



"Building global ready leaders for all of life."

# K-12<sup>th</sup> GRADE PARENT-STUDENT HANDBOOK 2017-2018

**Office Hours: 7:45 a.m. to 3:30 p.m.**

**School Hours: 8:30 a.m. to 3:00 p.m.**

The school office is closed during school holidays. Summer hours vary.

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# Introduction

## Mission Statement

*“Building Christian leaders prepared to thrive in Life, Work and Service”*

The mission of North Valley Christian Academy is to build leaders who are thoroughly prepared to thrive in life, work, and service to others. This mission is achieved through a challenging and research-driven program of academic excellence in a caring, Christ-centered environment by teachers who effectively integrate faith development and academics from a distinctly Christian worldview.

We believe the most effective program of education is one that is strong in the liberal arts and has a foundational core in unchanging truths. Additionally, our comprehensive program of education fully prepares students to thrive in the 21<sup>st</sup> century—and includes building life skills, relational skills, technology skills, and critical thinking skills. These areas of learning are complemented by opportunities in athletics, music, and the fine arts.

## Purpose

North Valley Christian Academy strives for excellence in three areas – academics, spiritual formation, and a Christ-honoring educational environment. The statements below describe the desired outcomes in these three areas:

1. *Provide a high-quality education*, which prepares students for continued academic success, from a Christian worldview by Christian teachers.
2. *Provide spiritual growth*, acknowledging that the primary responsibility for spiritual formation lies with the parent, nurturing and encouraging children to enter into and grow in a personal relationship with Jesus Christ.
3. *Provide a Christ-honoring environment* that fosters the social-emotional well-being of students and provides for their physical safety.

## Core Values

North Valley Christian Academy believes that each child is unique, equipped with special gifts from God, and has a God-ordained purpose in life. The job of the faculty and students is to seek and develop those unique gifts. Thus, we are committed to academic excellence in conjunction with biblical values. The school strives to meet these special needs in five primary areas:

**Leadership** — We are a school community that develops, mentors, and empowers students, parents, and staff to grow and reach their full learning and developmental potential.

**Excellence** — We are a school community that values research-driven, relevant, rigorous, values-based and Christ-centered education – with students, parents, and staff developing a love for life-long learning.

**Relationships** — We are a school community that reflects healthy, positive-focused, committed, invested and involved students, parents, and staff that work together as partners in education and learning.

**Service** — We are a school community that leads by serving. Our students, parents, and staff carry out this value by intentional action – serving others locally, nationally and throughout the world.

**Integrity** — We are a school community that leads with integrity, professionalism, and a commitment to strive to honor God in all we do.

## Statement of Faith

1. We believe the Bible to be the one inspired, infallible, authoritative Word of God. (2 Timothy 3:16-17, 2 Peter 1:20-21, John 20:31, Matthew 25:35)
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4, Mark 12:29, Matthew 28:19, 2 Corinthians 13:14)
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory. (Matthew 1:20-21, John 10:30-38, Matthew 26:28, Hebrews 9:14, 1 Peter 3:22, Philippians 2:9, Revelation 19:11-12)
4. We believe that regeneration by the Holy Spirit is absolutely necessary for salvation of the lost and sinful man. (Romans 8:11, 1 Peter 3:18, Romans 10:9-13, 1 John 1:9)
5. We believe the Lord Jesus Christ died for men's sins according to the Scriptures, and all who believe in Him have the forgiveness of sins through His blood. (1 Cor. 15:3, Eph. 1:7) We believe an individual becomes a child of God by being born of the Holy Spirit by the word of God through a personal faith in Jesus Christ. (John 1:12-13, 1 Cor. 3:16)
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:16, Galatians 4:6, 1 John 3:24, 1 Corinthians 3:16)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (Hebrews 9:27, 2 Peter 2:9, Revelation 20:12, Psalm 96:13)
8. We believe that heaven and hell are definite places. (Luke 11:12, Acts 7:49, John 14:2-4, Hebrews 11:10)
9. We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 14:23, Ephesians 5:30, 2 Corinthians 11:2, Deuteronomy 14:2)
10. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). The rejection of the image of God within that person.

The Holy Scriptures teach that God, in creating the world, gave marriage to be the lifelong union of one man and one woman (Genesis 2:24), a gift to be held in honor and kept pure (Hebrews 13:4; 1 Thessalonians 4:2-5). As a man and woman freely commit themselves to one another, God Himself joins them as one. Marriage is far more than a social contract or a mere interpersonal bond. It is an act of God the Creator. So our Lord Jesus says in Matthew 19:4-6: "Haven't you read that at the beginning the Creator made them male and female and said, 'For this reason a man shall leave his father and his mother and be united to his wife and the two shall become one flesh?'"

Marriage cannot be rightly understood apart from another gift: the gift of children. As He creates man and woman, God says, "Be fruitful and multiply" (Genesis 1:28). As the two become one flesh, the highest possible result of this marriage union, when it is God's will, is the conception and birth of a child. The child is in every sense the one flesh of the mother and father and the living sign of their union. The optimal setting for the care of children is the loving marital unity of a man and a woman. In such marriage children are nurtured within the distinctive uniqueness and created differences of male and female serving together in the family.

The biblical understanding of the marriage union of man and woman is both purposeful and beautiful. Its purposes include the procreation and nurture of children, the mutual joy and the support and encouragement given to one another by husband and wife, and the restraint of selfishness and sin as each seeks to serve the other's needs. Such purposes reveal a beauty so great that Ephesians 5:21-33 connects marriage to the holy union of Christ and His bride the church. The apostle Paul writes that even as Christ, the bridegroom, pours forth sacrificial love for His church, the bride, and she trustingly commits her life to Him, so also husbands are called to sacrificial love toward their wives and wives to a willing respect for their husbands.

This, in brief, is the Bible's teaching on marriage – so it is also the doctrine of the Lutheran Church – Missouri Synod (LCMS). Every congregation and called worker of the LCMS accepts the Scriptures of the Old and New Testaments as the written Word of God and the only rule and norm of faith and of practice. Congregations and church workers also gladly declare their unswerving conviction that the confessions of the Lutheran church, as found in The Book of Concord (1580), are in full agreement with the Scriptures. LCMS congregation, pastors, and other called servants thus agree to abide by the doctrine of the Synod. To believe that marriage is a sacred union of one man and one woman is not a political opinion or a cultural bias, it is the clear teaching of Holy Scripture, something that the members of the Synod believe, teach, and confess as the very truth of God.

We believe that any form of sexual immorality (including fornication, homosexual behavior, bisexual conduct, and the use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of NVCA as the a body of believers in Christ, and to provide a biblical role model to the families and staff of our school, it is imperative that all persons employed by NVCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that every person must be afforded compassion, love kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of NVCA.

## Student Outcomes

NVCA student graduates will:

- Have the academic and life skills necessary to pursue and excel at the most challenging high schools, colleges, and universities in our country or abroad.
- Be prepared for our rapidly changing world through the full utilization of leading-edge technology used to facilitate and enhance lifelong learning.
- Develop their skills and gifts to the fullest potential through a balanced, research-proven, liberal arts curriculum that seeks to educate the whole person - mind, body and spirit.
- Have a global understanding and perspective, as well as a respect and appreciation for the ethnic and cultural diversity of the world.
- Be secure in the foundations of their faith; ready to demonstrate servant leadership, compassion, and service to others throughout their lives.
- Be leaders who are well prepared to thrive in *all of life*.

## Admissions

## Policy

NVCA desires to partner with families who understand and support the overall philosophy, mission, vision and goals of the school. Enrollment at NVCA is a privilege, not a right. As a private school, **please understand that not all applicants to the school may be accepted.**

NVCA will evaluate students upon their individual needs, teacher and administrator recommendations, behavior reports, report cards, and standardized tests. In addition, an interview will be conducted with the family before any offer of admission can be given. NVCA has a right to withhold admission of ANY student that we believe may not be best served by the school, or that would have a negative effect on the greater good of the school community.

NVCA admits students of any race, religious preference, color, gender, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

NVCA is directly connected with two of the largest private school systems in the nation. It is one of over 2,400 schools within the Lutheran Church-Missouri Synod national school network. NVCA is also part of ACSI – the Association of Christian Schools International, which has over 3,000 schools across the nation, and over 20,000 Christian schools internationally. These two school systems provide exceptional school support in the areas of educational research, school governance, professional growth, curriculum, networking, and leadership development.

