, 2012	
Payment #3	October 01, 2012	
Payment #4	November 01, 2012	
Payment #5	December 01, 2012	
Payment #6	January 01, 2013	
Payment #7	February 01, 2013	
Payment #8	March 01, 2013	(Pre-Registration Begins for 2013-2014)
Payment #9	April 01, 2013	(Open Registration Begins for 2013-2014)
Payment #10	May 01, 2013	(Final Tuition Payment for 2012-2013)

All registration and tuition payments are non-refundable.

Payment Options

Payment in Full - You may make your payment for the full amount on or before September 01, 2012 at Normandie Christian School. Parents using this option will receive a 50% discount on their registration fee for the 2013-2014 school year. Discount is assessed per family, not per child.

Payment per Semester - You may make payment in full for the first semester on or before August 01, 2012 and payment for the second semester on or before February 01, 2013 at Normandie Christian School. Parents using this option will receive a 25% discount on their registration fee for the 2013-2014 school year. Discount is assessed per family, not per child.

Fund Raiser Requirement

Normandie Christian is unable to financially survive on tuition alone. Therefore, all families must meet an annual fund-raiser requirement. This fee is assessed according to the number of children enrolled at the school. The totals are as follows:

1 Child	\$200 per year
2 Children	\$300 per year
3 Children	\$400 per year
4 Children	\$500 per year

The school provides many different opportunities for you to complete your fundraiser requirement. In addition to participating in fundraising activities through NCS, you may also pay the requirement to the office. Fundraising options are discussed during orientation, CAPTAF meetings, school assemblies, and notices/information sent home. The fundraiser requirement is a financial obligation and must be completed on or before **May 01, 2013**. Notices and information will be sent home regarding all available fund-raisers. Please contact Mrs. Quick if you have any questions regarding any of the fundraising activities or to check your remaining balance at anytime.

Withdrawal from School

If it becomes necessary for you to withdraw your child from school, you are required to give the school thirty (30) days notice of withdrawal. **THERE WILL BE**

NO REFUNDS FOR WITHDRAWING STUDENTS.

Expulsions

If your child is expelled from school for behavioral or academic reasons, you are not entitled to, nor will you receive a refund of any funds paid to the school. Please be sure to review the academic and behavioral requirements with your child/children on a continuous basis.

Non-Discrimination Policy

Normandie Christian School of Los Angeles is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment, regardless of race, color, creed, religion, sex, national origin, ancestry, and disability and shall take action necessary to ensure non-discrimination.

Daily Schedule

Morning Extended Day Care	6:00 A.M. – 7:50 A.M.
Kindergarten through Sixth Grade	8:00 A.M. – 3:00 P.M.
Afternoon Extended Day Care	3:10 P.M. – 6:00 P.M.

Students not enrolled in EDC should arrive at school between 7:50 A.M. and 7:55 A.M.

All students must be seated in chapel at 8:00 A.M. Students not seated in chapel by 8:00 A.M. will be marked tardy. Excessive tardiness (5 or more) will impact Bible Contribution grades.

The school day ends at 3:00 P.M. Classroom teachers will walk the students to the large playground for dismissal. Students not picked up by 3:10 P.M. will be sent to Emergency Extended Day Care. The charge for this service is **\$20** per occurrence, per child. This amount is to be paid to the daycare supervisor, who will forward it to the office. Parents who do not pay for emergency EDC upon arrival will receive an invoice. This invoice must be paid by the end of the week or it will be added to your Facts Tuition Balance.

On rainy days, children will be dismissed from the chapel. Students not picked up by 3:10 P.M. will be placed in Emergency EDC.

Students are not allowed on the playground, in any building or to stand outside the gate before 7:45 A.M. or after 3:10 P.M. No one is permitted to play on the playground before or after school without NCS staff supervision. Students are to remain in line and wait for their teacher or their parents.

Do not tell your child to wait for you or your agent on the playground before or after school. If your child is on the playground before or after school hours parents will be charged \$20 for emergency EDC. Students on school premises must be under the supervision of a NCS employee at all times.

Extended Day Care

Students who arrive at school before the school day begins or remain after 3:10 P.M. must enroll in Extended Day Care. Students enrolled in EDC are subject to the same standards of behavior as required during the school day. Students can be temporarily or permanently excluded from EDC for unacceptable behavior. The EDC Supervisor has the authority to make such exclusions. Please discuss the

importance of good behavior before and after school with your child.

