

# Nampa Christian School

## Parent/Student Handbook



### Elementary School 2011–2012

Nampa Christian School  
439 W. Orchard Ave.  
Nampa, ID 83651  
208-466-8451



# Table of Contents

## Introduction Section

<i>Letter from Head of School</i> .....	pg 5
<i>School Leadership Roster</i> .....	pg 5
Board of Trustees .....	pg 5
Administrative Team .....	pg 5
Faculty .....	pg 5
Support Staff .....	pg 5

## Identification Section

<i>Vision Statement</i> .....	pg 6
<i>Mission Statement</i> .....	pg 6
<i>Expected Student Outcomes</i> .....	pg 6
<i>Statement of Faith</i> .....	pg 6
<i>School Sponsorship and Affiliation</i> .....	pg 7
<i>Admission Philosophy, Policies, and Procedures</i> .....	pg 7

## Procedures Section

### *Academics*

Academic Awards .....	pg 8
Academic Integrity .....	pg 9
Academic Probation and Dismissal .....	pg 9
Curriculum .....	pg 13
Field Trips .....	pg 15
Grading Scale .....	pg 15
Homework Policies .....	pg 16
Report Cards and Progress Reports .....	pg 19

### *Attendance*

Absences .....	pg 8
Early Release .....	pg 14
Making up Work .....	pg 8
Pre- Arranged Absences .....	pg 8
School Hours .....	pg 19
Tardies .....	pg 8

### *Student Activities*

Chapel .....	pg 10
--------------	-------

Christmas Concert .....	pg 10
Field Day .....	pg 14
Jog-A-Thon .....	pg 16
Speech Meet.....	pg 10
Track Meet.....	pg 10

***Student Expectations***

Academic Integrity.....	pg 9
Conduct Policy .....	pg 11
Student Discipline .....	pg 13
Student Dress and Grooming.....	pg 13

***Opportunities for Parent Involvement***

Book Fair.....	pg 9
Country Fair and Auction .....	pg 12
Fund-Raising.....	pg 15
Grandparents' Day .....	pg 15
Parent Night .....	pg 19

***Health and Safety Issues***

Distribution and Consumption of Medication.....	pg 18
Emergency illness .....	pg 17
Medical Policies .....	pg 17
When to stay home .....	pg 17

***Lunch/ Recess***

Lunch Program.....	pg 17
Playground Supervision .....	pg 18
Schedules .....	pg 17

***Communication***

Chain of Command .....	pg 12
Conferences.....	pg 11
Daily Folders .....	pg 18
Edline .....	pg 14
Messages.....	pg 18
School Closure/ Delayed Start .....	pg 19

## General and Miscellaneous Information

<i>After School Pick up System</i> .....	<i>pg 20</i>
<i>Birthday Celebrations</i> .....	<i>pg 9</i>
<i>Campus Hours</i> .....	<i>pg 20</i>
<i>Campus Visitors</i> .....	<i>pg 10</i>
<i>Change of Address</i> .....	<i>pg 10</i>
<i>Child Abuse Reporting</i> .....	<i>pg 10</i>
<i>Electronics</i> .....	<i>pg 14</i>
<i>Lost and Found</i> .....	<i>pg 16</i>
<i>School Calendar</i> .....	<i>Appendix</i>
<i>School Wide Discipline Rubric</i> .....	<i>Appendix</i>

## Introduction Section

### ***Letter from the Administrator***

On behalf of the Board, administration, and staff, I want to welcome you to Nampa Christian Elementary School. We trust and pray that you will enjoy your year with us as we work and learn together. It is an honor and a privilege to partner with your family as we provide a Christ-centered education. We take this task seriously as it is our desire to glorify God while we prayerfully instruct students through a biblical worldview.

In this handbook, you will find information that I hope will encourage clear and open communication. We have tried to be as comprehensive as possible without being overwhelming with the information provided. Please make yourself familiar with the contents in the handbook and if you have any questions feel free to contact the school.

Our intent is to provide a safe, orderly, and Christian learning environment where students can learn and teachers can teach. We appreciate your support and prayers for our staff throughout this coming year and thank you for commitment to Christian education!