## Re-Enrollment

A re-enrollment fee is due each school year for those who desire to re-enroll their child for the subsequent school year. In order to re-enroll, the family's account must be current (i.e., tuition paid through the month of January). Payment of the re-enrollment fee implies intent to attend the following school year. Returning families have a two-week period to re-enroll after which new applicants will be offered openings.

NVCA desires to meet the needs of each student enrolled; however, if it is determined that we cannot meet the educational needs of a student, or if a student's conduct is inconsistent with the school's behavior guidelines, NVCA reserves the right to deny re-enrollment.

### Updated Emergency Information

Every child enrolled at NVCA must have **up-to-date emergency information** on file at all times. This information card is filed in the school office with a copy in the student's classroom that accompanies the student on field trips and off-campus events. This information is also used to contact parents in the event of a child's illness or injury. Since it is very important for the school to be able to contact parents in the event of an emergency, we ask that you inform the school office whenever there is a change to any of the information contained on the emergency card. When child custody information changes, be sure to inform the office clearly when and where emergency contacts will be available.

**When both parents will be out of town, it is important that the school be notified in writing of those dates, as well as the names and phone numbers of caregivers/carpool drivers.**

## Withdrawal

If for **ANY** reason, a parent chooses to withdraw their child from NVCA, the withdrawal **must be in writing** to the school office. No student transcripts will be mailed to the next school until the full tuition obligation is paid, as outlined in the signed tuition contract. **There are no tuition refunds.**

In the rare occasion that a family crisis necessitates withdrawal from the school, the family may request a waiver from the remaining tuition obligation. To do so, they must provide a written explanation to the Executive Director at the time of withdrawal. The Executive Director, in consultation with the NVCA Board of Directors, may or may not elect to provide a waiver from the remaining tuition obligation as set forth in the signed tuition contract.

If the annual tuition obligation has been paid in full, any excess beyond the tuition contract obligation will be returned within 30 days.

## Financial Obligations

A schedule of fees is established annually by the NVCA School Board of Trustees.

### **Testing Fee for New K-8<sup>th</sup> Grade Students**

Each applicant will be charged a testing fee. This non-refundable fee is due when the application is submitted.

### **Registration Fee for New Students**

An applicant should be prepared to pay a registration fee for each child being enrolled. Payment of registration fee implies intent to attend. This fee is non-refundable.

### **Current NVCA Student Re-Enrollment Fee**

Re-enrollment forms will be available in January. The registration fee is due at the time of re-enrollment. Returning families have a two-week period to re-enroll after which new applicants will be offered openings. This fee is non-refundable unless the family is moving out of state.

### **Tuition Payment Options**

To set up your account: GO to our school web site: [www.northvalleyca.org](http://www.northvalleyca.org) and SELECT Campus Life, Parent Links, FACTS Account

- All tuition payments will be made using **FACTS Tuition Management**.
- Annual tuition paid in full by July 5<sup>th</sup> receives a 5% discount.
- Semester payments paid by July 5<sup>th</sup> and December 5<sup>th</sup> receive a 3% discount.
- Monthly payments will begin on July 5<sup>th</sup> and end on May 5<sup>th</sup>.
- Refer to details in the enrollment packet for further information.

**Field Trip Fee:** Costs of field trips vary by grade. Teachers notify families of the field trip fees.

**Uniform Expenses:** The cost of uniform clothing will be the responsibility of each family.

### **Financial Aid: Elementary Students K-10<sup>th</sup> Grades**

The primary purpose of the NVCA Financial Aid Program is to provide tuition assistance to those existing NVCA families who, without such assistance, would be unable to keep their children at NVCA. This aid is given primarily to families experiencing a short-term financial difficulty. Before a student's family can apply for assistance, that child must be fully registered and accepted by NVCA for the coming year. Only under special circumstances will a first-year family be considered for financial assistance. The priority for the distribution of scholarship funds will be given to returning NVCA families. Applications and guidelines for financial assistance may be obtained from the financial aid coordinator or Business Manager. Note that tuition assistance would provide only partial coverage of tuition.

## Organizational Overview

## NVCA School Governance

NVCA is an independent, self-operating and owned, private Christian school led by an elected School Board of Trustees. Our governance structure is based on the latest and most comprehensive research available on leading effective schools in the 21<sup>st</sup> century. Our independent structure allows NVCA the freedom to build a broad "school association" with a variety of organizations, churches, and Christ-centered ministries throughout our community. The partnerships developed through this school association are extremely important to help NVCA reach its vision to be the best school in the North Valley – and to effectively reach the school's mission to *"build Christian leaders thoroughly prepared to thrive in all of life."*

### **How does our School Board operate and govern?**

Non-profit, private school governance research is clear about the type of governing structure that has the greatest impact on building a school of excellence. NVCA has adopted this "policy-based" governance structure. The school board has the power and authority, among other things, to adopt, amend, or rescind bylaws for the corporation and to develop governing policies for the organization. The school board does not manage school employees, programs, or get involved in day-to-day operations and decision-making. These areas are left to the professional educators and those with extensive

school experience – the leadership, faculty, and staff. The board holds school leadership accountable to achieve specific annual goals, to have a plan of ongoing school improvement, and to provide an appropriate and effective research-driven program of education. Individual concerns regarding the classroom, staff members, or the school are handled by going directly to the person responsible – not the board. NVCA follows this process, as it is the most effective, appropriate, healthy, and God-honoring direction for resolution and is based on the Biblical principle of Matthew 18.

### **What are the key responsibilities of our School Board?**

Our board provides visionary leadership to:

- Serve and protect the school’s mission and core values
- Develop and communicate the vision of the school
- Develop and implement policy
- Support and encourage the school’s staff
- Select, support, encourage, and formally evaluate school leadership
- Give financially to the school; facilitate and participate in fund raising
- Ensure financial sustainability and integrity, and approve an annual budget
- Evaluate and improve itself as a governing board

### **What are characteristics of exemplary School Board members?**

Board members are solid, mature Christian individuals who are active in a local church (current board members come from several different churches throughout the community). Board members must be passionate about NVCA and Christ-centered education, and they must be fully committed to the direction, mission, and vision of the school. In addition, they must thoroughly understand and accept their roles and responsibilities as a board member as described above. Board members must demonstrate a willingness to grow, to serve, and to provide direction that is best for the organization as a whole.

### **How are School Board members chosen and elected?**

Current board members, local pastors, or other leaders from the community may recommend new board members. NVCA staff and parents may provide recommendations as well. The board takes these recommendations, interviews potential candidates, and formally chooses and elects individuals based on spiritual maturity, board fit, and board need at that particular time. Consideration factors for selection may also include having a certain professional expertise, business background, or wisdom helpful to the board to reach the vision of the school. Board members serve for two years, and may be elected to additional terms as outlined in the organization’s by-laws.

### **Why isn’t the School Board made up of NVCA parents?**

Research in private school governance does not recommend this as best practice because parents on a school board are put in many challenging and conflicting positions. The board’s role must be to govern and lead for what is best for the whole school. Research shows that it is almost impossible for parents to set aside personal feelings and desires, especially when a decision or policy may specifically affect their own child or family. The best for the whole is often sacrificed for personal bias, agendas, and preferences. Increasingly, a board would find itself pulled down into day-to-day operations, management, and minutia instead of focusing on their key responsibilities of governance and creating the future.

## **Sources of Assistance at NVCA**

NVCA is committed to work in partnership with our parents to build in our students a firm foundation in Christ. Communication between parents and the school is an essential element in this process. In order for your questions and concerns to be handled expeditiously, please take the time to review the guidelines below.

### **The Teacher**

Your child’s teacher is your communication link for questions and concerns relating to the classroom, the instructional program, or any issues relating to your child’s educational experience at NVCA. He/she is willing and eager to hear from you, whether it is regarding a success, a question, or an explanation. Should you have any concerns regarding your child, please contact the teacher first. It is his/her desire that this be a successful year for the child, and he/she will do whatever possible to ensure that happens.

### **The Administration**

It is the responsibility of the Principal to manage the school's day-to-day matters and administer policies. Each Principal is available for discussion should you feel the need to pursue an issue after talking with your child's teacher. If your child's Principal is unable to address a specific matter adequately it may be referred to the Executive Director.

### **Office Staff**

The NVCA office staff is available to answer any questions you may have relating to their areas of expertise. Please feel free to call or email them with any suggestions, needs, etc.