Extended Day Care – Monthly Rates

Number Enrolled	6AM-6PM	6AM-7:50AM	3:10PM-6PM
1 Child	\$85	\$55	\$65
2 Children	\$125	\$80	\$95
3+ Children	\$165	\$105	\$125

Emergency day care is \$20 per occurrence, per child.

Unforeseen emergencies arise from time to time. Please call the EDC staff at (323) 752-3122 if you are going to be late. After school EDC ends at 6:00 P.M. Parents arriving after 6:00 P.M. will be charged \$1.00 for each late minute, **no exceptions**. This fee is due and payable upon arrival. This payment is paid directly to the EDC provider. **Students not picked-up by 7:00 P.M. are subject to local laws regarding child abandonment in addition to all applicable late fees.** Remember, calling to inform the staff that you will be late does not eliminate the late fee.

Before & After School Safety

We have collaborated with the Los Angeles Police Department’s Safe Schools program which monitors and directs traffic patterns around schools. Parents and guardians are to follow the traffic patterns established by the city. Students are to be dropped off at the curb in front of the 64th Street gate, traveling west on 64th Street, heading towards Normandie Ave. During the periods 6:30 A.M.-8:00 A.M. and 3:00 P.M.-3:45 P.M., parents may not double park, park in front of the gate or in any driveways. If you need to park, parking is available in the lot on 64th Street. The LAPD Traffic Division will be citing (ticketing) for double parking, “jay” walking, and speeding in the school zone. Your cooperation is appreciated and needed to ensure safety for all of our students.

Academic Expectations

Normandie Christian School has rigorous but realistic academic standards and expectations. These expectations are in accordance with the California State Educational Standards and the Association of Christian Schools International. Students are required to make every effort to achieve their full potential. Failure to make reasonable efforts will manifest in the form of low grades and low standardized test scores. Additionally, students who continue to demonstrate a lack of effort may be denied certain special privileges and are subject to academic probation, leading to dismissal. As a staff, we realize student abilities differ and vary. We also realize that, at times, mitigating circumstances may prevent a child from doing his or her best work at a particular time. Our teachers make every effort to accommodate reasonable, individual needs.

As a parent, the school expects your full cooperation in contributing to the academic success of your child. This can be accomplished by:

Attendance-Make sure your child is at school every day and on time. Late students miss instruction that cannot be repeated.

Homework-Provide a quiet, well-lighted area for your child to complete homework.

Review homework and discuss any concerns with the child's teacher.

Monitor-Teachers send home graded assignments, tests, and comments in homework agendas on a regular basis. Monitor their progress and review work with the teacher as necessary.

Reporting to Parents

Parents will receive a progress report after every fifth (5th) week of the semester. The final semester report card will become part of the student's permanent record.

The tenth (10th) week progress reports will be given to parents during parent-teacher conferences. Parents must attend a conference with the teacher in order to receive the 10-week report progress report.

Final Semester Report Cards may be picked up from the office at the end of each semester. We will only release report cards to parents and legal guardians with financial accounts in good standing.

If you have any questions or concerns about your child's progress, please schedule an appointment with your child's teacher.

Homework

It is the school's policy for students to have homework as an extension of classroom instruction for the purposes of strengthening specific skill areas, review and enrichment, completing classroom assignments, and research.

You can expect your child to have homework assignments Monday through Thursday. The amount and length of homework will depend on your child's grade level and achievement level. As a rule, homework will not exceed one (1) hour per day for grades K-2 and two (2) hours per day for grades 3-6. Friday, holiday, or weekend homework assignments may be assigned at the discretion of the classroom teacher.

Homework assignments are due the following school day, unless otherwise stipulated by the classroom teacher. Exceptions may be made for documented emergencies and illnesses at the discretion of the classroom teacher.

According to the Normandie Christian School policy, most children should be able to do the work independently, however, you may assist them with (not do) their homework, if necessary. If your child is unable to complete homework independently, after a reasonable adjustment period, you should schedule an appointment with the child's teacher.

Spiritual Emphasis Sunday

In an attempt emphasize the importance of personal and family spiritual growth, students are required to attend one regular worship service with our hosting congregation, Normandie Church of Christ, each semester. These services will begin or end Normandie Christian School's Spiritual Emphasis Week. Attendance **is required and graded** each semester. Students fulfilling this requirement will earn grades in Bible Contribution. Students failing to attend this service will earn grades of "0" which will result in lower grade points. Credit will be given to students who attend and remain for the entire worship service. Credit will not be given for "checking in." All students and staff are required to attend.

