

NEW VISTAS CHRISTIAN SCHOOL

Handbook

2010-2011



A non-traditional approach to multiple learning styles.

Mission Statement: To provide a Christian-based, multi-sensory, structured learning environment to those with average to above average intelligence who do not experience academic success in conventional classrooms, and to build them up spiritually, emotionally, and intellectually, enabling them to meet their full potential as a child of God.

Purpose of New Vistas Christian School: NVCS is incorporated as a nonprofit religious organization for the purpose of providing a Christian education for bright students who need special instructional methods because of a specific learning difficulty.

Admissions Policy: For students who have had no formal testing done, we administer the *Slingerland Screening Test for Identifying Children with Language Disabilities*. Parents are responsible for paying the current fee for this test. Outside testing from a qualified physician, educational therapist, or psychologist is recommended. It is helpful if each parent can furnish the school with test results from other agencies or physicians before admission so that the child can be properly placed. Along with paid enrollment fees, NVCS requires the following:

1. Proof of normal or above normal intelligence.
(WISC or Detroit Verbal Opposite Sub Test)
2. Proof of working below expected grade level. (Achievement Test)
3. Proof of absence of a primary emotional or behavioral problem.
(Psychological testing may be required.)
4. Agreement by the family and the student to the Christian teachings, principles, and discipline as outlined in the statement of faith and discipline policy. Because all of our students have academic learning difficulties, we expect to find the accompanying problems of low self-image, poor social adjustments, and emotional frustrations. The school and home must work consistently together to help the student achieve progress in all these areas.
5. Proof of appropriate inoculations and citizenship.
6. Birth certificate.

New Vistas Christian School admits students of any race, color, national and ethnic origin 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 administration of its educational policies, admissions' policies, scholarship and loan programs, and other school administered programs.

New Vistas Christian School's biblical role is to work in conjunction with the home to mold students to be of excellent moral character. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of student.

Subjects are in alphabetical order

Arrival and Dismissal: Students are to stay in designated areas until the bell rings or teachers call them into class. *Students are only allowed to go to and from school with parents unless specifically notified in writing.* Students are expected to be in class by 8:15 a.m. each school day and are not allowed to leave the campus without parental or guardian assistance. Students are dismissed at 3:15 p.m. (See *Off Campus Sign Out* for more details.)

Attendance Policies: Attending classes and completing assignments are the most important contributing factors for success in school. Regular attendance is required by law and is necessary for good scholarship. Learning is greatly enhanced by listening to explanations by people who have developed wisdom in the subject. Insight is also developed as students have the opportunity to share with each other. Therefore, parents are asked to arrange appointments, private lessons and vacations around the school schedule so that absences are limited to illness, bereavement and family emergencies.

Students should be held accountable for their attendance and their assignments. Communicating the importance of attending classes and completing assignments is the responsibility of all adults working with students.

Attendance and Tardies: Attendance is taken daily in the classroom at 8:18 a.m. If a student is not at his/her desk, he/she will be marked absent. If the student is tardy, he/she must come to the office to get a pass before entering class. A note or phone call from the parent or car pool driver is required for an excused tardy. All other tardies will be unexcused. **Every five unexcused tardies will equal a one-day absence.**

Parents are requested to call the school **by 9:00 a.m. in the morning** to excuse a student's absence. If contact has not been made by 9:00 a.m., the school office will attempt to contact the parent. (This is for your child's safety!) If contact can't be made, the absence will be counted as unexcused until verification of the absence can be presented. Absence must be cleared within 72 hours or they will be marked truant.

Excused Absences:

1. Illness or injury of the student, or serious illness which necessitates the absence of the student.
2. Student attendance at a medical, dental, optometry, or chiropractic appointment.
3. Student attendance at the funeral service of an immediate family member.
4. Quarantine imposed by a city or required immunizations.
5. Student service on a jury.
6. Up to five days to obtain required immunizations.
7. Exclusion from school due to head lice, lack of immunization, or physical examination.
8. Appearance in court.
9. Observance of a holiday or ceremony of his/her religion.
10. Employment interview or conference.

