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PARENT

HANDBOOK



SEAHAWKS
NEWPORT CHRISTIAN SCHOOL

NEWPORT CHRISTIAN SCHOOL

a ministry of Liberty Baptist Church

Ryan Thompson, Administrator

Kevin Cyprian, Principal

Preparing children for life. John 10:10

WHAT PARENTS CAN EXPECT FROM NEWPORT CHRISTIAN SCHOOL

We are delighted that you have enrolled in Newport Christian School! This handbook is to help you to know what to expect from Newport Christian School (NCS) as well as what we will expect from our students.

The NCS staff and administration are committed to partnering with you with the education of your child as well as overseeing their spiritual development.

This is what you can expect of us:

- Teachers that view parents as the primary educators of their children under God. Christian school teachers receive their authority to teach children from the parents.
- Written or personal communication from the teachers to allow parents to provide added assistance to the student if needed.
- Rigorous educational instruction at a level which students can succeed with reasonable effort. Reasoning, critical thinking skills, and internalization of Christian values are important educational goals.
- Daily Bible instruction; every subject taught is integrated with the truths and Christian values contained in the Bible. Prayer is an important part of every student's school day.
- Effective, well-trained Christian teachers who love the Lord and your child.
- Nurturing classrooms managed by teachers who are committed to academic excellence as well as to modeling the fruit of the Spirit in their lives.
- The teachers teach Biblical views which are doctrinally aligned with the Bible; that Jesus Christ is the risen Son of God and the only way to salvation, that the loving grace of our Lord Jesus extends to all who would "call upon the name of the Lord."
- All students are taught to seek forgiveness for sin, accept Jesus Christ as their Savior, take personal initiative to study God's Word and make it their primary objective to love, serve, and honor Jesus Christ.

We count it a privilege to work alongside you in preparing your child(ren) for the future.

OUR MISSIONS

Our desire is to develop a positive and fruitful relationship with every school family. This handbook is intended to give direction and understanding concerning our general goals and standards. Complete attention and cooperation by our school families contribute to the building of a partnership that honors the Lord and strengthens homes. Therefore, we request that each family become familiar with this handbook and abide by its guidelines. ***At any time during the school year, the administration reserves the right to amend or clarify certain rules relating to the school operations and student conduct.***

MISSION

The mission of NCS is to provide a distinctively Christian education, which starts with leading students to a personal relationship with the Lord Jesus Christ. We provide a safe, loving Christian environment where students are challenged academically and encouraged to follow the Bible as the reference point on all matters of morality, character development, and personal responsibility.

VISION

- NCS is a community of learners where knowledge is applied and all students and staff are supported in continual personal and spiritual growth, scholarship, and leadership.
- NCS provides an environment that is Christ honoring, safe, welcoming, and challenging and where everyone has a voice, a sense of belonging, and school pride.
- NCS actively reaches out to our parents and families with the gospel, involving them in the learning process.

PURPOSE

NCS is a ministry of the Liberty Baptist Church (LBC) of Newport Beach, California. The school's primary purpose is the teaching and training of young people in a rigorous academic program from a biblical perspective. NCS was founded to support parents in the rearing of their children and to provide a Christian alternative to the education offered in most other schools, both public and private. We stress wholesome Christian living, including personal salvation through Jesus Christ, obedience to the Word of God, and the use of our talents for the glory of God. The goal of the school, as it relates to the school's mission, is to help meet the physical, intellectual, emotional, social, and spiritual needs of each child.

PHILOSOPHY

NCS is dedicated to the philosophy that Christian education is the best education. We recognize God as the supreme Source of all knowledge and wisdom. All academic subjects and co-curricular programs are taught from a biblical perspective. NCS wants to partner with likeminded parents in training children to be well-rounded, academically excellent, and spiritually and socially mature for the glory of God. Because the Lord commands young people to be good examples of believers in Jesus Christ, guidelines for personal habits and dress are provided. The principle of biblical self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person must have Bible-based wisdom, understanding, and knowledge to honor the Lord Jesus Christ. Therefore, the Bible is not substituted for any academic subject; rather, it is integrated into the total educational program.

Because NCS is a ministry of LBC of Newport Beach, it adheres to all of the doctrinal beliefs of LBC. These would include, but not be limited to:

- The Bible is the only infallible Word of God. For the sake of textual reliability and unity we have chosen to use the King James Version of the Holy Bible. The Bible is central to all our teaching in the classroom as well as in weekly chapel services. (Psalm 119:89; 2 Timothy 3:16)
- Jesus Christ is the one and only Savior of the world. He was God in human form and as such died as the payment for our sins, not simply as a martyr or example, but as our Savior. We believe He resurrected after three days and is coming back to earth someday. (John 1:14; Acts 4:12; 1 Corinthians 15:3,4)
- Marriage is a God ordained covenant between a man a woman and is intended to be a lifetime commitment. (Genesis 2:24, Mark 10:6-9)
- Life is the gift of God, beginning at conception and is precious in the eyes of the God who gave it. (Psalm 139:16; Jeremiah 1:5)