### **Website and Facebook**

General school-wide and classroom information can be found online at [www.northvalleyca.org](http://www.northvalleyca.org). Up-to-date information can be found on the NVCA Facebook page.

## **Role of Parent**

North Valley Christian Academy's philosophy of "partnership with parents" relies on a high degree of parent involvement through the Parent Teacher Fellowship to develop into an effective institution. The role of the parent is significant and cannot be filled by the teachers or the administration.

### **It is our hope that all NVCA parents will become involved in the following ways:**

- Pray regularly and fervently for the school, faculty, students, and administration.
- Cooperate fully with the educational functions of the school and volunteer when available.
- Attend meetings and parent functions regularly.
- Pay financial obligations on time.
- Support the school with gifts in addition to tuition and fees.
- Recommend the school to other families as opportunities arise.
- Seek to resolve any issues if you become dissatisfied with the school in any way.
- Seek the advancement of the school in every area: spiritually, academically, and physically.
- Provide a healthy, happy home environment for your children.
- See that your child develops good habits, such as completing homework first, limiting screen time, and going to bed early.
- Cooperate fully with school policies and disciplinary actions.
- Assume the responsibility for good attendance and on-time arrival.
- Read weekly classroom and monthly administration team newsletters to stay informed.

### **Parents can help their child(ren) succeed in school in the following ways:**

- Send your child to school in a good frame of mind.
- Praise your child often for his/her efforts.
- Build up your child's confidence: "I am proud of you. I know you will do well. You are a hard worker."
- Do not heap praise on unsatisfactory work, but show your child how to improve upon the work.
- Support the teacher and the school. If you have a complaint, talk with the teacher when the child is not present.
- Take what you hear with a grain of salt. Investigate on your own. Ask questions.
- Have books around your home and encourage a regular reading time. Provide your child with reference materials such as dictionaries, encyclopedias, etc.
- Keep your child's school supplies well-stocked on a regular basis.
- Show real interest in school. Attend meetings and class functions whenever possible.
- Look carefully over your child's homework and graded papers, and encourage him/her to complete all work carefully.
- Encourage your child to inquire, look things up, and figure things out for him/herself.

## **Conflict Resolution and Grievance Policy**

Through the course of the academic year there may be instances when it is important to address an area of disagreement or conflict with a teacher, a staff member, or with the school in general. At all times parents and staff are to handle things professionally and with a Christ-like attitude. Understanding both viewpoints is important, and an agreement may be reached; however, there are times when it is acceptable to respectfully disagree with each other. Parents and school, as partners, must work together to resolve conflict at the source, and as soon as possible.

NVCA's policy of conflict resolution is based on the biblical principle found in Matthew 18:

*“If your brother sins against you, go and show him his fault, just between the two of you.”*

Simply stated,

1. Go to the person with whom you have the conflict.
2. Approach the person with humility, and state the concern.
3. If the concern is legitimate and understanding is reached, the goal has been achieved.
4. If the conflict remains, go through steps 1, 2, and 3 again.
5. If, after a second attempt to resolve the concern, the conflict remains, bring the concern to the attention of a second party. In the case of issues concerning NVCA students or issues relating to the classroom, go first to the teacher involved and then, if unresolved, to the appropriate administrator.

With the use of this Matthew 18 principle and a prayerful spirit, God will grace us, as individuals and as a school, with the ability to confront one another in love and hear each other humbly.

### **Role of the School Board**

Under NVCA’s policy-based governance, the School Board of Trustees does not allow itself to be involved in any day-to-day or school management conflicts or grievances. The board could, however, choose to be involved in a grievance regarding a school policy that the board has set and adopted. Exceptions to this policy would be rare, and would be determined by the Board Chairman or Executive Committee. Board members will direct all conflicts back to those involved for resolution.

It should be understood that acceptance for enrollment at NVCA, a private, Christian school, is at the sole discretion of the school. For the good of the entire school community, it is important to establish a positive, healthy parent/school partnership. If parents demonstrate through their actions and/or words that: a) they do not support the school’s mission, vision, faculty and/or administration; or b) they create conflict or dissention within the greater school community; or c) they threaten any parent or staff member (this includes use of profanity); or d) they threaten a lawsuit against any staff member or the school in general--- the school board reserves the right to immediately un-enroll the school family.

The school board and administration of NVCA are fully committed, without reservation, to creating the safest, most secure, positive, and faith-filled environment and culture as possible. Undeniably, students learn, develop, and grow exceptionally more when this type of environment is created and protected.

## **Health and Safety**

### **Closed Campus**

NVCA does not allow students to leave campus except in the company of an appropriate adult. Any adult picking up an NVCA student must be on the emergency pick up list or provide written permission from the parent.

### **Emergency Preparedness**

North Valley Christian Academy wishes to do everything possible to ensure the safety of students in the event of a disaster/emergency situation during the school day. We have a detailed emergency plan and conduct drills on a monthly basis. In the event of a disaster, please try to remain calm and be assured that our teachers and staff will care for your children in your absence. All NVCA faculty members are First Aid and CPR certified.

- Please keep the office informed of any **changes of telephone numbers**. If your child takes daily medication, please provide the health office with a three-day emergency supply.
- **All parents and guests are required to sign in and out at the front desk and wear a visitor’s badge while on campus so that we are aware of individuals present should a disaster occur.**

### **In the Case of a Fire**

- All students will be evacuated.
- No student will be allowed to return to any classroom until it has been cleared by the proper authorities.
- Parents will be notified to pick-up their children if necessary.

### In the Event of a Disaster

- Students will be taken to a safe location for supervision.
- There will be a clearly visible student release center for students to be reunited with their parents or guardians. **In the event that a parent is unavailable, the child may be released only to those adults named as authorized on the child's emergency card.**

### Conduct During Disaster Drills

Students are to remain silent, file out of the building in an orderly manner, and follow the teacher's instructions explicitly. **Parents on campus during a drill are to follow the same procedures as the students and check in with the Command Center on the field.** All visitors and parents must be accounted for during drills and actual emergencies.

## Illness and Injury

**Reminder: When both parents will be out of town, it is important the school is notified in writing of those dates, as well as the names and phone numbers of caregivers/carpool drivers.**

In order to ensure that sick children have their needs met, and to minimize the spread of illness, NVCA staff members will expect you to keep your child home when the following conditions exist:

1. **A temperature of 100F or higher** (Note: Child must be fever-free without the use of fever-reducing medications for 24 hours before returning to school.)
2. **Vomiting or diarrhea** (Note: Child must be free from these symptoms for 24 hours before returning to school.)
3. **Significant symptoms of respiratory illness** (thick colored mucus from eyes or nose, serious cough, wheezing, runny or crusty eyes, sore throat, or earache)
4. **Rash of unknown cause** (If your family physician can identify the rash as not being contagious, we will admit the child to school, providing the rash is not making him/her sick or excessively uncomfortable. Please bring a note from your doctor clearing him/her to return.)
5. **Suspected conjunctivitis (pink eye)** (Symptoms include red, itchy eyes, with crusts that form on the eyelids.)
6. **Contagious conditions** such as untreated ringworm, head lice, impetigo, etc. (Child may not return without a doctor's clearance note.)
7. **Head injury** with any brief loss of consciousness, severe headache, or visual disturbances
8. **Any suspected fracture** unless the parent requests the student be allowed to stay at school (Obvious displaced fractures must be sent home.)
9. **Cuts, gashes or open sores** that appear to require medical attention or **visible bleeding** that cannot be controlled within 5 minutes.
10. For infections requiring a doctor's prescription, please keep your child home 24 hours after beginning the antibiotic.

For all other illnesses, the child may return to school if free from symptoms for 24 hours, providing that the child's behavior indicates that he/she is feeling well.

**Contact the NVCA Administration Office immediately if your child contracts a communicable disease, such as, but not limited to: strep throat; scarlet fever; head lice; chicken pox; impetigo; ringworm; fifth disease; hand-foot-mouth disease; pink eye; mononucleosis.**

### Illness at School

When a student is not feeling well at school, he/she should report to the teacher in charge of the class or activity. When necessary, the student will be sent to the office, and the parents will be notified as deemed appropriate. The school is not equipped to provide extended care for sick children. Students must be picked up within 30 minutes of parent notification. In the event that parents cannot be reached by phone, persons authorized on the emergency card will be contacted to pick up the child. Working parents should make arrangements, in advance, for the care of children when they are sick. **When a student has had a fever, he/she must be fever free for 24 hours (without the use of fever reducing medication) before returning to school.** When your child is picked up due to illness, please check him/her out at the front office.