Any student absent more than ten (10) days in one (1) quarter without a physician's written excuse or prearranged vacation will receive an "incomplete" grade on their report card and must make up the time and work under the direction of a New Vistas' staff member. **This time will be charged to the parent**

at a rate of \$30.00 per hour. When all the work is completed successfully, the student will earn a passing grade.

Request for Assignments: Students who will be absent for five or more days may call the office for homework assignments. This does not apply to students who are suspended.

NOTE: We do not have facilities for caring for sick students. Please do not send your child to school if he/she is ill (i.e. has a cold, fever, vomiting, or contagious condition). Students exhibiting these symptoms after arriving to school will need to be picked up immediately.

Books: Students are responsible for taking good care of the books issued to them. Failure to do this will result in paying full replacement cost of each book damaged or destroyed (i.e., highlighting, scribbling, drawing, etc.)

If a student loses a workbook, book or an assignment book, parents will be required to purchase a new one. Each student is required to have a New King James Version of the Bible (or the New International Version of the Bible depending on the Bible class he/she is enrolled in) and a dictionary. It is helpful for classroom instruction if all students have the same ones.

Boundaries: New Vistas is a **closed campus**. Therefore, all students under the age of 18 are to stay within the school boundaries from the time they arrive in the morning until the time they leave in the afternoon. Students are not to leave the school grounds anytime during the school day unless a parent signs them out, or they are accompanied by a teacher, staff member, or approved guardian (i.e., field trips).

Car Pools: Because our students come to school from such great distances, it is important that car pools be kept safe and enjoyable. All drivers must be legally licensed and insured.

NOTE: It is not the responsibility of New Vistas to provide transportation. However, the school will try to make people who live in the same area known to each other in order to form car pools. New Vistas is not responsible for injury, death, or loss of possession because of car pool transportation. *Any problems resulting from car pools should be relayed to those involved in the car pool.*

Cell Phones: – *See Educational Code 48901.5*

Class Assignments: Students are assigned to required courses based on availability and needs. An appropriate elective class will be chosen for each student.

Communication between Home and School: Cooperation between home and school is the most important element in a student's progress. Therefore, home-school communication is paramount. Notes to and from school should be put in sealed envelopes addressed to the appropriate party. Parents must review the assignment book daily before the student's time card. **(See *Homework and the Simutown Handbook*.)**

Counseling: New Vistas does not offer private counseling, but a list of recommended counselors can be obtained from the school office.

Credentials: New Vistas is recognized and recommended by many physicians, psychologists, and educational therapists. If you would like a list of these references, please contact the Administrator.

New Vistas is approved by the State of California via private school affidavit #07617396910574. New Vistas teachers are certified by the state, Association of Christians Schools International, and/or have passed the CBEST. Some of our teachers are only certified for the subjects they teach. Teachers are required to obtain a minimum of six (6) continuing education units every two (2) years. English teachers must obtain a credential from the Slingerland Institute.

Curriculum: Student curriculum is purchased based on students' needs. Slingerland is the primary method of teaching all curriculums for language-based subjects. A complete list of curriculum and publishers can be obtained from the school office upon request.

Some skills such as orderliness, punctuality, readiness, attention, working independently, and returning homework notes, and signed papers are difficult for some of our students to learn. We call these areas "hidden curriculum" and emphasize them to build the child's accountability and accompanying self-esteem.

Cutting: A cut is an absence which has not been authorized by the parent or the school. Work missed during a cut will need to be made up but will not earn a grade. If a student develops a habit of cutting, he or she will be subject to suspension and/or expulsion from school. Quizzes may not be made up; major tests and projects will receive a penalty.

Discipline Policy: Discipline comes from the word "disciple" or "learner," therefore the most important element in any discipline is teaching or learning the expected behavior. This is accomplished by positive and negative approaches.