The required services are as follows:

First Semester – Sunday, October 28, 2012 at 11:30 A.M.

Second Semester – Sunday, March 17, 2013 at 11:30 A.M.

Bro. Thomas, the minister of Normandie Church of Christ, has invited all families to visit and worship here as often as possible. If you do not have a church home, we encourage you and your family to worship here. Regular Sunday School and Church attendance is an expectation for all Normandie Christian School students and is reflected in behavior and Bible grades.

Attendance

Consistent daily attendance is vital for the educational growth of your child. State attendance laws and Normandie Christian School Board Policy requires regular school attendance and punctuality. Students must attend at least 85% of the year in order to be considered for promotion to the next grade. Students who are absent more than fifteen days (15) per semester may not receive credit for the semester. State law requires the school to keep an accurate record of each child's school attendance.

Absences

Students should not be absent from school except for the following reasons:

Illness

Quarantine

Funeral services of immediate family members

Required immunizations (5 days)

Students who have been absent due to a communicable disease (CD) should return to school the first school day following their release by a *healthcare professional*. *Students will not be admitted to school without a written release by a healthcare provider*. Any extended illness that was not due to a CD requires a written excuse from the parent or guardian only.

Daily attendance will be monitored and documented by the classroom teacher. Upon return from an absence, your child must bring a note from home including the following information:

Student name

Date(s) of absence

Reason for absence

Parent signature, phone number, and email address

Students will be held accountable for any work missed due to absences. Students

who have excused absences (AE) (a note verifying a valid absence) will have the opportunity to make up the work missed. Students with unexcused absences (UA) (invalid reason, suspension or without a note) will not be able to make up work and will receive incompletes on assignments missed due to the absences.

Early Dismissal

Students are not allowed to leave the campus during the school day. If a student must leave during school hours, the parent (or documented designee) must send a note to the teacher and come in and sign the student out in the office. Proper identification will be required in such instances. Please make sure the person(s) picking your child up from school are listed on their emergency card. Otherwise, we will not release the child until we speak to the parent. Please limit early dismissals to true and legitimate emergencies. Making up of missed assignments will be at the discretion of the classroom teacher. Students will not be released from class until the parent or designee arrives. Students will not be dismissed from class to sit in the office and wait. **Please do not call and ask to have your child sent to the office to wait—we will not accommodate those requests.**

Tardy Policy

Any student not seated with their class in the chapel on time is tardy. Unexcused tardies will be reflected in a student's work habits and Bible Contribution grades. Students who are tardy will also receive a detention during their recess. Students who arrive even a few minutes late, often miss lessons that have already begun and disrupt the programs. Tardiness will be considered chronic if a student arrives late three (3) times in one (1) month. Excessive tardiness reflects poorly on the efforts of the parents, the overall attendance records of the student, and the student's grade in Bible Contribution, which is used in calculating final Grade Point Averages.

Grading

Kindergarten

Kindergarten students will receive marks indicating "Satisfactory Progress," "Some Progress," or "Not Yet" in each particular area of development. Kindergarten students must show adequate progress during the school year to be considered for promotion.

First -Sixth

Students in grades 1-6 will receive a traditional report card. Students earn letter grades A-F. Subjects used to determine the overall grade point average each semester are as follows:

First, Second & Third Grades:

Bible Curriculum

Bible Contribution

Reading

Phonics & Language

Spelling

Math

Technology

Health

Science

Social Studies

Fourth, Fifth & Sixth Grades:

Bible Curriculum

Bible Contribution

Reading

Language & Composition

Spelling

Math

Technology

Health

Science

Social Studies

Students with grade point averages of 3.5 and above are Honor Roll Students. Students with grade point averages of 4.0 and above are Principal Honor Roll Students.

Frequent reporting to parents through returned assignments and progress reports will keep parents aware of classroom progress throughout the year. If you have any questions regarding your child's performance, please contact the teacher immediately to discuss your concerns. Be sure to attend the Parent/Teacher conferences, held once each semester. Unless there is a clear violation of Normandie Christian School's policy on grading, grades assigned by the classroom teacher will not be changed on semester report cards. Please monitor your child's grades and attendance carefully and continually.