## **First Aid Treatment**

When a student is injured at school, he/she is given appropriate first-aid, depending on the type of injury. Although we do not have a registered nurse on staff, most staff members are certified in First Aid and CPR. Treatment by the school staff is limited to:

- Applying ice packs
- Washing injured area with soap and water
- Applying antiseptic to wounds
- Providing bandages

## **Student Injury at School**

In the event that a student is seriously injured at school, parents will be contacted immediately. If the parents cannot be contacted and the student's condition merits, school staff will call the paramedics. The school office will continue to make attempts to reach the parents and/or other emergency card contacts, even after the paramedics have been called. An accident report will be completed by the teacher or staff member who was on duty when the accident occurred. Payment for emergency medical services will be the responsibility of the student's parents or private insurance.

## **Medication**

If a child has a prescribed medication, his/her parents are expected to:

1. Complete the Parent Release for Administration of Physician Prescribed Medication by School Personnel form. (These authorizations, which are filed in the school office, must be renewed whenever the prescription changes and at the beginning of each new school year.)
2. Provide prescribed medication (which must be in the original container and prescribed to the student to whom it will be administered) with the attached label containing the following information:
  - a. Student's name
  - b. Physician's name
  - c. Name of medication
  - d. Dosage, schedule, and dose form
  - e. Date of expiration of medication
3. Cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
4. Assume full responsibility for the supply and transportation of all medications to and from school.

## **Medication Administration by School Personnel**

1. The Front Office Staff will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.
3. Each administration of medication will be recorded on a medication log at or immediately following the time of its administration by a school staff member.

## **Safety**

### **Playground Standards**

For the safety of the student as well as his/her peers, all children on the playground will be expected to adhere to the following rules:

- Keep hands, feet, and objects to oneself
- No fighting or wrestling
- Use equipment properly and safely at all times
- Use good sportsmanship and obey game rules
- Return all equipment at the end of recess
- Do not go after a ball that has rolled under or bounced over the gate or fence without permission

- Stay within playground limits
- Skateboards, skates, and scooters are not allowed on campus before, during, or after school

Additionally, each year the teachers will instruct the students on the proper use of specific playground equipment and standards for various activities and games.

### **Threats of Violence/Weapons**

It is a prime concern of NVCA to ensure the safety of students and staff members. When dealing with threats of violence involving students, the administration must quickly determine the threat's credibility, specificity, and severity. Credibility will be determined by the information gathered through interviewing the one making the threat and any others involved. The administration will also determine if the threat was made against a specific person or a broad number of individuals. Finally, the administration will determine the severity of the threat and enact consequences commensurate with the threat.

In cases involving a statement that a weapon will be brought to school, school administration will contact the police department immediately. In cases involving a weapon on campus, school administration will contact the police department immediately, and a school-wide lockdown will be put into effect. The school will follow the directions of the responding officers until order is restored. Statements about, or actions involving, weapons at school will be treated as credible until proven false.

Threats involving weapons or credible statements about bringing weapons to school will result in immediate suspension. If a subsequent investigation supports the credibility of the threat, the offending student(s) will be expelled.

In cases where a threat is determined to be credible and specific, the administration will inform all threatened individuals and their families.

## **Parent Information**

### **Extended Care**

Extended Care is available before and after school Monday through Friday and on Teacher In-Service Days for preschool – 2<sup>nd</sup> grade students. It is closed during school holidays and any other 11:00 a.m. early dismissal days.

Please contact our Business Manager for more information regarding our program. *See current Schedule of Fees for extended care rates.*

**Morning Care (6:30 a.m. - 8:00 a.m.)** *(Available to students who have signed up in advance)*

**Morning care is available for 3-yr-old Preschool – 2<sup>nd</sup> grade students** until 8:00 a.m. daily and is charged according to our published fee schedule. All students arriving at school before 7:45 a.m. **must** report to the Extended Care room.

**Preschool Care (11:00 a.m. - 3:00 p.m.)** *(Available to students who have signed up in advance)*

**Preschool Care from 11:00 a.m. to 3:00 p.m.** is available for parents who are working or have afternoon commitments. Preschool age children do much better if they can go home at the end of their school day (11:00 a.m.) to rest, play, enjoy their family, and return refreshed the next day; however, we recognize that your schedule may require this program. Preschool care provides time for lunch, enrichment activities, and outdoor play.

**Afternoon Care (Dismissal - 6:00 p.m.)** *(Available to students who have signed up in advance)*

**Afternoon care is available for 3-yr-old Preschool – 2<sup>nd</sup> grade students.** Any student that is not on the Extended Care roster who has not been picked up by 3:15 p.m. will be checked into Extended Care automatically, and parents will be billed \$1/minute. Parents who arrive after 6:00 p.m. will be charged \$1/minute after 6:00 p.m.

**If a student is involved in after-school sports or activities and is not picked up by the ending time, he/she will be checked into Extended Care. The parents will be billed accordingly. All Preschool – 2<sup>nd</sup> grade Extended Care students must be under the appropriate supervision at all times while on campus. Students may not wait unsupervised on campus.**

# Absences

## NVCA Philosophy

Regular attendance and punctuality are vitally important for a successful school experience. The school calendar provides generous vacation opportunities, and we encourage all families to plan out-of-town trips and vacation days to coincide with the days the school is closed. While we recognize that certain absences are unavoidable, we strongly discourage parents from removing their children on school days. Regardless of the reason for an absence, too much is covered in class every day for teachers to provide for instruction missed, and excessive absences can have a negative effect on grades. In the event of multiple day absences, it is probable that the student's learning will be negatively impacted.

## School Attendance

Regular and punctual school attendance is expected and important for a student's success in school. Punctuality assists the classroom teacher in maintaining a daily routine. It is also a necessary lifetime habit of responsibility and courtesy. It is the parent's responsibility to see that regular attendance is maintained.

1. NVCA does not recognize differences between "excused" and "unexcused" absences or tardies. An absence is an absence, and a tardy is a tardy.
2. An absence is defined as not being in school. A half day is missing more than one hour of school. A tardy is defined as missing one hour or less.
3. An academic school year is between 176 and 180 days.
4. The number of absences and tardies are recorded on the child's report card and placed in the child's cumulative file.

## Expectations Related to Absences

1. Parents should notify the school office (623-551-3454) by 7:30 a.m. the day of the student's absence. If no one answers the phone, please leave a detailed message.
2. Students absent with a communicable disease for five or more consecutive days must present a doctor's authorization to return to school.
3. If your child is absent more than ten days throughout the year, a parent/teacher conference will be held to discuss the absences.
4. Re-enrollment may be denied if it is determined by the administration that there is a spirit of non-support and non-cooperation of the absentee policy.
5. Children who are absent due to extended weekends and vacations are expected to complete all missed assignments on their own initiative.

## If Your Child Is Absent or Late

Please call or e-mail the front office before 7:45 a.m. if your child is going to be absent or late. If a call or e-mail is not received, a call home will be made.

## If Your Child Leaves for an Appointment

We understand that some appointments must be during the school day; however, if at all possible, please schedule your child's appointments before or after school hours. Try to arrange the pick-up at the beginning or end of recess or lunch so class disturbance is kept to a minimum. Please notify your child's teacher and the front office the day prior to the appointment. If an appointment is made the same day, please notify the classroom teacher and the front office before 9:00 a.m. that day.

Parents must sign students in and/or out at the front office, where they will then wait for their children. Students will be called out of class when the parent has checked in at the office, not while the parent is en route. This procedure also applies to parents taking their child off campus for lunch (a practice that is discouraged due to the limited length of time allotted and the possibility that your child will miss valuable class time).

## Make-Up Work

It is the student's responsibility to find out what homework was missed due to an absence and to complete the work. One day is allowed for each day missed to make up work. In K-10<sup>th</sup> grade, the family is responsible for contacting teachers to determine work missed during an absence.

### Planned Absences

There are rare, unique circumstances during the school year when it is "beneficial or necessary" for a student to miss school. Under these circumstances, a completed "**Request for Planned Absence**" form must be submitted to the school office as far in advance as possible but no later than 48-hours prior to the start of the absence.

For all planned **Middle School** absences, the student is responsible for contacting teachers prior to the absence to identify work that should be completed before or during the absence. One school day for each school day missed is allowed to make up work for all absences. Deadlines for makeup of all homework, tests, etc. need to be determined prior to the absence.