A. **Teaching the expected behavior:** Students are taught what the rules are and what behavior is acceptable.

B. **THE BIG FIVE RULES:** The Big Five Rules are school wide for all classes and assemblies.

1. **RESPECT GOD** - Be respectful toward prayer, Bible reading, and Bible studies. Do not use God's name as a swear word, as well as unthinking use of God in speech.
2. **RESPECT AUTHORITY** - Be kind and respectful to the Administrator, teachers, office staff and any other parties in authority.
3. **BE KIND** - Be kind and respectful to peers and their rights and choices. Physical contact, name-calling, yelling, and/or fighting are forbidden.
4. **RESPECT PROPERTY** - Respect school property and other people's property. Property defaced or destroyed must be repaired or replaced at the student's family's expense.

Stealing or borrowing without permission is forbidden.

5. **APPROPRIATE USE OF WORDS** - Slang or vulgar words that would not glorify God, or portray good Christian values are forbidden. Students should not use words for which they do not know the meaning. Students will be held accountable for their words.

C. **Individual Classroom Rules:** Each classroom may have their own set of special rules designed to best meet the population of the class. These rules may vary from time to time.

D. **Positive Incentives (see *Goals and Incentives*):** NVCS uses a system of positive incentives in which a student may earn rewards and privileges for meeting his/her goals in merited citizenship. The specifics of these are outlined in the Simutown Handbook.

Dress Code:

Introduction: We hope the following guidelines will help you understand and commit to the overall attitude we desire of our students, which is to cheerfully comply with New Vistas Christian School dress standards! The purpose of the dress standard at NVCS is three-fold: (1) to promote neatness and modesty, (2) to encourage the attitude that school is a place of instruction rather than play, (3) to enhance safety during the school day. By maintaining a standard of dress, we hope to encourage our students to learn how to make appropriate dress choices as Ambassadors of Christ.

- All dress code standards will be in effect while students are on campus, on field trips, or at any other school related functions.
- *The administration reserves the right to make the final decision in regard to any questionable student dress or appearance.*

A Note to Parents: In keeping with the agreement between NVCS and the family during the application process, NVCS expects that:

- Parents teach their children the importance of dressing modestly and professionally.
- Parents will monitor compliance before their children leave home.
- Parents and students will work to prevent the dress code from becoming a major issue.
- Students will happily comply with the dress code.

We, as adults, know that criticism creates a spirit of unrest in children. We acknowledge that much of the dress code is institutional preference, therefore the New Vistas Christian School Board and Administration reserves the right to determine appropriate dress.

Clothing must have a recently purchased appearance (no rips or holes). Clothing and accessories must be modest, safe and have a positive message. Body piercing and tattoos are not allowed. All students must wear shoes with covered toes, back straps, and rubber soles at all times. No sandals, flip-flops or slippers.

Students who are not dressed appropriately for school will be sent to the office. Parents will be called to bring the appropriate clothing or take their child home until he/she had been provided with the appropriate school clothing.

Driving Age Students: Students who will be driving themselves to school need to submit a copy of their driver's license, proof of insurance and current car registration to the office. Students are to park in the area assigned to students. Students who drive recklessly into the school parking area will lose their privilege to park their cars in the school parking lot. Students may be asked periodically to update our office on current license and insurance. See *Off-Campus Sign Out* for further information.

Drugs and Alcohol: Illegal drugs, alcohol, and tobacco are forbidden on campus. Products containing illegal drugs, alcohol (please read labels of medications carefully), or tobacco are forbidden. This includes breath fresheners and colognes that have alcohol as an ingredient. Students bringing these items on campus may be subject to arrest and/or expulsion.