Parent Volunteers

Throughout the year, we are in need of parental assistance. Field trips, festivals, chapel support, materials, and other services are of great help to the teacher and the school. While many schools mandate parent assistance in the school, NCS keeps this optional. If you are available to volunteer on-campus or away from campus, please notify the office. On-campus volunteers are subject to the same guidelines as visitors and must provide medical proof of tuberculosis testing and be fingerprinted, according to Department of Justice guidelines.

Campus and Classroom Visits

Only parents and legal guardians may visit the school during the school day. You must check-in at the receptionist desk and receive a Visitor's Badge before proceeding onto any area of the campus. You may not disrupt any of the normal operations of the school and you must observe all campus rules and guidelines while on campus. Classroom visitations are limited to thirty (30) minutes and may not be used for conferences or discussions with the classroom teacher. If you would like to schedule an appointment with the teacher, you may call the school office and schedule an appointment. However, the appointment will not be during instruction or staff development periods. If a teacher reports that a visitor is disruptive to the instructional program, that person's visitation rights may be suspended for the duration of the semester. Parents and guardians are not permitted to loiter on campus before, during, or after school.

Parents are not permitted to interrupt the activities of the school day for any reason. This includes chapel, classroom, recess, and lunch breaks.

Dress Code and Appearance

The Normandie Christian School uniform is simple and comfortable, designed to keep students from focusing on their clothing and focusing on their studies. All uniforms must be clean and in good repair.

Daily Uniform for Girls

The girls' uniform consist of a red and gray plaid jumper, skirt, skort, pants or shorts; (girls should not wear gray pants) a white blouse or polo (white, red, or gray) and red uniform sweater. This basic uniform attire is a daily requirement.

Daily Uniform for Boys

The boys' uniform consists of gray uniform pants, a black belt, a white button down shirt or polo (white, red, or gray) (no T-shirts) and red uniform sweater. This basic uniform attire is a daily requirement. Pants must fit the student at the waist and may not be rolled at the waist. Shirts must be tucked in pants.

Shorts, Skirt, Dress Length

The skirt, dress, and shorts are to be no shorter than a girl's fingertips when her arms are at her side. The length must be two inches above the top of the kneecap.

Shoes and Socks

Shoes must have closed heels and toes. No sandals, high heels, or boots higher than the knees are to be worn. Girls may not wear shoes with high heels to school. Shoe skates are not allowed at school. Socks for boys should be white. Girls may wear red or white socks or stockings.

Students are not to wear or bring make-up to school. This includes tinted lip-gloss. Such items will be confiscated and immediately disposed of by school personnel.

Jewelry

No offensive, distracting, or dangerous jewelry is permitted. If a student chooses to wear jewelry to school then he/she is responsible for it. Boys are not permitted to wear earrings at any time and girls should not wear earrings longer or wider than one inch.

Free Dress Days

Occasionally, during the school year, students have the option of wearing clothing other than the school uniform. Students may wear clothing of their choice as long as they adhere to the standard of dress mentioned above. T-shirts and dresses are to be tasteful in their design and/or message; no plain white or black t-shirts are allowed. Bare midriff shirts are not allowed. If an optional dress theme has been assigned, students must either adhere to the theme or wear their school uniform.

Parents are primarily responsibility for the proper and appropriate dressing and grooming of their child (ren). Please adhere to the following guidelines regarding student dress:

Hairnets, curlers, silver 'duck bill' hair clips and slippers are not to be worn to school.

Hats and sun visors are not to be worn to school. The exception to this is rainy weather.

However, students are not to enter the chapel or classroom with hats on at any time.

Male students are not to have symbols, designs, or words cut into their heads.

Male students may not wear earrings to school.

Students must wear socks and closed-in shoes. Shoe color is at the discretion of the parents. Sandals are not permitted at any time.

Wearing of any gang symbols such as handkerchiefs, earrings, hair designs, or attire indicating gang affiliation is not allowed. Wearing or possessing these items at school will result in expulsion from school.

Medication

Students should not bring aspirin, inhalers or other patent "over the counter" medicines or prescription drugs to school. Adults must have control of all medication at all times. The school nurse or other designated employee may administer medications at school providing there is a **LETTER FROM THE PRESCRIBING PHYSICIAN** stating the method, time, and amount to be given **and a LETTER FROM THE PARENT** asking the school to comply with the doctor's orders. New letters must be presented to the school at the beginning of every school year, no exceptions. Medication in the office must be picked-up by the parent on or before the end of the second semester. Medication from the previous year will be disposed of prior to each new school year.