### ***School Leadership Roster***

#### **Board of Trustees Members**

Simon VanderWoude (Chairman), Melaney Taylor, Bill Savage, Amy Gill, and Simon deJong, Ed Castledine, Sue Buuck, Todd Goode, Kent Berggren

#### **Administrative Team**

Eric Forseth (Superintendent)  
Kevin Rex (High School Principal) Julie Vermillion (Elementary Principal)

#### **Faculty**

Wendy Mattox- PKA	Julie Rex- 3A
Shannon Asselin- PKB	Janet Michaelson- 3B
Merline Bowman- PKC	Christie Jorgensen- 4A
Natali Elliston- KA	Elizabeth DeGroot- 4B
Janelle Miller- KB	Debra deJong- 5A
Rachel Turner- 1A	Lacey Wunder- 5B
Alyssia Forrest – 1B	Nathan DeGroot- 6A
Charlotte Schmidt- 2A	Kim Tiersma- 6B
Laurisa Reeve- 2B	Cheryl Schierman- Music
	Jerry Smith- P.E.

#### **Support Staff**

Elementary Secretary: Charlene Kringel  
School Nurse: Mary Jane Dey  
Maintenance/ Janitorial Staff: Larry Bradley, Angelo Alejandro, Delia Leom  
Bus Drivers: Les Peterson, Dale May, Lee Holmes

# Nampa Christian Elementary School

## ***Vision Statement***

*Nampa Christian School* exists for the purpose of providing a Christ centered academic experience for Christian families in the Treasure Valley.

## ***Mission Statement***

Nampa Christian School is a non-denominational, biblically based, learning community, that partners with Christian families to develop a Christian world-view, promote academic excellence, and prepare students, Pre-K- 12 for a lifetime of faithfulness to Christ.

## ***Expected Student Outcomes***

Nampa Christian School believes in order for us to attain our mission we must produce graduates who...

1. are well prepared and proficient in all academic disciplines
2. know how to utilize resources including technology to find, analyze, and evaluate information.
3. have the skills to question, solve problems, and make wise decisions
4. understand the worth of every human being as created in the image of God
5. can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
6. understand and commit to a personal relationship with Jesus Christ
7. know, understand, and apply God's Word in daily life
8. treat their bodies as the temple of the Holy Spirit
9. respect and relate appropriately with integrity to the people with whom they work, play, and live
10. have an appreciation for the natural environment and practice responsible stewardship of God's creation
11. are prepared to practice the principles of healthy, moral family living
12. are good stewards of their finances, time, and all other resources

## ***Statement of Faith***

1. We believe in the **Holy Scriptures** as the **Only Inspired Word of God**, without error as originally given by God, our infallible rule of faith and practice.
2. We believe in the **One Triune God**.
3. We believe in the **Lord Jesus Christ**, that without any essential change in His divine person, He became man by the miracle of **virgin birth**, both truly God and truly Man, one person with two natures.
4. We believe in the **Holy Spirit**, the divine Agent in nature, revelation, and redemption.
5. We believe in the **creation and fall of man**; that he was the direct creation of God, spirit and soul and body, not in any sense the product of an animal ancestry, but made in the divine image. We believe that by personal disobedience man became a sinful creature and the progenitor of a fallen race, sinful both in nature and practice.
6. We believe in **salvation by grace** through faith received only by a personal faith in the Lord Jesus Christ.
7. We believe in **righteous living and good work**: not in any sense as the procuring cause of salvation, but as its proper evidence.

We believe in the **existence of Satan**. We acknowledge that his powers are great but that we are able to resist and overcome him only in the armor of God.

## **School Affiliation and Accreditation**

*Nampa Christian School is an independent non-denominational school representing over 100 different churches in the Treasure Valley. We are recognized as a state accredited school through Association of Christian Schools International (ACSI)*

## **Admission Philosophy, Policies, and Procedures**

*Nampa Christian School is open to Christian families interested in securing a Christian education, from Pre-kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by NCS rules. It must always be understood that attendance at NCS is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.*

All students must be convinced they want to attend NCS and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

NCS admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. NCS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with NCS administration and to abide by its policies.