Educational Code Section 48901.5, revised: No school shall permit any student to possess or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including but not limited to, pagers, cell phones, walky talky, ipods, mp3 players, and/or radios, while on campus or any school sponsored activity or while under the supervision and control of any school employee unless determined in writing by a licensed physician and surgeon to be essential for the health of a pupil. School officials are required to remove said devices from the student's possession and to deliver said device to a responsible adult governing the student. Students resisting relinquishment of said device are subject to suspension and/or expulsion.

Note: Cell phones may be kept in purses, pockets or backpacks provided they **be turned off at all times (8:00 a.m. – 3:15 p.m.)**. School officials reserve the right to verify connection and may confiscate device if being used inappropriately or against school policy. Parents will be asked to pick up any confiscated gear after school from the main office. Third time offenders will lose their privilege of bringing their cell phone to school.

Electronic Devices: *See Educational Code 48901.5 revised*

Expulsion Guidelines:

Possession of cigarettes and/or smoking cigarettes on campus or school functions

1. Minimum of one full day at home suspension and conference with parents before being re-admitted.
2. Student placed on behavior contract.
3. Possible expulsion hearing if the behavior persists. (See 504 for other restrictions.)

Use of and/or possession of alcohol or illegal drugs on campus or school functions

1. Minimum of three full days at home suspension and conference with parents before being re-admitted to school.
2. Student placed on behavior contract.
3. Next incident – expulsion hearing. (See 504 for other restrictions.)

Possession of Pornographic Material on campus or at school functions

1. Minimum of two full days at home suspension and conference with parents before being re-admitted to school.
2. Student placed on behavior contract.
3. Possible expulsion if incident occurs again. (See 504 for other restrictions.)

Threat by student to do injury or harm to student, student's family or staff member made on or off campus

1. Minimum of two full days at home suspension and conference with parents before being readmitted to school.
2. Student placed on behavior contract.
3. Possible expulsion if incident occurs again. (See 504 for other restrictions.)

Threat by student to do injury or harm to student or staff member and involving destructive behavior or property damage made on or off campus

1. Minimum of three full days at home suspension and conference with parents before being re-admitted to school.
2. Student placed on behavior contract.
3. Next incident results in expulsion hearing. (See 504 for other restrictions.)

Stealing

1. Minimum of one day at home suspension.
2. Student will be placed on behavior contract.
3. Next incident results in hearing with parents.

Intentional injury by a student to another student or staff member on or off campus

1. Minimum of three full days at home suspension and conference with parents before being readmitted to school. (Police may be called if the administration deems it necessary to insure the safety of students and staff.)
2. Student placed on behavior contract.
3. Next incident results in expulsion hearing. (See 504 for other restrictions.)

Weapon brought onto campus or to other school functions

1. Police called.
2. At home suspension until expulsion hearing is held. (See 504 for other restrictions.)

Fad Paraphernalia: - see *Music and Fad Paraphernalia*

Field Trips: Field trips are planned during the school year to give the students further exposure and education. No student will be allowed to go on a field trip unless a signed permission slip has been returned to the school before the event and a medical release form for the year is on file with the school office. We encourage all trips to be paid for by check as our students have often lost cash.

We often need help in transporting students on field trips or Rally Days. Our school parents have always been generous with their assistance. Parents who would like to volunteer to drive for one or more event need to complete and have on file the following things listed below at least two week prior to the field trip:

1. Completed volunteer driver application form
2. Copies of your current driver's license, proof of insurance, car's registration
3. Proof of clear fingerprints from the California Department of Justice. Forms are available in the school office.
4. Be willing to submit to a Criminal Background Check

5. Have read and signed New Vistas Christian School's Policy on Child Abuse.

Goals and Incentives: NVCS uses a positive reward system for discipline. Please refer to the *Simutown Handbook* for more information.

Grading Scale:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

Hair: Hair is to be clean and neatly combed. Hair should be a natural color and style. Hair for boys should be kept a short length not past the ears. New Vistas Administration reserves the right to request a change in hairstyle.

Harassment: – See Sexual Harassment and New Vistas Policy on Child Abuse.