Label Belongings

Please label all of your children's belongings. Sweaters, book bags, lunch pails and other items sometimes look alike and students are always leaving them behind. It is the student's responsibility to keep up wit his or her belongings. Lost articles will be kept in a central location (to be determined). We continue to find articles left on campus without the proper identification, so please label your child's belongings. The school is not responsible for lost or damaged items.

Money

If you send money to school for any reason, please put it in an envelope, and write the amount, what the money is for and who the envelope is to go to. This includes lunch and snack money. Students in the lower grades are often unable to communicate clearly, what they have been given money for.

Cell Phones and Electronic Devices

Cell phones and other expensive electronic devices should be left at home. Any cell phones or electronic devices seen or heard will be confiscated by school personnel. *Parents will be charged a fee of \$20 to have the confiscated item returned.* In the event cell phones or electronic devices are lost, stolen, or damaged the school will take absolutely no responsibility for the item. Please encourage your child to leave these items at home.

Home-School Communication

Your child's education is enhanced when communication between the home and the school is ongoing. Our goal is to keep you informed, so little problems do not become serious ones. Throughout the year, the teacher and the office will send home material that may require your signature. We need your support and cooperation in assuring that your child gives you any and all notices sent home. Having to answer questions about information already relayed via an informational letter or monthly calendar takes away time from completing tasks associated with the daily operations of the school day. Establish a routine with your child to ensure that all information being sent home is received and read by you, as the parent or legal guardian.

This year, we are trying to find more economically-friendly ways to keep the lines of communication open. In addition to email ([HYPERLINK "mailto:normandiechristian@sbcglobal.net"](mailto:normandiechristian@sbcglobal.net) normandiechristian@sbcglobal.net) and our website ([HYPERLINK "http://www.normandiechristian.org"](http://www.normandiechristian.org) www.normandiechristian.org), you can follow us on Twitter (@NCS6306) and friend us on Facebook.

Discipline

The goal of our SCHOOL DISCIPLINE PLAN is to teach each child self-respect, self-control, and respect for others and how to have positive social interactions. We believe that each child should feel safe, secure, happy, and have a maximum opportunity to learn in a positive, Christian environment. Good discipline does not happen by itself. We need your support. An effective discipline program is the result of parents, teachers, and students working together. Normandie Christian School will be using Assertive Discipline techniques. Central to his approach is communication. Students are made aware of the rules so they know exactly what is expected of them. They know the consequences if they break the rules, and they know that they will be periodically rewarded for following them. Each teacher has a classroom discipline plan and this explains our general school rules, playground and cafeteria standards of behavior.

Playground Rules

Students will...

- Follow the directions of the playground staff.
- Will not tease, bully, or use inappropriate language.
- Stay in the playground area and not in the building.
- Keep hands and feet to themselves.
- Go to the restroom and get water quietly, before the bell rings.
- Use playground equipment and restroom appropriately.

Lunchroom Rules

Students will...

- Follow directions of noon supervisors
- Keep hands and feet to themselves.
- Not throw food or objects.
- Clean up their area, wipe their place, and discard their trash.
- Speak in a quiet voice and be considerate of others.
- Remain in their assigned area until dismissed.
- Not take food or drinks from the eating area.
- Stand quietly and orderly in the lunch line.

Consequences

Students are expected and required to follow the rules and any instructions given by school

personnel, Foster Grandparents, and parent volunteers. Students who do not follow school rules and/or obey school personnel will be referred immediately to their classroom teacher. The classroom teacher will then follow their discipline plan, as outlined during the classroom visit at Parent Orientation. Students who fail to follow the rules on the playground, in the chapel, in the restrooms, or in the lunchroom, will receive discipline as follows:

1st Offense: Supervising staff will give the student a warning.

2nd Offense: Supervising staff will send a written report to the classroom teacher along with a description of the action taken.

3rd Offense: Classroom teacher will detain the student according to classroom discipline procedures.

4th Offense: Classroom teacher will contact the student's parent and complete a conference with the student and their parent.

5th Offense: Classroom teacher will refer the student to the Principal for immediate suspension.