FINANCIAL POLICIES

- Tuition is an annual fee paid in full by August 1, or made in ten equal monthly payments, from August 1 through May 1. Monthly payments are due the 5th of each month. A \$20.00 late fee will be charged if tuition payments are made after the 5th of the month.
- Tuition payments are made using Smart Tuition.
- If a student enrolls after school has begun, the annual tuition will be pro-rated based on the month of enrollment. The first monthly tuition payment will be changed accordingly.
- Registration and book fees are required for each student who enrolls. Registration fees once paid are non-refundable and non-transferable.
- Any monies (e.g., tuition, daycare, or late fees) due from the previous school year must be brought current prior to registering for a new school year.
- Smart Tuition will assess a fee for all bounced checks or rejected electronic payments. You will be contacted to bring your account current. **Once any school payment (e.g., tuition or daycare) becomes fifteen days late, the student may be automatically dropped from enrollment and may not be allowed to attend class or obtain class work.** Parents will be notified concerning their unpaid bill and will be given an opportunity to make the necessary payment before the child is dropped from enrollment.
- Discounts on tuition for multiple students in the same immediate family are given. Contact the school office for the tuition rates.
- If a student enrolls in school after school begins the fee for the first month in attendance is the full month rate. A daily prorated rate is not used.
- It is required that a minimum of a two-week written notice be presented to the school administration prior to withdrawing a student from NCS. Tuition is not prorated for attending a partial month of school. If a student attends school during any portion of a month prior to their effective withdrawal date, the full month of tuition is required. Example: February 1st a two-week notice is given for withdrawal from school on February 15th. February tuition is due in full. February 21st a two-week notice is given for a withdrawal from school on March 7th. March tuition is due in full.
- Your child may be on campus from 7:45 A.M. to 3:15 P.M. without any additional charge. Extended daycare is available from 7:00 A.M. to 5:30 P.M.

Students on campus outside of the extended daycare times will be charged at the following rates:

1st Late = Warning

2nd Late = \$1/minute up to 15 minutes, and then a flat rate of \$25 for every 15 minutes or part of 15 minutes.

3rd Late = \$25 flat fee plus \$5 each minute

After 3 late pickups, parents may lose daycare privilege.

Registration

Registration fee is non-refundable.

Book Fee

There is a \$350.00 book fee for each student. This fee is non-refundable once materials have been ordered, or the student attends class.

Tuition Rates

	Annual	Monthly
Transitional Kindergarten and above	\$6,300	\$630
Additional child in same family	\$5,500	\$550
1/2 Day Transitional Kindergarten	\$4,200	\$420

Daycare

Your child may be on campus from 7:45 – 3:15 without any additional charge for daycare. Daycare privilege can be lost if a parent continually picks up late or if the child does not follow the rules.

A.M. Daycare: 7:00 - 7:45 a.m.

P.M. Daycare: 3:15 - 5:30 p.m.

Daycare Fees

(add to tuition)

	Drop In	Monthly
A.M. 7:00 – 7:45	\$20.00	\$50.00
P.M. 3:15 – 5:30	\$20.00	\$175.00
A.M. & P.M. – 5:30	\$40.00	\$225.00

(There is no daycare provided after 5:30 p.m. See previous page.)

Liberty Baptist Church Membership Discount

A family that is an active member of Liberty Baptist Church may be eligible for a discounted tuition rate. Active membership includes regular attendance to weekly services, financial contributions to the ministry, and involvement in ministry service.

This discount must be approved by the administration and will be considered on a case-by-case basis. Failing to continually meet the terms of qualification may result in an adjustment of the rate.

Fundraisers: NCS is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate two annual fundraising programs (fall and spring) and anticipate each child and parent's participation in helping us raise the additional funds needed for designated school projects. If you do not wish for your student to participate in a fundraiser, a \$100.00 fee will be applied to your account per fundraiser. The school receives no federal assistance other than a tax-exemption status – neither is it endowed or supported by any other organization. The sports program may also hold fundraisers.

GENERAL GUIDELINES

Recognizing that in the eyes of the Lord and California law that the teacher is the authority in the classroom, students will refrain from excessive talking and disruptive or other improper conduct. If this is not followed, it may result in the appropriate discipline by the teacher or by referral to an administrator. This respect is to be given to any teacher as unto the Lord, and this applies inside and outside the classroom as well as during and after school hours.