Hats and Caps: Hats become a big distraction to our students during class. Therefore, hats, caps, hoods can be worn in the class at the teachers discretion. **Hats may not be worn during chapel or assemblies.** Hats and caps may be worn in the hallways or outside if a teacher or other person in authority asks a student to remove his/her hat more than twice, the hat will be confiscated and turned into the office. The student may come to office *with a parent* to retrieve the hat.

Homework: Homework is designed for the students to do independently. It is a reinforcement tool and is usually easier than what he/she is learning in the classroom. Since we have a special way of teaching, we do not expect parents to help with the homework. It is to be the student's own work.

All students **must have** an assignment book that is “predated” for the entire school year (sold at New Vistas Christian School). The assignment book is to be kept in the front of the homework binder. If assignment book is lost, NVCS students are required to purchase a new one immediately.

Parents can help by checking with the student to see what homework he/she has been assigned and help him/her settle down with a routine to complete it. Parents can also make sure that the student is working as neatly as he/she is capable of doing. All homework is collected at the beginning of the class period. Parents will be notified that their child did not turn in the homework for whatever class by noting missing homework in the student's timecard or assignment book.

I.E.P (Individualized Education Plan): NVCS does not provide an I.E.P. However, parents are encouraged to maintain a current I.E.P. with the public school. A representative from NVCS will attend the I.E.P. meeting if possible. Notification of I.E.P. meeting dates must be turned into the school office at least ten (10) *school days* before the scheduled meeting date.

Jewelry: – see *DRESS CODE*

Lost & Found: *We do not keep a lost and found box.* To avoid articles of importance turning up lost; please mark items with your child's name. Items that are found with names on them are given to the child's homeroom teacher. Items that are not marked are held for two (2) days and then given to a local

charity. New Vistas is not responsible for items brought to school and are lost or damaged.

Lunch: Students can buy food items at the Snack Shack for a cost of \$1.00 – and up. If your child is going to be late for school and is planning to buy lunch, **you must call the office before 9:00 a.m.** and let the office know that your child will be ordering lunch. Please do not rely on your child letting the office or his/her teacher know that he/she will be ordering lunch. Most of our students forget, and then end up without a lunch to eat.

Students may bring their lunch from home. All lunches are eaten in the cafeteria. NVCS maintains the privilege of scrutinizing the kinds of foods brought to school (*see Snacks*). Please remember these guidelines:

Foods and drinks must be dye free and be of the minimum sugar variety. (Sugar should be no less the third (3rd) on the list.) Please check labels before sending foods to school. Do not bring any glass bottles. **No energy drinks please!**

Make up: – Girls may wear lightly applied makeup. *Nail polish may be worn – no dark colors.* New Vistas administration reserves the right to request excessive or demonstrative makeup be removed.

Medication: If your child needs to take prescription medication or an over the counter medication such as allergy medicine or cough medicine, while at school, either short term or on a permanent basis, you must fill out a form with written instructions and release of liability. Prescription medication changes cannot be made over the phone unless you have signed a release form requesting this privilege. All changes of medication dosages or times must be in writing. Medicine must be in the original prescription container with pharmacy, physician, and dosage marked.

An adult must bring medication to the school office. Please note: Students under 18 years of age are not allowed to have prescription or “over the counter” medicines in their possession.

Music & Fad Paraphernalia: The words of the music and the lifestyles of some of the contemporary music groups are often contrary to our Christian principles and are not healthy for the building of a positive self-esteem for our students. Therefore, NVCS reserves the right to confiscate any item the faculty deems unacceptable.

New Vistas News: The New Vistas News will be sent via email the first school day of every month. Make sure to read it as it contains important information about current and upcoming events. Any changes to the school calendar will be reflected in the New Vistas News. You can also get a copy of the New Vistas News on our website: www.newvistaschristian.com.