## **Admission Criteria**

1. Student possesses or is seeking a personal relationship with Jesus Christ.
2. This relationship is shown by his/her personal life and continues to be in evidence while at Nampa Christian.
3. Student attends church and/or Christian youth services regularly.
4. Parents/guardians show evidence of support and responsibility in participating in school activities including fundraisers.
5. Family is able to meet financial obligation.
6. Student maintains C average.
7. Student is socially mature with no severe behavior, attitude, or moral problems at prior school or at Nampa Christian.
8. Student wants to attend Nampa Christian and willingly agrees to abide by all school policies, regulations, and guidelines.
9. Student may be accepted on a probation basis at the discretion of the Admissions Team.



## **Absences**

Students are expected to be at school all day, every day. The primary responsibility for attendance rests with the parents. While perfect attendance is the goal, all students must be in attendance at least 90% of the time (no more than 18 absences for the year) in order to be prepared for the next grade level. The following procedures must be followed in the event of an absence:

**Excused Absence:** When a student is absent, parents must call the school office by 9:00 A.M. at 466-8451, so that we can maintain proper communication between the school and home. If a call is not received, the school will contact the parents.

**Make up Work:** The student will have two days for every day missed (with a maximum of five days) to make up work. This formula does not necessarily apply to pre-arranged absences. It is the teacher's option to require work to be made up with a specific schedule of due dates. Except in unusual cases (extended illness), any work not made up in this time frame will receive no credit. It is the parents' responsibility to pick up a student's work from the office or request to have it sent home with a sibling.

**Pre-Arranged Absence:** Passport forms are available in the office for parents to complete if students plan to miss **two or more days** of school for any reason other than illness. Please do this several days before the anticipated absence to allow teachers to prepare work and minimize the students' difficulties in keeping up with the class. While classroom instruction can never be duplicated and tests can not be sent home, some work may be given before the absence, with the remainder to be made up on return.

**Excessive Absences:** Excessive absences have a detrimental effect on a student's learning. Absences exceeding the 90% attendance rule will result in a conference with the administrator, teacher, parents, and student.

**Tardies:** Students arriving at school after 8:20 A.M. must check in with the office to get a tardy slip before being admitted into class. Teachers begin class promptly, therefore, please ensure your child does not miss out on important instruction time. Habitual tardiness will result in a conference with the administrator and parents. Should the problem continue a student may be asked to withdraw from the school.

## **Academic Awards**

An annual awards assembly takes place at the end of each year for the following in grades 1-6:

**Principal's Award:** Given to students with an A average in every subject throughout the year.

**Honor Roll:** Given to students with an A/B average in every subject throughout the year.

**Citizenship Award:** Given to one boy and one girl in each class for demonstrating citizenship qualities throughout the year.

**Perfect Attendance Award:** Given to student with no absences and having no more than 5 tardies during the year.

*Classroom teachers may hand out individual awards at the end of the year.*

## ***Academic Integrity***

Nampa Christian School values the principals of honesty and believes that violations in this area should be dealt with in an appropriate and effective manner. Students are expected to their own work to the best of their ability and encourage others to do the same.

### **Academic dishonesty includes but not necessarily limited to:**

- ~Cheating on assignments or exams by copying answers from another student or book
- ~Allowing others to copy answers on an assignment or test.

### **Consequences:**

~Academic dishonesty is considered a level two behavior on the discipline rubric and will result in serious consequences including receiving a “0” on the assignment. Repeated incidents will result in detention time or suspension. (Refer to the behavior rubric)

## ***Academic Probation***

Our goal is to ensure every child succeeds at NCS. Students not maintaining at least C average in core subject areas may be placed on academic probation. A meeting will be set with the administrator, teacher, and parents to discuss possible interventions.

## ***Birthday Celebrations***

Birthdays are important to children! We welcome birthday treats to celebrate. Some classes celebrate individual birthdays, while others pick one day a month to celebrate all the birthdays in that month. Please check with your child’s teacher.

To preserve the learning environment in the classroom, no siblings are allowed to attend classroom events, including birthday parties.

To prevent hurt feelings of students all birthday invitations are to be handed out outside of school unless it involves the **entire** class.