Students will be suspended a maximum of three (3) times during the school year.

If a fourth (4th) suspension becomes necessary, the student will be expelled from Normandie Christian School. Any student expelled from school is not entitled to the refunding of any fees or tuition paid or due.

Rewards

An important part of any discipline plan is a program to acknowledge and motivate good behavior.

Student of the Week: Following the Friday chapel program, one (1) student from each grade will be recognized for good behavior, academic performance, or noticeable improvements during the week. Certificates will be presented along with a prize. Prizes will vary and parents are encouraged to donate prizes to the school for this purpose. All students must meet the expected standard of behavior to be recognized as a Student of the Week. This award is not numerical. Please see Ms. Rhodes (4th Grade and After School Day Care) to donate prizes.

Student of the Month: On the last Friday of each month, one student will be recognized as the Student of the Month. The classroom teacher will select this student based on her observation and interaction with the children during the month. The selected student will have done an EXEMPLARY job in demonstrating behaviors currently being emphasized in our school-wide discipline program.

S.T.A.R.S. – Success Through Accepting Responsibility

This is a systematic school-wide program that has been successfully utilized at our school. It teaches personal responsibility, productive academic behavior, respect for self and others, persistence and courtesy. Students learn...

to use ethical decision making and problem solving skills.

to accept the consequences of their actions.

to develop self-confidence, self-esteem and positive attitudes

to ask themselves “What would Jesus do?” and pattern their actions after Him. Each month the entire school focuses on a school-wide theme. Together, these themes represent ‘Steps to Success.’ Key words and phrases are introduced to the students in chapel, classroom lessons, and discussions. Words such as HONESTY, KINDNESS, GENEROSITY, and RESPONSIBILITY are tied to verbal and visual clues that are discussed throughout the school year. We encourage parents to work with the school to support your child in developing skills of personal responsibility and spiritual growth. Monthly themes are as follows:

<u>Month</u>	<u>Themes</u>
September	Be Here & Be On Time
October	Be Prepared
November	Be Obedient
December	Be Responsible
January	Be a Tough Worker
February	Be Patient
March	Be Christ-like
April	Be Grateful
May	Be Friendly
June	Be Faithful

General Rules of Conduct

We are courteous and considerate of others.

We speak to all adults with respect.

We do not talk and play in the lines before and after school.

We do not run, play, eat, or drink in the chapel. We do not put our feet on the pews or play with the songbooks.

We take care of school property and make good use of school supplies

We cooperate with teachers, aides, Foster Grandparents, substitute teachers, and student helpers.

We will be suspended for stealing, fighting, and threatening to fight before, during, or after school.

We never curse or use inappropriate or offensive language.

We run when it is part of an organized activity (we do not play tag, keep-away, chase, or hide-and-seek).

We leave the following items at home at all times: knives, weapons, sharp objects, large sums of money, toys, radios, sunflower seeds, gum and candy. Balls may be brought to school with the permission of the child's teacher. The school is not responsible if they are lost, stolen, or damaged. If balls brought from home are used inappropriately or if they cause disruption, they will be taken away.

We use the restrooms appropriately. Our parents will pay for anything we break.

We never spit on any person or piece of school property, including the playground.

We are always well-groomed, dressed neatly and our uniforms are clean.

Safety To and From School

We use the sidewalk and crosswalks at all times.

We never cross the street in the middle of the block or between cars.

Safety at School

We are quiet and listen carefully during emergency drills.

In an emergency, we leave the building quickly, but without running.

We keep our shoes on at all times. Open toe and open heel shoes are not permitted.

We immediately report falls and accidents to the nearest adult.

We never leave the school grounds without adult supervision.

Inside the Building Standards

We remain in the classroom at all times unless we have permission to leave.

During recess and lunch we do not leave the playground area. We must have permission to go to the office.

We always walk in the classroom and in the building.

We enter and leave the classrooms carefully, orderly, and quietly.

We walk to the lunch area with our class and our teacher.

We line up quietly before entering the cafeteria.

We carry equipment to and from the playground-no bouncing or throwing balls in the building.

We eat and drink in assigned areas only. We do not eat in the halls, restrooms, or chapel.

We sit on the bench and eat snacks at all times.

Playground Safety

We immediately stop playing when the bell rings and walk to our lines when the yard supervisor gives us direction.

Rocks, sand, and dirt clods are never thrown.