For all planned **Elementary School** absences, the family is responsible for contacting teachers prior to the absence to confirm work that can be done during the absence. One school day for each school day missed is allowed to make up work for all absences. Deadlines for all make-up of homework, tests, etc. need to be determined prior to the absence.

## Tardies

We understand that occasionally tardiness may be unavoidable. However, frequent lateness to class is not only detrimental to the tardy student but also disruptive to the student's teacher and classmates. A pattern of tardiness disrupts the classroom and hurts the student's classroom performance. Please examine your daily routine and consider making a habit change if necessary.

### Tardiness

The first ten minutes of school set the tone for the rest of the day, so please see that your child arrives on time. Preschool classes begin at 8:15am and K-10<sup>th</sup> grade classes begin at 8:15am. Students are tardy if they are not in their classrooms at their start times. Students are marked tardy when they are absent for up to one hour any time during the school day. Please note that 6 tardies = 1 absence. Students arriving after their start time gain admittance by obtaining a pass from the school office. Please accompany your child to the school office to obtain an "Admit to Class" slip, after which he/she will be directed to class.

# Academics

NVCA believes it must maintain academic standards in line with the best practices in order to adequately prepare students for a successful public or private high school experience. Our program of education is rooted in a well-rounded, traditional, liberal arts curriculum.

Students will be challenged to do their very best:

- 1) Written work must have the appropriate heading.
- 2) Written work in all subjects will be graded for correct content and format.
- 3) While length of homework will vary by grade, all subjects may require it.
- 4) Progress reports, report cards, and teacher conferences will help to monitor progress.
- 5) Standardized testing is done in the fall of each year.
- 6) Tutoring is available.

Art, music, physical education, technology, and Spanish are taught in Kindergarten through 8<sup>th</sup> grade in addition to the core academic curriculum.

## Standardized Testing

In the fall, the Iowa Test of Basic Skills (ITBS) is administered to students in grades two through five, and the Cognitive Abilities Test (CogAT) is administered to students in grades three and five. Parents will be notified regarding the results of these tests.

## Middle School Curriculum

NVCA Middle School strives to offer a balanced curriculum that promotes the spiritual, social-emotional, intellectual, and physical development of all students. Our philosophy emphasizes a disciplined academic environment in which each student is challenged and encouraged to develop an enthusiasm for learning. The curriculum reflects the school's philosophy through its detailed, sequential goals and objectives, which progress from grade to grade.

### Subject Matter

- |                    |                       |
|--------------------|-----------------------|
| • Religion         | 3 periods plus chapel |
| • Language Arts    | 5 periods             |
| • Mathematics      | 5 periods             |
| • Science          | 5 periods             |
| • Social Studies   | 5 periods             |
| • Foreign Language | 2 periods             |

### Technology

- Instruction in computer literacy and application
- Application of skills on academic projects

### Physical Education

- Involvement in exercises, relays, and individual and team competitions

**Note to Parents:** A parent may write a note excusing a student from P.E. for one to three days due to illness or injury. Longer periods of absence from P.E. must be in the form of a doctor's note, explaining the length of illness or injury and reason.

### Foreign Language

- French, Spanish, Latin, or Chinese (Mandarin) through Rosetta Stone.

## K – 8<sup>th</sup> Grade Textbooks

The classroom teacher issues textbooks, workbooks, and an agenda (third through eighth grade) at the beginning of each school year. It is expected that the students will care for all texts by handling them properly and transporting them to school in a book bag or backpack. Damage to school texts, materials, or equipment in excess of normal wear, or loss of any of these items, will be charged to the parents of the student responsible for the damage or loss.

## Homework

Homework, which is designed to reinforce concepts learned at school, is important for several reasons: 1) practice, 2) student assessment, and 3) the development of organizational skills, self-discipline, perseverance, attention to detail, and independent study skills. The purpose of homework at NVCA is to instill a sense of responsibility in students, as well as provide reinforcement of skills and concepts previously learned. Homework assignments may include such activities as reviewing Bible memory verses, spelling words, and math facts, reading, completing unfinished class work, preparing for quizzes or tests, and working on occasional research projects.

**Homework, at all grade levels, is of two types:** 1) Objective (written) and 2) Subjective (student reading, research, and review).

Long-range assignments should be carefully planned so as to avoid last-minute rush efforts. In the event that quality homework time exceeds what is set forth in this handbook, parents should contact the teacher to resolve the problem. A parent/teacher conference may be necessary to initiate an individualized plan that meets the needs of the child.

Students will be assigned homework which covers concepts already taught and practiced in class and/or reading that will set the basis for the next day's lesson. Though it is recognized that all students take a different amount of time to complete homework, the following is a general guide of what you can expect for your child's grade. (Please note: For all K - 10<sup>th</sup> grade students, homework will not be assigned on the weekends, with the exception of ongoing projects.)

## Homework Time Expectations

- **Kindergarten** - Minimal homework not to exceed 15 minutes
- **1<sup>st</sup>-2<sup>nd</sup> grade** - 15-20 minutes of homework
- **3<sup>rd</sup> grade** - 25-35 minutes of homework
- **4<sup>th</sup>-5<sup>th</sup> grade** - 45 - 50 minutes of homework
- **6<sup>th</sup> grade** - 60 minutes of homework
- **7<sup>th</sup> grade** - 70 minutes of homework
- **8<sup>th</sup> grade** - 80 minutes of homework

Homework is graded, returned to the student, and counted for report card purposes. Students are encouraged to schedule homework time during the afternoon or evening, depending upon their other obligations.

Doing work of any kind develops a variety of positive character traits. The Bible shares many examples of the benefits of being a diligent person. As a Christian school, we desire for students to develop this trait not only because of the necessity for life preparation, but also because the Bible commands it.

Because all homework assignments are important for a child's learning, students are required to complete assignments even though they may already have received "no credit" for the particular assignment.

## Grading

### Grading Policies

At NVCA we believe that, although grades are important to each student and family, an over-emphasis on grades can cause the student tremendous strain and pressure. This is why we emphasize academic excellence with nurturing in our program. Each grade given represents the teacher's best evaluation of the individual student's work, including homework, test scores, participation in class, projects, quizzes, etc. Most importantly, teacher evaluation takes into consideration the effort each child puts forth. Parents may stay up-to-date with their student's progress through RenWeb.

**Kindergarten - 1<sup>st</sup> grade** students are evaluated primarily on the basis of established criteria and their level of mastery of each task or skill.

**2<sup>nd</sup> – 10<sup>th</sup> grade** students receive traditional letter grades.

### Grading Scale (2<sup>nd</sup> – 8<sup>th</sup> grade)

99-100 = A+	73-77 = C
92-98 = A	70-72 = C-
90-91 = A-	68-69 = D+
88-89 = B+	63-67 = D
82-87 = B	60-62 = D-
80-81 = B-	Below 60 = F
78-79 = C+	

## Progress Reports, Report Cards, and Conferences

NVCA seeks to work closely with the home regarding academics, behavior, and school-related matters. To better communicate with parents on their child's progress in school, several forms of communication have been developed to aid in this process.

### Mid-Quarter Progress Reports

Mid-Quarter Progress Reports are issued four times a year, at the midpoint of each quarter.

### Report Cards

Report Cards are issued two times a year, at the end of each semester.

### **Elementary Conferences**

A 20-minute parent/teacher conference is scheduled for each student during the fall and the spring. We strongly encourage both parents to attend parent/teacher conferences. In addition to the arranged conferences, parents are invited to request a conference with their child's teacher as the need arises. Likewise, teachers may request extra conferences with parents. Parents are advised to schedule conferences with the teacher to insure sufficient time to discuss any important matters. The Principal may be included in the scheduled conference or arrange for a separate one. These conferences are held in confidence; however, factors pertinent to any staff member will be shared and openly discussed with that staff member if the Principal feels it necessary to do so.

### **Middle School Conferences**

All middle school teachers will be available to meet with parents for individual conferences during the fall. If necessary, NVCA may schedule a parent/teacher conference for your child during the fall. Scheduled conferences will be done in "round table" fashion when all the teachers for a particular student gather and meet with the parents together. This saves time and allows the parents to get a complete picture of their student's progress. The Principal may schedule or sit in on a previously scheduled conference to discuss a student's behavior and/or progress in the classroom. These conferences are held in confidence; however, factors pertinent to any staff member will be shared and openly discussed with that staff member as necessary. Winter and spring conferences are optional at the discretion of the teachers and/or parent.