## ***Book Fair***

An annual Scholastic book fair is held during first quarter conferences in the gym. This is an opportunity for you to support the reading program of the school and purchase books for your child to read at home.

### ***Campus Visitors***

All visitors or volunteers must sign in at the front office and wear a visitor tag while in the building.

### ***Change of Address***

When families move during the course of a year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. In the event of a move, notify the school secretary with new address and phone number immediately.

### ***Chapels***

Chapels are special times of worshipping and learning more about God. Speakers are brought in from the community and area churches. Teachers and classes also lead chapels on occasion.

Chapels are held every Tuesday morning. There is a specific chapel dress code for elementary students, please refer to the dress code section.

An offering is taken every chapel to support outreach ministry projects such as sponsoring a child overseas, Lifeline, the Rescue Mission, or missionary support.

### ***Child Abuse Reporting***

All NCS employees are required by law to report any suspected child abuse to the appropriate authorities.

### ***Christmas Program/ Bake Sale***

Each December all students Kindergarten thru 6<sup>th</sup> grade will be involved in an evening Christmas concert. Students are required to participate in this event. Pre-Kindergarten students have a "Happy Birthday Jesus" program that takes place during the school day in the gym.

Bake Sale: After the concert we have a bake sale set up in the foyer. Each family is asked to bring 2-3 dozen cookies or holiday goodies to be sold. All proceeds support basic needs within the elementary school. An offering is also taken to help offset the cost of the facility rental.

## **Conduct Policy**

All students at NCS are expected to conduct themselves in a Christ-like manner. This expectation applies to students while they are in school, or attending any school activity. All school-wide and classroom rules are based on the following:

1. Respect/ obey those in authority (Romans 13: 1-2)
  - Follow directions cheerfully the time they are given
  - Behave in a respectful manner toward all school personnel and volunteers.
2. Honor others above yourself (Philippians 2:4)
  - Model Christ's teaching about love for one another in all interactions
  - Maintain a courteous, grateful, respectful and cooperative attitude
  - Be considerate of others
  - No harassment or inappropriate physical contact
  - No public display of affection (hugging, holding hands, kissing)
3. Practice self-control (Proverbs 25:28)
  - Walk in the hallways
  - Raise hand to be recognized
  - Keep your hands and feet to yourself
4. Do all things in a decent/orderly manner (I Corinthians 14:40)
  - Come to class prepared
  - Pick up after yourself
  - Respect all property belonging to yourself, others, or the school
  - Work responsibly without distracting others learning
  - Obey school rules including dress code, classroom and playground rules
  - No chewing gum on the school campus
  - No use of cell phones or electronic devices on the campus
  - No hats are to be worn inside the building

The school reserves the right to dismiss any student for serious or persistent violations of school rules, or for an attitude that hinders the growth of other students.

## **Conferences**

Nampa Christian Elementary has two formal conference times throughout the year. The first one is held in October, at the end of the first quarter, and is mandatory for everyone. The second conference is an optional conference held at the end of the third quarter based on request of either parent or teacher. Information regarding conferences and times will be sent home from the office in your child's Monday folder.

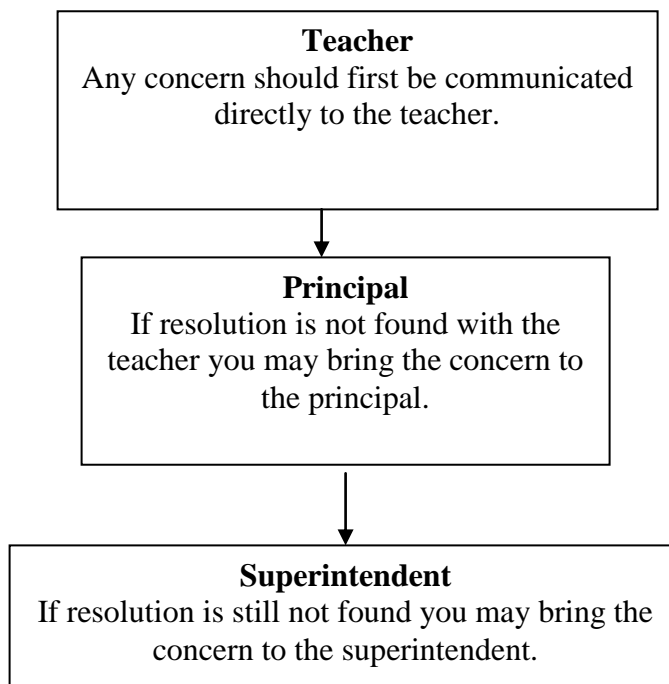
Informal conferences may be set up anytime throughout the year with your child's teacher to address any concerns or issues that may arise. You may do so by calling the office and leaving a message for the teacher to call you or by sending a note to the teacher.