We do not engage in dangerous play. This includes chase, tag, hide-and-seek and any

game that involves touching, hitting or kicking.

We exercise good sportsmanship and follow game rules.

We help new students with game rules and the use of the equipment.

We always use the trashcans provided. Keeping our school clean is everyone's responsibility.

We never talk to anyone at the playground fence.

We report dangerous situations to the nearest adult immediately.

Educational Code References-Suspension

The following quotations from the California Education Code will be the criteria for suspension or expulsion.

E.C. 48903

Continued willful disobedience

Habitual profanity or vulgarity

Open defiance of authority of school personnel

Assault and battery upon a student

Threat of force or violence against school personnel

Smoking or having tobacco

E.C. 48904

Using, possessing or selling narcotics

E.C. 48907

When other means of correction have failed

E.C.48909

Cutting, defacing, injuring school or personal property

2012-2013 Calendar of Events

2012

August 30	Parent Orientation (6pm)
September 04	First Day of School
September 25	CAPTAF #1 (6pm)
September 28	All School Trip (Los Angeles County Fair 9am-6pm)
October 10	5-Week Progress Report
October 11	Safe Moves Assembly (9-10:30)
October 28	Spiritual Emphasis Sunday (NCOC@11:30am)
October 29-November 02	Spiritual Emphasis Week
October 30	CAPTAF #2/Back-to-School Night (6pm)
November 06	Fall Picture Day (Full Uniform + Sweater)
November 12	Veteran's Day (No School)
November 14 & 15	Parent/Teacher Conferences (3:30pm-5:30pm)
November 16	10-Week Progress Report Issued at Conf.
November 19-21	Free Dress Day
November 22-23	ACSI Educator's Conference (No School)
November 27	Thanksgiving Holidays (No School)
December 04	CAPTAF #3
December 05	Make-Up/Re-Take Fall Photo (Full Uniform + Sweater)
December 07	Field Trip, "Chocolate Nutcracker" @ UCLA (9am-2pm)
December 18	Grandparent's Day (10:00 am)
December 21	15-Week Progress Reports Go Home
December 24-January 04	Last Day of School in 2012 (Free Dress)
	Winter Break (No School)
<u>2013</u>	
January 07	School Resumes 2013
January 15	Dr. King Program (1:30 pm)
January 21	Dr. King's Birthday (No School)
January 29	CAPTAF #4 (6pm)
February 01	Bro. Carroll Pitts Birthday Program (8am)
February 01	First (1 st) Semester Ends
February 04	Second (2 nd) Semester Begins
February 07	First (1 st) Semester Report Cards Go Home
February 13	First Semester Awards Assembly (8:30am)
February 15	Lincoln's Birthday (No School)
February 18	President's Day (No School)
February 22	Black History Program (1:30 pm) (African Attire Dress Day)
February 26	Panorama Picture (9am) (Free Dress)
February 28	CAPTAF #5/Family Talent Night (6pm)
March 01	Career Day (9am-2pm)
March 05	Kindergarten & Sixth Grade Cap & Gown Pictures
	Sports and Activities Pictures
March 13	5-Week Progress Reports Go Home
March 17	Worship @ Normandie Church of Christ (11:30am)
March 18-22	Spiritual Emphasis Week
March 26	CAPTAF #6 (6pm)
March 28 (Tentative)	All School Trip – Amtrak Train (8am-6pm)
March 29	Good Friday (No School)
April 01-05	Spring Break (No School)
April 16-18	NCS Science Fair
April 19	Spring Pictures (Free Dress)
April 24 & 25	Parent/Teacher Conferences (3:30pm-5:30pm)
	10-Week Progress Report Issued at Conf.
April 30	CAPTAF #7/Science Fair Awards Issued (6pm)
May 01-09	Terra Nova 3 Testing Period
May 10	King & Queen Coronation (1 pm)
May 20-23	Spirit Week (Theme Dress or Uniform)
May 24	International Day (Free Dress)
May 27	Memorial Day (No School)
May 29	15-Week Progress Reports Go Home

May 31 All School Trip (Free Dress)
June 09 NCS Benefit Luncheon (12:30 pm)
June 13 Kindergarten & 6th Grade Promotion Ceremony (10 am)
June 14 Awards Assembly, 1st-5th (10am) Last Day of School, **12 noon dismissal (No PM EDC)**

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