Off Campus Sign-out: NVCS is a closed campus, which means students under the age of 18 are not allowed to leave the campus by themselves from the time of arrival in the morning until they leave in the afternoon. If a student, needs to leave early for a Doctor or Dentist appointment, parents are to write a note to excuse the student. The parent MUST sign the child out in the log in the office when coming to pick up the child. **Students may not leave campus during school hours for any reason other than an emergency or what is stated above. NO STUDENT UNDER THE AGE OF 14 IS PERMITTED TO LEAVE THE SCHOOL WITH ANYONE OTHER THAN THE PARENT, AN ADULT ON THE “APPROVED ADULT PICKUP LIST,” OR PERSON DESIGNATED ON THE EMERGENCY**

FORM LOCATED IN THE SCHOOL OFFICE. Parents' requests to have students picked up by someone else must be in made in writing. There must also be a written note from the parent as to any car pool, bus, bicycle arrangements, or students driving themselves to school.

New Vistas will not be held responsible for students' age 14 years and over who leave campus of their own free will.

Parents involved in divorce, separation, or custody situations must provide the school with COURT ORDERS outlining parent privileges. The school will **only abide by** LEGAL DOCUMENTATION, **not** handwritten notes.

Office: The office is off limits to all students unless they have a pass from the teacher or they are coming in to get a pass for class attendance, dismissal, or medication.

When a student enters the office, he/she will come in quietly and wait until he/she is asked to speak. Each student will quietly wait his/her turn to be helped if several students, teachers, or visitors are waiting. Each situation will be handled according to importance.

Pagers: – *See Educational Code 48901.5*

Parent-Teacher Conferences: Parent-teacher conferences are scheduled for Thursday and Friday afternoon following the 1st and 3rd quarters unless otherwise noted on your school calendar. See the New Vistas News for location or call the school office to set up an appointment. Parents are allowed a maximum of 10-15 minutes. Please review the calendar and mark those days on your personal calendar. **Conferences are mandatory and should be attended by both parents (preferably).**

Passes – Interschool: All students are required to carry an interschool pass when they are out of their classroom during class hours. This includes going to the bathroom or going to the office for any reason. Students must obtain a bathroom or office pass from the yard duty person during recesses and lunch. Students found without an acceptable pass will be returned to the homeroom or classroom teacher immediately.

Passes – Tardy: *see Attendance and Tardies*

Physical Education (PE): Students who participate in PE must change into a clean T-shirt with sleeves and a hem and a pair of shorts of modest length with a hem. Cutoffs are not allowed. Sweatpants may be worn during P.E. only. A place for changing will be designated. Students will be allowed 3-5 minutes to change. NVCS does not have shower facilities.

A student may be excused for one day with a written note from a parent. Excuses for more than one day must be accompanied by a doctor's note. No other excuses are valid.

Pornographic Material: Pornographic material in any form: pictures, drawing, written material, music, Internet, etc. is forbidden on the campus of New Vistas Christian School. Any student who brings pornographic material to school for any reason will be subject to discipline up to and including expulsion. Any student who receives pornographic material from anyone while at school for any reason will be subject to discipline up to and including expulsion.

Public School Services: Private school students are not entitled to services provided by the public school district. Public schools are required by law to administer assessments, prepare and maintain I.E.P.'s and make recommendations for private services. These services can include speech and language, occupational therapy, etc.

Radios: – *See Educational Code 48901.5*

Report Cards: Report cards are issued four (4) times a year (see calendar for dates). The last day of each quarter is designated as a ½ day for report card preparation. See also Parent-Teacher Conferences.

School Records: Copies of any documentation in your student's cum file needs to be requested 48 hours in advance. Copies of records will be provided 5-7 business days from the date of your request. Copies of transcripts are \$25.00 per request. (1st one is free).

School Hours: School hours are 8:15 a.m.-3:15 p.m. To avoid being tardy to class, students are to be at school by 8:10 a.m. Students arriving before 7:45 a.m. will not be supervised and are still the responsibility of the parent.