## **Communication**

In order to facilitate better understanding and agreement within our school family, we will observe the following Biblical procedures from Matthew 18:

1. Speak first to the person most directly involved (**if someone is not a part of the problem or a part of the solution, they should not be a part of the conversation!**)
2. If after consulting together a mutual agreement or reconciliation is not found, the matter should be brought to administration.
3. If the matter is still unresolved, it will be brought before the board.

### **Chain of Command for the Flow of Communication in the School**



## **Country Fair/ Auction**

This is the main fundraiser each year at Nampa Christian. The school depends on this activity to meet important needs. It is also a time of fun and fellowship for parents and children.

The event begins with a breakfast on Friday morning. Students who purchase tickets are taken over in the morning as a class to eat. The evening kicks off with a dinner and leads into the auction and carnival. Saturday morning begins with a breakfast and is followed by a full day of auction and carnival events. Lunch, snacks, and drinks are served throughout the day.

This is great community event that you do not want to miss!

## Curriculum

A variety of curriculum is used to create a comprehensive academic program including but not limited to Abeka, Saxon, Bob Jones, and ACSI. A complete curriculum guide and scope and sequence are available in the office.

Although NCS families use a variety of versions of scripture, our Bible curriculum and special programs follow the NIV version. Therefore, all students need to have the required NIV Bible for classroom work.

## Discipline

Our school goal in dealing with student misconduct is not to ‘punish’ but to bring about change. In an effort to create and maintain an environment in which students can grow spiritually, academically, and socially we have designed a school wide discipline plan to encourage consistency in our expectations. The discipline rubric (found in the appendix section) is discussed in depth with the students at the beginning of the year. Each class has a ‘purple book’ that contains a behavior log for every student in the class. This book is used by the classroom teacher, music teacher, P.E. teacher, librarian, and aides on playground supervision. Parents will be notified of any level 2 or 3 infractions.

## Dress Code

Philippians 4:5 “Let your moderation be known to all men...”

We are very thankful for the cooperation of the parents and students of NCS who work together to maintain our standards. Every parent is asked to sign a form stating they have read and agree to support the following dress code:

- Shirt logos/ pictures/ messages/ advertisements must conform to NC standards
- Dress/ Skirt length is to be **no shorter than 2”** above the knee
- Slacks or neat jeans- no large rips or holes, or baggie pants
- Girls wearing tights, leggings, or snug fitting knit pants/ shorts will wear tops, dresses or skirts 2” above the knee or lower.
- **PK-4<sup>th</sup> grade** shoes or sandals must be fastened securely around the feet; heel height must be no higher than 1” (no flip flops, clogs, platforms, etc.)  
**5<sup>th</sup> and 6<sup>th</sup> grade** may wear flip flops and clogs but must not have a heel height higher than 2”  
**\*Tennis shoes needed for P.E. days for all grades**
- Shorts allowed only in the months of August, September, October, April and May. They must be modest and at have at least a 6” inseam or come within 2” above the knee.
- Boys’ hair must be above the eyebrows, no longer than the ear lobes on the side, and no longer than collar length in the back.
- Not permitted: make-up, tattoos, body paint, dyed or bleached hair, hats/ head coverings, tank tops, sundresses, sun-tops, or ragged torn clothing.
- Fads will be addressed as necessary (We reserve the right to adjust the school policy as needed)
- No Heelys or Skate Shoes allowed during school hours.

Students not in accordance with dress code will be sent to the office to call home and will not be admitted back into class until appropriate clothing is brought to the school. Students with borderline infractions will be given a warning and reminded of the dress code.