### **Conferences Involving Administration**

If a parent is scheduling a conference with an administrator to discuss a conflict-related situation, the parent is strongly encouraged to use the Matthew 18 principle with the person(s) involved in the conflict prior to seeking the assistance of the administrator. Involvement by the administration hinges on following this biblical principle.

### **Student Progress**

#### **K - 10<sup>th</sup> Grade Progress Reports:**

- are sent home at anytime during the school year when deemed necessary by the classroom teacher.
- inform parents of progress in a particular subject and/or failure to complete a major project.
- are a means by which a teacher may request a conference.
- are sent home to parents of 2<sup>nd</sup> through 8<sup>th</sup> grade students who have a grade of a "C-" or below in any subject area.
- may detail missing assignments and/or behavioral problems that are occurring in the classroom or on the playground.

**K - 10<sup>th</sup> Grade Discipline:** Parents are alerted to any type of behavioral problems which have occurred in the classroom or on the playground in one of the following ways: a written note, phone call, or email from the teacher or administrator, or a request for a scheduled conference.

#### **3<sup>rd</sup> – 10<sup>th</sup> Grade Agendas**

- Assignments are recorded by the student in his/her agenda.
- Agendas are sent home daily to be checked or initialed by parents.
- Agendas inform parents of homework assignments on a daily basis.
- On an as-needed basis, agenda checks are initiated by the teacher and/or Principal.

### **Academic Probation**

Students who meet the following criteria at the end of a grading period will be placed on "Academic Probation."

- An "F" in one or more classes
- Two or more "D's"
- A grade point average of 1.66 (D+) or below

Parents will be notified in writing when this occurs.

A continued pattern of academic failure and/or failure to move off of Academic Probation may result in a teacher recommending that the student seek outside resources for help or a more suitable educational setting. In addition, students may not be invited to re-enroll for the next grade level. If a continued pattern of academic failure and/or failure to move off of Academic Probation occurs in the 8<sup>th</sup> grade, the student's graduation status would be affected.

## Promotion / Graduation

If a student is demonstrating unsatisfactory progress (a grade of “F” in one or more subjects or a grade of “F” in one subject for more than one quarter), the administration and/or teacher will work with the student and parent to determine the cause of the problem and to help improve the quality of the student’s work.

If the student’s work remains at a “D” or “F” level due to a lack of interest, motivation, or ability to accomplish the requirements of the curriculum at NVCA, academic probation may be implemented. If the student’s progress continues to be unsatisfactory, the family may be counseled to withdraw the student to attend a more suitable school, or the child may not be issued an invitation to attend NVCA for the following year.

All students must maintain a grade point average above 1.66 (D+), avoid Academic Probation, and pass all classes in order to be promoted to the next level. If a student fails with a cumulative grade of “F” (below 60% average over four quarters) in a core subject and the student is allowed to return, that student must make up the subject in an NVCA-approved program during the summer in order to return in the fall, or, in the case of an eighth grader, to receive their diploma. The parent must provide documentation of completion of such a program prior to re-entry to NVCA or to receive their eighth grade diploma. A returning student will remain on Academic Probation for the first quarter of the new school year.

If an 8<sup>th</sup> grade student fails the year with a cumulative grade of “F” (below 60% average over four quarters) in any ONE of the core academic subjects, he/she may participate in the graduation ceremony but will receive a blank diploma. If the student completes an agreed-upon course of study in this subject, he/she would be granted a diploma.

If an 8<sup>th</sup> grade student fails the year in any TWO or more core subjects in the curriculum, he/she may not participate in the graduation ceremony. As above, he/she must complete a required course in an NVCA-approved program for each subject failed before being granted a diploma.

# Behavior Guidelines and Consequences

*“Listen to counsel and accept discipline, that you may be wise the rest of your days.” Proverbs 19:20*

NVCA believes that each student has the responsibility to act in accordance with the policies and rules that we have established. We expect each student to put into practice those things that have been taught in the classroom about Christian character and behavior.

We believe that students should be responsible for their behavior so that they can learn in an environment which is safe, clean, and without disruption. Students are to conduct themselves as ladies and gentlemen. Parents will be notified of all major breaches of conduct. Students are expected to:

- follow school rules.
- be in compliance with the school dress code.
- show respect to others and to school property.
- use appropriate language (verbal and written).
- remain on school grounds during school hours.
- not enter off-limits areas, at any time, without permission.
- not distract others from learning.
- not chew gum on the school campus.
- not run in the building.

These expectations are in effect on campus during and after school hours, on fieldtrips, and during NVCA-sponsored activities.

Christ-like conduct and character are developed in our students by abiding in Christ, living according to God’s Word, and being filled with the Holy Spirit. **Students are expected to exhibit such character through:**

- Reverence for God and the things of God: Holding God’s name in high regard and respecting school property

- Respect for Authority: Using Mr., Miss, or Mrs. when addressing adults and never criticizing or talking back to adults
- Obedience to Authority: Honoring school and classroom rules, even when an authority is not present
- Kindness toward Others: Treating others--especially those younger or less fortunate--the way we want them to treat us
- Self-Control: Resisting the temptation to cheat, fight, etc.
- Meekness: Accepting what appears to be unfair, knowing God can change the situation even when you can't
- Self-Respect: Having a healthy pride in appearance and capability, demonstrated by neatness in attire and the best effort and neatness in schoolwork
- Integrity: Doing one's own work at all times and admitting dishonesty
- Responsibility: Understanding and prompt, accurate completion of student work

## **Student Conduct During On- and Off-Campus School Activities**

When on field trips or other off-campus school activities, students are expected to be on their best behavior as they represent our school and the Lord. The school may request dressing up for some field trips or activities. We want our students to feel pride in representing their school and be able to show this pride to the surrounding communities. Misbehavior, disrespect, or wandering off from the group are serious offenses and will be handled appropriately by the classroom teacher. Serious misbehavior will be reported to the Principal for further action when the class/group returns to school.

During on-campus activities, students are expected to stay within the area designated for activities and are not to be in any other part of the campus (including the hallways, playground, street, or rooms) which is not designated for this specific event. No student is to enter a room without teacher or staff supervision.

## **Harassment and Bullying**

NVCA will not tolerate unlawful harassment or bullying of any kind whether it is of a general or specific manner. It is the policy of NVCA that all employees, volunteers, parents, and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. Harassment and/or bullying includes easily identified acts of verbal, written, or physical abuse; and more subtle (but equally damaging) forms of harassment such as graffiti, epithets, and that which is targeted at an individual or group. The administration takes very seriously the issue of harassment of any kind and will respond accordingly and with due diligence to any violations. Any member of the NVCA community who falsely accuses another member of sexual or racial harassment is subject to disciplinary action.

## **Sexual Harassment**

Sexual harassment is not social or courting behavior. Instead, it is the use of sexuality to harass, and is best seen as an assertion of power.

Sexual harassment, for the purpose of this handbook, may include, but is not limited to:

- physical assault, including rape, or any coerced sexual relations.
- pressure exerted on either an adult or a student for sexual activity or a relationship that takes on a sexual or romantic coloring which exceeds the limit of a friendly relationship.
- any demeaning or repeated unwanted sexual propositions.
- unwelcome touching.
- leering at a person's body.
- sexually-explicit or suggestive remarks about a person's physical attributes, clothing, or behavior.
- sexually-stereotyped or sexually-charged insults, humor, or verbal abuse.
- inappropriate personal questions.

Members of the NVCA community are encouraged to report any incident to a person of authority, such as a faculty member or administrator. All persons in the NVCA community are obliged to take each instance seriously and inform the administration.

## Discipline

NVCA's discipline policy, which recognizes that a balance between punishment and reward is essential, includes instruction, reward, and discipline, all of which are biblical principles.

Discipline at NVCA will be fair and not excessive. It will be firm and consistent, while tempered with love, given with the student's best interest at heart, and always administered with a positive attitude toward the student. The school affirms the right of parents to discipline their children at home through parent-administered spanking or other consequences; however, school administration and staff will, at no time, administer spankings or corporal punishment in any form.

### Detention

At NVCA, we view detention as a consequence to be used as a deterrent to discourage disobedience. It is very rare for students to return to detention more than once for the same reason. By losing some of their free time, they realize they need to examine where and how they have erred and make the appropriate changes to fix it. Parent follow-up provides solidarity of purpose between the school and home.