School Year: NVCS is a four (4) quarter a year program. NVCS prefers a minimum of 180 days in our school year. Two weeks of vacation are taken at Christmas and Easter. Please check the school calendar for school holidays and half days.

Sexual Conduct: While we strongly disapprove of sexual activity in premarital relationships, it is the prerogative of New Vistas Christian School to express a Christian spirit of forgiveness. We have the additional responsibility to be supportive and helpful toward a student's desire to receive a Christian education.

Abortion: Students will be expelled up to one (1) year.

Harassment: *See Harassment section in main body of handbook*

Intercourse on Campus Grounds or at a School Event: Participants will be expelled up to one (1) year.

Molestation: Students other than victim will be expelled permanently.

Pregnancy: When a student pregnancy is reported, both the female and male participants will be dismissed from regular daily attendance. Students may transfer to a home study program developed especially for them. Students will be allowed to attend chapel services and after school events such as banquets and assemblies at the discretion of the Administration. Students will not be allowed to attend field trips or participate in graduation exercises.

Upon termination of pregnancy, except in cases of abortion, both or either student may return to regular daily attendance provided the administration is able to determine true repentance of the previous situation and are comfortable that there will not be another pregnancy before graduation. A second pregnancy will result in immediate permanent expulsion.

Rape: Students other than the victim will be expelled permanently.

Marriage (Student): Married students are not accepted at New Vistas, but may receive a Christian education on a home study plan. Students who marry after initial enrollment will be expelled from classes and may transfer to a home study plan.

Sexual Harassment:

Student to Student Policy

New Vistas Christian School is committed to maintaining an environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Definition of Sexual Harassment

“**Sexual harassment**” means unwelcome advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct, which would violate the policy, are the following:

1. Unwanted sexual advance or propositions.
2. Offering benefits in exchange for sexual favors.
3. Making threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature: graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

What to do if you experience or observe sexual harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated and kept confidential.

Where to report sexual harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Mrs. Zablah, Administrator & Principal

Mrs. Romeo, Vice Principal

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent or guardian and the appropriate government officials as the circumstances warrant.

Protection against retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedure for investigating a complaint and for taking corrective action

When one of the school officials designated in this policy receives a complaint, he or she will immediately inform the school's Administrator. The Administrator will direct the investigation. If the investigation confirms the allegations, prompt corrective actions will be taken. The individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Snacks (*see also Lunch Program*): Some of our students are unable to handle the effects of sugars, sweeteners, dyes and/or food additives. Be careful about the edible foods your child brings to school. There is a snack bar available during breaks where students may purchase foods for a nominal fee.

Statement of Faith:

We believe the Bible to be the only inspired, infallible, authoritative Word of God.

We believe there is only one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit.

We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life and His miracles, in His victorious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return to earth in power and glory.

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Jesus Christ, and that only by God's grace and through faith are we saved from eternal judgment.

We believe in the unity of the believers.

We teach the Biblical account of creation.

Student Relations Policy: It is the policy of New Vistas Christian School to practice equal opportunity without regard to an individual's origin, marital status, sex, or age in application of any policy, practice, rule, or regulation. Functioning as an integral part of the Christian community, we can and do discriminate on the basis of religion. Any form of harassment, including sexual harassment, is absolutely prohibited.

Supplies: All students are to make sure that they have the necessary supplies available to do class work. Each day student's must have the following supplies with them:

- a binder with their assignment book
- two (2) sharp pencils
- 2 blue or black ballpoint pens
- notebook paper
- any other books and tools required by the teachers.

Please make sure supplies last for the whole year by replacing items as necessary. Please mark all pencils, erasers, and other supplies with the student's name before sending them to school.

Students who come to school without the necessary supplies are required to purchase temporary supplies with Simubucks from the Simutown store.

Suspension: – The student in suspension is responsible for all assignments missed, see teachers for assignments. Number of days suspended equals number of days to make up assignments. There are no time extensions for any reason.