## **CHAPEL DRESS CODE**

On chapel days as well as designated programs and field trips, the following dress code will apply for students in **grades K-6**:

**Boys:** Tan khaki colored pants or \*shorts (cargo style permitted)  
Polo shirt (long sleeve or short sleeve)

**Girls:** Tan khaki colored pants, \*shorts, or \*skirt  
Polo shirt (long sleeve or short sleeve)  
\*Must fall within regular dress code requirements

### ***Early Release***

Please refer to the master school calendar to note the half days scheduled throughout the year. The school hours on an early release day are 8:15- 12:10. After school procedures are the same as a full day schedule, however, in many cases, after school daycare is not available. Therefore, out of respect to our staff, it is imperative that you are there to pick up your child on time.

### ***Edline***

Edline is our online parent communication system. Each family is given a password at the beginning of the year to activate your Edline account. Through this account you will be able to access your child's weekly class newsletter, the weekly office newsletter, spelling lists, and your child's weekly academic progress (grades 4-6). This is a secure site and you will only be able to access information pertaining to your child.

### ***Electronics***

Learning to respect others' needs is very important. Below are some rules we have developed because of concerns in this area:

**MUSIC:** Students are not to have tape recorders, disc players, walkmans, iPods, radios or headphones or any other electronic entertainment devices from 8:00 am – 3:05 pm (including lunchtime). These items will be confiscated if seen or heard during these hours and will require a parent to pick up the item from the principal.

**CELL PHONES:** Because cell phones can be disruptive to the learning environment and have potential for dishonest uses, students are only permitted to use cell phones before or after school hours. Phones will be confiscated if seen or heard inside the school building or during the school day (8:15 – 3:05) and will remain in school possession until a parent picks up the phone from the principal.

### ***Field Day***

An annual field day is held at the end of the year for every grade level. Please watch for information to come home in the Monday newsletter regarding dates and times, donations needed, and parent volunteer opportunities.

### **Field Trips**

Field trips are carefully planned to enhance classroom teachings. Parents are informed about the details of the trips in advance and encouraged to help participate. For liability, siblings may not be included in class field trips. Occasionally a donation will be requested for some activities.

### **Fund Raisers**

The Jog-A-Thon and Annual Country Fair and Auction (see descriptions) support the annual general budget for the entire school.

PTF has several events through the year to raise money specifically for the elementary school needs.

- **Annual Fund Raiser-** Each year PTF decides on major fundraising project for the year. This may consist of candy bar sales, cookie dough sales, Holy Bears, etc...

### **Grading Scale**

<u>Letter Grade</u>	<u>Percentage Span</u>
---------------------	------------------------

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Less than 59%
I	Incomplete

\* In some unusual cases where the student has a legitimate reason for not completing the requirements on time, an Incomplete is issued. The student has 2 weeks to complete the requirement after which time a grade is issued on the work that was completed.

### **Grandparents' Day**

In October (see master calendar for date), grandparents are treated to a performance by our students. After the performance the grandparents are excused to take their grandchildren to lunch (an aunt, uncle, or parent may substitute). Due to limited space, only grandparents or someone standing in for a grandparent are to attend this event. Parents are invited to attend the dress rehearsal if they wish to see the performance.



## **Homework**

Students will be assigned homework and, on occasion, other projects. Parents are urged to be involved in these assignments without actually doing the assigned work. We try to limit the amount of homework given so as not to interfere with family activities. Expect about 20-30 minutes a night for grades 1-3 and about 45 minutes per night for grades 4-6. If your child's homework load drastically exceeds these estimates, please talk with your child's teacher to explore options.

Homework is given for several purposes:

1. **Drill-** Most students require consistent drilling to master material essential to their educational development.
2. **Practice-** Following classroom explanations, illustration, and drill on new work, it is given so that the material will be mastered.
3. **Remedial Activity-** Homework can be given to help students strengthen their weak areas.
4. **Special Projects-** Book reports, compositions, research papers, and projects allow students the opportunity to apply the material learned.
5. **Reading-** Every grade level will require students to read at home. This is a skill that is foundational to overall success.