## Dismissal of Students

North Valley Christian Academy desires to meet the needs of each student enrolled. However, in some situations, the school may find the need to place limitations on the time, energy, and attention any one child requires. When this attention hinders the progress of the other students in the classroom or school, it may be necessary for the family to seek a different educational setting. In the case of student behavior which is contrary to the "NVCA Behavior Guidelines," discipline beyond that conducted in the classroom may be needed. Therefore, to preserve the quality of education and the environment desired by all families in the school, probation, suspension, release, or expulsion may be used.

*Suspension:* Varies in length from one to three days and may be served either at home or in school, at the discretion of the Principal; will be considered an absence.

*Probation:* A period of time given for academic and/or behavioral changes to occur.

*Release:* The "counseling out" of a student (or family) due to academic or behavioral reasons.

*Expulsion:* A minimum of student being dismissed for the balance of the school year.

The Principal will notify parents whenever detention, suspension, probation, release, or expulsion is deemed necessary and will be effective immediately. Parents are responsible for the balance of the annual tuition in the event of expulsion.

## Miscellaneous

### Bicycles/Skateboards/Roller Blades (Shoes)/Skates/Razors

Bicycles, skateboards, roller blades/shoes, skates, or razors, etc. are not to be used at school at anytime. If one of these items is brought to school for use at an after-school activity, it must be checked in at the front office. The school is not responsible for injury or loss of equipment on the school grounds.

### Birthday Celebrations

Please coordinate any plans to celebrate your child's birthday at school with the classroom teacher PRIOR to your child's birthday. A simple treat may be brought to school for the occasion. Please check with the teacher for any allergies or special dietary needs of students within the class. The teacher will be happy to offer suggestions for alternatives to sweet treats. Birthday celebrations should take place during recess or lunch, or near the end of the school day. **PLEASE HONOR THE PEANUT/NUT SENSITIVE SCHOOL POLICY WHEN SELECTING BIRTHDAY TREATS.**

#### **Celebrating Your Child's Birthday Outside of School**

If your child is having a birthday party outside of school, and school children are involved, please follow these courtesies:

- If you plan to invite all of the students in the class (or, in the case of a girl student, all the girls; or a boy, all the boys), invitations may be handed out at school.
- If your child prefers to invite a select few classmates, invitations should be mailed or hand-delivered outside of school. It is very difficult for a child to be excluded, especially in front of other children. We would encourage you to keep your guest list smaller, rather than inviting “all of the boys except one.”
- Please be prepared to explain to your child that a birthday child may be able to invite a group of three or four children and that he/she may or may not be included.
- Be aware that the most successful, well-adjusted, and “friendly” classes are those in which the parents of these students lead the way in activities and parties by including a whole group - boys, girls, or both!

## Cell Phones, iPods, Electronic Devices

These items can easily become distractions to learning and school activities. Some families may feel a need for their students to have these devices in order to communicate during off-campus, after-school activities; however, the distraction and temptation they provide make it mandatory that such items remain securely put away in students' backpacks. **NVCA is not responsible for any personal items that may be lost or stolen at school or school events.**

## Chapel

Students participate in weekly chapel services, daily devotions, and regular prayer. Chapel is held on Wednesday mornings at . All students in 3-yr-old Preschool - 8<sup>th</sup> grade will participate in Wednesday Chapel. Chapel is an important part of developing a worshipful heart. Chapel offerings, which are designed to teach the students the value of Christian stewardship both locally and worldwide, will be accepted and received to help further the work of Christ's Church. Various projects will be carried out with the money received from the offerings. Parents are always welcome to join us for our weekly Chapel services.

## Classroom Roster Policy

NVCA reserves the right to determine classroom placement of students. Classroom rosters are determined on the basis of a balanced classroom and the total educational process.

## Classroom Visits

We invite parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates. **Please arrange these visits in advance with the teacher.** The following helpful hints will aid you in observing:

1. Plan to come at the time of day when the work you want to see is most likely to be happening.
2. Choose a day other than one just before a school holiday or program.
3. Arrange your visit with the teacher/Principal in advance. At times, it may be possible to plan the visit for a time when the teacher can show you the situation in which you want to see your child.
4. **All visitors** (parents included) **are required to check in at the office** when they arrive on the campus as a courtesy to the school in maintaining an awareness of visitor traffic.
5. Small children should be left at home when visiting.
6. The teacher will be occupied with the class. If you desire a personal conference, that should be arranged with the teacher before or after school hours.
7. Try to come for several short visits rather than one long one. A thirty-minute visit is generally best. When you leave, simply smile/wave so as not to disturb any classroom teaching/procedure.
8. Please check out at the school office when you leave.

**WHEN YOU ARE COMING TO OBSERVE, LOOK FOR THESE INDICATIONS OF YOUR CHILD'S SUCCESS IN SCHOOL:**

- Ability to listen and follow directions
- Independent work habits
- Success in working with others during group activities

- Interest and enthusiasm for the assigned tasks
- Attitude towards suggestions or comments from the teacher

## Delivery of Student Items

It is the responsibility of each student to remember all books, lunches, assignments, etc. and not to be dependent on parents to correct the omission. However, when parents need to bring items for their child, they may leave them at the Front Office. When a student's lunch is brought, the Front Office will notify his/her teacher. Students may not call home for forgotten items.

## Dress Code (NVCA Uniform)

Both research and experience have shown that student conduct, school goals, personal pride, and self-respect are related to personal appearance and mode of dress. The dress code is also designed to help students develop a sense of modesty and decorum, educating them in what is appropriate dress for the proper place and time. Uniforms provide uniformity, thus eliminating the distraction of competition and emphasis on dress. Students are expected to be in uniform at all times, except on designated "Free Dress" days. It is the responsibility of the parents to ensure that the students who attend NVCA follow the uniform dress code for daily and special events.

- Blue or white sweatshirts and sweaters without a logo can be worn in class.
- Hats are to be removed upon entering the school building.
- The bottom of shorts, skorts, and jumpers should be at the middle of the child's thigh. Shorts underneath skirts should not be seen.
- Girls in kindergarten – grade 5 may not wear make-up. Girls in grades 6-8 may wear light, modest make-up.
- Girls may wear **small** barrettes, pony tails, ribbons or head bands of any color.
- Hair – **Boys**
  - Hair must be of modest cut and of natural style and color. Hair length must be above the collar, must not exceed the bottom of the ear, and must be above the eyebrows. Hair may not stand any longer than 1 ½" from the top of the head.
- Hair – **Girls**
  - Hair must be of modest style and natural color.
- Students should maintain traditional hairstyles (no dying, shaving, carving, punk, tails, or other current trend of hairstyles)
- Shoes must have tie laces, Velcro or straps. No slip on shoes are allowed. They must fit securely on the child's feet and allow the students to run and jump safely on the playground and in the gym. Shoelaces must be tied. Heels/soles of shoes cannot exceed one inch. Shoes with characters (including skulls), flashing lights, or wheels are not allowed. Boots, open-toed shoes, open-back shoes, flip flops, and high heels are examples of shoes that should never be worn to school (safety reasons).
- White, navy blue, or black socks must be worn with shoes at all times. Peds socks for girls are allowed as long as they cover toes and heels.
- Tights and leggings should be white or blue and have no designs on them.

### BASIC UNIFORM

**Must be purchased from Educational Outfitters, Dennis or Lands End** with an exception that tan and navy blue shorts, skorts, pants, and skirt uniform bottoms may be purchased from other vendors.

- [www.educationaloutfitters.com](http://www.educationaloutfitters.com) (Find the "My School" option, then choose NVCA)  
1628 E. Southern Ave. Ste. 11, Tempe, AZ 85282 480-429-5136
- [www.dennisuniform.com](http://www.dennisuniform.com) (School Code: QNV)  
3645 E Indian School Rd, Suite #1, Phoenix, AZ 85018 602-220-0302
- [www.landsend.com/school](http://www.landsend.com/school) (Preferred School number: 900139809)  
1-800-469-2222

The following is a list of school uniform items. Please see vendor for approved uniform items.