Telephone: The school telephone is reserved for school business except in emergencies. *Students may not call their parents to make impromptu arrangements to go home after school or stay over night with another student. After school activities should be planned in advance.*

Students will not be allowed to call late parents until 15 minutes after the dismissal bell.

School office number	(925) 370-7767
School fax number	(925) 370-6395
Email address	nvcssmconnell@comcast.net
Website	www.newvistaschristian.com

Toys: - See *State Educational Code 48901.5*

The choice of toys and the themes of some games are often contrary to our Christian principles and are not healthy for the building of a positive self-esteem for our students. Therefore, NVCS reserves the right to confiscate any item the faculty deems unacceptable.

Tuition: Our principal source of income for our salaries and expenses is tuition payments. You are given an interest free loan for the amount of the tuition at the time of registration and are allowed to make monthly payments on that loan. Payments are due on the first of each month (unless your contract states differently) and are considered late after the fifth day of the month or the fifth day after your due date. A 10% late fee will be assessed beginning the sixth day of the month or the sixth day after your due date. All tuition is paid to:

New Vistas Christian School
68 Morello Avenue
Martinez, CA 94553

If you have any questions regarding charges, please call the school office at 925-370-7767.

Visiting the school: Parents are urged to visit the school and classes to gain a better understanding of teaching methods, teachers, etc. If you wish to visit the school, please contact the school office to set up a day and time that will be convenient for the teacher and the class. All visitors must check in at the front desk before going to the classroom.

Volunteer Work: Parents are encouraged to volunteer as much time as possible to the school. **Whatever you can do to help keep our costs down will eliminate the need to raise tuition.** Please contact the school office for job assignments. Due to the ruling of the IRS, parents are not allowed to trade services for tuition.

NOTE: Parents who do volunteer work on the school campus must be fingerprinted through the school and follow the procedures for background criminal checks. (See Field Trips).

Weapons: New Vistas Christian School considers student possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such actions by students on school property, at school events or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or at school events will be dealt with in the same manner as a *threat* as defined below.

Student Action

Students who possess a weapon or who carry, exhibit, display, draw, or threaten any of these items apparently capable of producing bodily harm in a manner that, under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others, will be subject to discipline up to and including expulsion.

Definitions

Possession includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:

- a) in a space assigned to a student such as a locker, cubby, or desk;
- b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle);
- c) under the student's control or accessibility, or availability, such as hidden by the student.

Threat includes, but is not limited to: a) a statement of personal bodily harm with a weapon; b) a

statement indicating friends or acquaintances with weapons who will commit bodily harm; c) or a statement of possessing a weapon at school or a school function.

Weapon includes, but is not limited to:

- a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
- b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns;
- c) a slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon;
- d) a sling shot, which is a forked piece of wood, metal, plastic or similar substance having an elastic band fastened to prongs for shooting small stones and pebbles;
- e) a device commonly known as “throwing stars,” multi-pointed metal objects designed to embed upon impact;
- f) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle;
- g) a dirk, which is a type of dagger;
- h) any device commonly known as “nun-chuk sticks” consisting of two or more lengths of wood, metal, plastic or similar substance, connected with wire, rope or other means;
- i) a stun-gun;
- j) any explosive device including fireworks.

Incident Reporting & Action

Any faculty member, staff member, or Principal with knowledge of *possession, threat, or use of weapons* as described above shall immediately report to the building principal/director/designee, who shall:

- a) submit a report to the appropriate jurisdictional police authority and
- b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

Yard Duty: The school grounds are monitored before school, beginning at 7:45 a.m., during recesses and lunch, and after school until 3:30 p.m. Students are expected to stay within the designated boundaries. Students are not allowed in the office during yard duty times without a pass from a teacher. Students need to receive permission from an adult on yard duty before using the rest room facilities or before returning to the classroom for any reason.