Parents should be consistent in seeing that all homework is completed properly and turned in when it is due. The responsibility of homework is an important part of your child's academic success.

## **Jog-A-Thon**

All of the students contact neighbors, family members, and friends to sponsor them in the annual Jog-A-Thon. The sponsors pledge a certain amount of money per lap around the track in the set amount of time (PK-3 – 10 minutes, PK-4, Kindergarten - 20 minutes, 1<sup>st</sup> - 6<sup>th</sup> grade 60 minutes). Students may jog or walk during this time.

The students are encouraged to participate by being offered cash prizes which increase with value based upon the dollar amount raised. Parents are welcome to attend this event and even walk or jog with their child☺

## **Lost and Found**

A lost and found table is located in the foyer leading into the West wing hallway (intermediate classes). If your child is missing an item please check this area. Twice a year all lost and found items not claimed will be donated to the local shelters.

## **Lunch Program**

The school hot lunch program begins the second week of school and menus are sent home the third week of the month for the following month in your child's Monday folder. Lunch menus and money **must be returned the next school day**. Allowances will be made for late menus due to illnesses/absence. Children who forget their lunches will be given whatever is available from the cafeteria and will be charged \$2.50. Due to time constraints parents will not be called for students without lunches. If you are bringing your child's lunch be sure that they are aware of your plans and have the lunch to the school by your child's scheduled lunch time (they only have 15- 20 minutes to eat).

### **Lunch Schedule:**

<b>Pk/K</b>	11:40-12:00- Lunch 12:00-12:25- Recess
<b>Grades 1/2</b>	11:40-12:00- Lunch 12:00-12:25- Recess
<b>Grades 3/4</b>	12:05-12:20- Lunch 12:20-12:45- Recess
<b>Grades 5/6</b>	12:25-12:40- Lunch 12:40-1:05- Recess

## **Medical Policies**

A registered nurse is available on a part time basis. The school nurse is responsible only for the emergency care of injuries and sudden illnesses that occur while the student is in school. The nurse is not available to diagnose or treat students who come to school sick.

If your child has any serious allergies or any chronic conditions, please indicate this on the student's emergency form. The school nurse maintains all school medical records. **Be sure the school always has current phone information to contact you in the event of an emergency.**

### **When to Stay Home**

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is a guideline intended to help with this decision.

1. If a student has a fever of 100 degrees or more, the student should stay home for at least 24 hours **after** the fever breaks.
2. If a student has vomited or had diarrhea the student should stay home for 24 hours **after** the episode.
3. If a student has any rash that may be disease- related or the cause is unknown, check with your family physician before sending the student to school.
4. If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye before sending the student to school.

### **Emergencies and/ or Illness**

If your child becomes ill or injured at school, you will be notified and a first aid procedure will be provided. The nurse (or office) will call the parents whenever the student has a fever over 100 degrees, is vomiting, has significant pain, repeatedly complains, or anything else that is out

of the ordinary. If the parents are unable to be reached, the person listed under emergency contact will be called.

### **Medication Policy**

**Over-The-Counter Medications-** The parent/ guardian must complete the yellow emergency form, sent home with your registration packet, in order for a student to receive any Tylenol or Ibuprofen from the school nurse or office.

**Prescription Medication-** ALL prescription medications must be brought to school by the parent or legal guardian in the original container and properly labeled with an authorization form completed. Epi pens and inhalers will be allowed to be kept in the classroom on a case-by-case basis to be determined by the school nurse.

### ***Messages***

Teachers and students can receive messages at school through the secretary in the office. Parents/ guardians are requested not to call teachers or children out of the classroom unless the need is urgent. If you are calling about a change in after school transportation, please do so before 2:30 in order to allow sufficient time to relay the message.

Students are not allowed to use the phone unless it is an emergency. School personnel will decide whether or not phone use is appropriate on a case-by-case basis.