- Navy blue or khaki shorts
- Navy blue or khaki cargo shorts/pants

- Navy blue, khaki or approved plaid jumper
- Navy blue, black, brown or khaki belt
- Navy blue or khaki skort
- Navy blue, light blue or white polo shirt (long/short-sleeved) with logo
- Navy blue monogrammed sweatshirts or navy blue jackets with logo
- Navy blue cardigan sweaters with logo
- Navy blue or white tights or leggings
- Tennis shoes (laces or Velcro) are to be worn every day. (For full explanation of appropriate shoes see page 25).
- White, navy blue, or black socks (which must be worn at all times)
- Friday T-shirt with the year's theme on the back – Purchase through NVCA school office

## FREE DRESS

In order to provide an opportunity for occasional diversity, students will be permitted a “free dress” day to honor special occasions. On free dress days, students must adhere to a set of standards. The bottom of shorts, skorts and jumpers should be at the middle of the child’s thigh. Cut-offs, tank tops, inappropriate slogans, bare midriffs, and low-riding pants are not allowed. Straps on the shoulders must be at least 3” wide, about the same width as a deck of cards. Only laced or Velcro tennis shoes (in accordance with the guidelines provided on page 25) and socks are to be worn on free dress days.

It is the responsibility of the parents to ensure that their children come to school dressed appropriately.

If a child comes to school and does not comply with the established rules, a parent will be notified to correct the situation.

## DRESS CODE VIOLATIONS

### Disciplinary Process for Students in Violation of Uniform Policy:

- **First Offense:** Written note and a call home to remind parents.
- **Second Offense:** Teacher will call home to have parents bring in the correct attire. Child will wait in the office.

## Field Trips

At NVCA, field trips are an integral part of the learning experience. Each teacher arranges field trips to enrich the curriculum for that particular grade level. Parents are invited to help with transportation and to chaperone on most field trips. Due to the restrictions imposed upon us by the sponsoring field trip agencies, siblings are not allowed on classroom field trips. In order to participate in a field trip, students must have an emergency card and signed permission slip on file in the school office. Parents will be notified as to the time, location, cost (if any), and other pertinent details of all field trips well in advance of the trip. Parents who will be providing transportation must supply a copy of their driver’s license and current car insurance card before the day of the field trip.

## Flag Salutes

In recognition and reverence to God and our country, NVCA includes a salute to both the American Flag and the Christian Flag each morning with the exception of chapel services.

### Salute to the American Flag

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

### Salute to the Christian Flag

I pledge allegiance to the cross of our Lord Jesus Christ and to the faith for which it stands, one Savior, eternal, with mercy and grace for all. So help me God.

## Grandparents and Extended Family

In addition to partnering with parents, NVCA values and honors the important role that grandparents play in the lives of our students. We encourage grandparents and other extended family members to volunteer on campus, attend special

programs such as Grandparents Day, and to support the mission of North Valley Christian Academy through special grandparent projects each year.

## Guests/Visitors/Siblings

***Students may bring a friend to school “for a day.”*** Written permission for the visit must be received from the Principal in advance. Student guests must have an emergency form filled out by their parents in order to stay on campus.

*All guests and visitors are required to sign in at the front office, wear a visitor’s nametag, and sign out when leaving the building.*

When a parent brings younger siblings to visit school, those children must be attended by an adult at all times. The playground activity and equipment meant for older children can be dangerous to toddlers. Younger siblings who are visiting the school with a parent must also wear shoes at all times.

For student safety and parent protection, guest parents and volunteers should never be alone with a student in a restroom, classroom, or other confined space.

## Liability Insurance

NVCA maintains general facility liability insurance. Evidence of insurance coverage is on file in the Business Office. Accidents must be reported immediately to the school office.

## Lost and Found

All school articles, including lunch boxes, backpacks, clothing, and supplies should be clearly labeled with your child’s full name and grade level to ensure identification. Lost articles will be placed in the office. Parents are encouraged to check all lost and found areas frequently. Small valuables are also held at the front office. Unclaimed items will be sent to a charity periodically.

## Lunch/Snack (Nutrition Break)

Research has shown that children who begin each morning with a nutritious breakfast are better equipped mentally and physically to deal with the demands of a workday at school. Please make sure your child has a nutritious breakfast and snack to get him/her through the morning. In addition to a bag lunch, please pack your child a morning snack. We do not have extra lunches available for those students who forget their lunch.

**A nutrition break is given each day either before or during morning recess time.** We encourage each student to bring a nutritious snack that will sustain him/her until the lunch hour. You may check with your child’s teacher for a list of appropriate snack items. **Please honor the Peanut/Nut Sensitive Policy.**

At NVCA, **students may order Hot Lunch or bring their own sack lunch. Milk is available for purchase.** Lunch bags or lunch boxes should be clearly labeled with the student’s full name and grade level. Lunches brought to school by parents, after the school day begins, are to be left in the front office. Please Note: Students do not have access to a refrigerator. All food should be ready to eat without need for cooling.

### Lunch Behavior Guidelines

*While in the lunch area, students should:*

- talk in low voices and only to immediate neighbors.
- not throw food, papers, or objects.
- clean up lunch trash after eating.
- sit at assigned tables until excused.

## Peanut/Tree Nut Sensitive Campus



**NVCA is a Peanut/Tree Nut Sensitive Campus to protect our students and adults who have life-threatening peanut or tree nut allergies. No peanuts, peanut products or products containing traces of peanuts or tree nuts are allowed on campus.**

## Personal Property

Students must assume sole responsibility for loss or damage to any school or personal property (issued to or belonging to them) such as garments, equipment, books and materials, or electronic devices. The school is not responsible for personal items. If you have a special need or any further questions, please contact the Principal.

## Pesticide Application

At least 48 hours prior to a pesticide application on our campus, NVCA will post notices on our premises that will contain the date/time of application and the concentration of each specific pesticide to be used. The name and number of the pesticide business licensee and the name of the specific applicator will be noted. The business licensee can make available the pesticide label and the material safety data sheet. The notices will remain posted for at least 48 hours after the application.

## Recess

**Kinderbridge - 1<sup>st</sup> grade** students have two recess opportunities: the mid-morning break and the break following lunch. In **grades 2-8**, students have lunch recess. These breaks are designed to give the students social connection and relaxation time and allow them to play games.

Bells/Whistles: A bell or whistle will signal the end of recess.

Games: There are NO closed games. Any student may join any game or activity that is already in progress, provided they are willing to abide by the rules already set by the group who started the activity and take their turn on games with a wait time.

Note: For playground safety rules, please refer to the “Playground Standards” in the “Safety” section.

## Restroom Standards

All students are expected to use only restrooms designated for student use. Students are expected to:

- wash his/her hands after using restroom facilities.
- keep restrooms clean and quiet.
- never play in the restrooms.
- never take food into the restrooms.
- leave playground equipment outside when entering restrooms.
- go directly to and from the restrooms when dismissed from class.

## Special Programs/Events for the Whole Family

Through our special programs, parents are given an opportunity to learn about their child’s classroom and teachers, as well as to see all the wonderful talents that God has given our students. **Special programs held annually at NVCA include:**

- Open House
- Thanksgiving Feast
- Christmas Program
- Family Movie Nights
- Grandparents and/or Special Friends Day (spring)
- Graduation of 8th Grade (May)

Please check the calendar and website online for details regarding exact dates and times for these special events.

## Supplies

A school supply list will be provided to each child at the time of the parent/student visit in their home prior to the start of school. Parents are asked to send their child to school, on the first day, with the appropriate materials and supplies. Parents should also **label all personal and uniform items, especially sweatshirts and sweaters.**

## Technology

NVCA has two PC computer labs, a Mac lab available for students in K-10<sup>th</sup> grade. I-Pads are available on a cart that will travel between the preschool classrooms.

Your enrollment into NVCA is an agreement for us to use your child's photograph from school events or activities. These images could be used for classroom documentation, portfolios, displays, the NVCA website and/or advertising purposes. If you do not want your child's photograph to be used you must sign an Opt Out form that is available in the front office.

### Technology Use Guidelines

Technology has much to offer students, parents, and faculty with its wide variety of resources. At NVCA, it is our goal to educate students about efficient, ethical, and appropriate uses of those resources. Technology will be used to meet many curriculum goals. Students will have the opportunity to enhance their learning through accessing a wealth of additional resources for reference and research. In order to assist students in learning to use technology correctly, the school will do everything possible to ensure that students access the resources appropriately.

## Telephone

School office phones are for office and faculty use only. Students may not call for forgotten lunches, homework, physical education equipment, etc. NVCA desires to help students learn to be responsible and accountable. Please plan activities, after-school events, and sleepovers from home, not on the school office phone. Phone calls are not to be made without permission from the appropriate staff member.

*The administration reserves the right to make changes to this handbook at any time.*