### ***Daily Folders***

Each teacher sends home a class newsletter and posts on Edline every Monday. Depending on grade level and teacher, a folder will be sent home weekly or daily. This folder contains all the primary communication from the school to home. Please make sure you take time to sort through your child's folder. **The office newsletter will be posted on Edline and E-mailed every Monday.**

### ***Playground Supervision***

**Morning:** Playground supervision begins at 8:00 A.M. Please DO NOT leave your child unsupervised before this time. If you need to drop him/ her off earlier than 8:00, the before and after school daycare is available for a minimal cost. In the event that indoor recess is called due to inclement weather (below 20 degrees or raining) students are to go directly to their classroom upon arriving at school. Class begins at the normal scheduled time.

**Recess:** Aides provide supervision during scheduled recess times. All students are expected to play outdoors at recess unless the office due to inclement weather calls indoor recess. Therefore, make sure students are dressed appropriately, especially when it snows!

**After School:** Students not picked up by 3:05 P.M. will be sent to after school daycare and parents will be charged accordingly.

### ***Parent Involvement***

Nampa Christian values establishing a partnership with parents and welcomes volunteers in the school. There are numerous opportunities available including classroom help, lunchroom help, auction and carnival help, and special events throughout the year. Your child's classroom teacher will provide more information regarding opportunities for parent involvement throughout the year.

Due to liability issues, **siblings or other children may not accompany volunteer parents in the classroom.** We appreciate your respect to the school and other parents by following this rule.

### ***Parent Night***

Parent night is held shortly after school starts. The evening begins with a brief PTF (Parent Teacher Fellowship) report sharing upcoming fundraisers and various events that will be held throughout the year. This is a great time to hear about volunteer opportunities.

Parents are then dismissed to their child's classroom for a 15 presentation laying out a brief outline of what to expect for the school year. We offer two sessions to accommodate families with more than one child. If you have more than two children and are unable to attend each class meeting you can pick up a packet from your child's teacher outlining the information covered.

### ***Report Cards/ Progress Reports***

Report cards will be sent home with your child quarterly. They are also posted on Edline for grades 1-6. Progress reports are sent home five weeks into the quarter to keep parents informed of student progress and eliminate surprises.

### ***School Closure/ Delayed Start***

In the event of inclement weather, school will be on \*delayed start or cancelled by 7:00 A.M. Information will be broadcast on KTSY (98.5) and local television stations.

- Delayed start means school will start two hours later to allow time for road hazards to be cleared.

### ***School and Office Hours***

#### **School Hours:**

First Bell	8:15 a.m.
Tardy Bell	8:20 a.m.
Dismissal Bell	2:50 p.m.
Early Dismissal Bell	12:10 p.m.

#### **Office Hours:**

The elementary office and phones are open from 8:00 a.m. - 4:00 p.m. After hour messages may be left with the secretary at extension 1115.

### ***Speech Meet***

Each spring students are involved in a speech meet. Students have Bible, Poetry, and Patriotic (5<sup>th</sup> -6<sup>th</sup> grade only) categories to chose from and memorize. Finalists are chosen by each class to participate in an all school assembly in which they present their speech to the classes and parents.

### ***Student Pick up System Shuttle Bus***

All students will be assigned to a pick up zone at the beginning of the year based on grade level. You will receive information at registration as to what pick up zone your child(ren) will be in. In the event you have multiple students to pick up, all students in the same pick up group will gather at the youngest students pick up zone. Parking is available in the spots facing Orchard for those who need to go into the school.

A shuttle bus will load at the secondary school campus from 7:45-7:55 am, departing promptly at 7:55 am for the PK-6 campus. Students will be dropped off at the PK-6 playground upon arrival. The afternoon shuttle will load from the PK-6 campus from 2:50-3:00 pm, departing promptly at 3:00 for the secondary school campus. On early release days the bus will depart from the PK-6 campus at 12:20. Students in grades PK-6 will remain on the bus until released to a family member. The shuttle will then load high school/ middle school athletes at 3:05 pm for a return trip to the PK-6 campus (for practice/games).

\*Any students not picked up from the bus will be returned to the PK-6 campus for after-school care.

### ***Track Meet***

Nampa Christian elementary school hosts an annual track meet at the end of the year. This event is coordinated by our P.E. teacher. Other local Christian schools are invited to compete in this fun filled day including all track and field events. Watch for information regarding dates and times in the office newsletter.