1. Students must be respectful of others' rights and property as well as the authority of the administration, teachers, and staff.
2. Students are not permitted inside the buildings until the beginning of the school day. Students are not to be in any building or classroom without teacher supervision.
3. Permission to go to the office must be obtained from a teacher in writing in the form of a "Hall Pass." Using restrooms will be permitted with a hall pass from a teacher.
4. Students are to walk, not run inside buildings, on sidewalks, and in all areas besides the playground or teacher-supervised play area.
5. Students are not to be noisy inside the buildings.
6. Students are expected to enter classrooms in an orderly fashion and to listen during classes. They are to raise their hands if they desire to speak.
7. Students are not permitted to chew gum while on school property.
8. Students must play in designated areas only.
9. Students are not permitted to bring any portable video games, tablets, etc. to school.
10. Students are not permitted to bring anything that could be considered dangerous to school. A parent or student who has a question about an item must ask a teacher or NCS staff member first, in order to secure permission and avoid disciplinary action.
11. Students must use proper language always. Cursing, foul language, obscene gestures, crude "street talk," or words used as substitutes for foul language have no place in a Christian school environment.
12. Students may bring teacher-approved books or books that are directly related to his grade's course of study.
13. No toys are allowed during the school day, but they may be used during the before and after school daycare sessions. Toys brought to school must be able to fit into the student's backpack. Teachers and daycare workers have the authority to ban questionable toys from school grounds.
14. Students should avoid talking about subjects that glorify a worldly lifestyle: music, movies, videos, etc.
15. Any behavior not specifically addressed previously will be handled on an individual basis.

Any student that does not follow these guidelines will be subject to disciplinary action. If any of these behaviors continue after disciplinary action has been taken, parents may be called to meet with the administration to discuss further action.

STUDENT PICK UP & RELEASE

General Drop Off Procedures

- Students may be dropped off and enter their classrooms at 7:45-8:00 a.m.
- Students who arrive earlier than 7:45 a.m. must be signed into extended daycare by their parent (Morning extended care is available from 7:00 a.m.)
- On rainy or unusually cold days, children can be dropped off in their classroom.
- Students returning after an illness may check back into school through the school office with verification of an excused absence (parent or doctor's note, etc.). Students may proceed to class once they have been given an *Admit to Class* slip.

General Release Procedures

- School dismisses at 3:00 P.M.
- When school is over, their teacher accompanies the students to the designated dismissal area.
- If the child is not picked up by 3:15 p.m., they are automatically signed into afternoon extended daycare. (*see Daycare fees*) Extended daycare is available until 5:30 PM. Students on campus outside of the extended daycare time will be charged a rate of \$1.00 per minute.
- Parents will be required to sign out their child to release them from the daycare worker.
- Only previously approved parents or guardians can pick up children. An adult will be asked to show ID or have their license plate checked to confirm those approved to pick up the child. Non-approved persons will not be allowed to pick up the child; instead, the parent will be notified and will have to make other arrangements.
- On rainy or unusually cold days, the students will remain in their classroom and can be picked up there.
- Parents picking up students during school hours are required to go to the school office for identification and a student release form first. No student will be released from classrooms during school hours to anyone without a Release slip from the office.
- If a child is to be picked up by someone besides one of the child's parents or someone not already listed as authorized to pick up on the Emergency Data Card, a note must be sent in advance to the school office. The child's parent must write the note, and a definite verification on the part of one of the parents must be obtained to guarantee the individual's identity.
- Advanced written parental permission from a parent of each child must be given for a child who wishes to go home with a friend.

Tardy or Early Pick Up

- If a child arrives at the school after 8:00 a.m., the parent and child must come to the school office to fill out a *Tardy slip* and then send their child to the classroom.
- If a child has a doctor appointment and needs to be picked up during regular school hours, the parent must come to the school office and ask for a *Release slip*.
- To reduce unnecessary interruption to the learning environment, NCS has implemented **“Protected Time”** from 2:30-3:00. During this time students will not be called out of class to be checked out of school nor will teachers be interrupted with messages. Please take the policy into consideration when making appointments. Emergencies will be handled on a case-by-case basis. Excessive student check outs, whether they fall in the protected time or not, will be considered reason for disciplinary actions.
- NCS staff will collect children who are being picked up early from school **ONLY** when the parent arrives at the school office and requests and early release. Please do not call the front office to get your child ready for pick up.
- *For more information regarding the tardy policy see page 12.*

LUNCH GUIDELINES

General Lunch Guidelines

- Lunch takes place in the designated lunch area.
- We currently have a hot lunch program. A calendar of lunch options will be available.
- Parents should provide their child with a healthy lunch; we discourage parents from sending candy or soda in their children’s lunches.
- Because we have no way to know all allergies, children are not allowed to trade food with one another. We ask that all parents be especially sensitive to peanut allergies.
- During the morning recess hour, children may bring money to purchase treats or juice from the “snack bar.”

Off-Campus Lunches

- Both the teacher and the office must be notified, and students must be checked in and out through the office.
- To ensure the least disruption of the classrooms, please return your child to school by the specified ending of lunch and lunch recess.
- Any student returning to campus late from lunch will need to obtain a tardy slip from the office before returning to class.

IMPORTANT INFORMATION

Fire Drills

- The first fire drill will be announced in advance to faculty. After the first fire drill, others will follow unannounced.
- Each classroom will have a diagram of the property (posted near the exits) with that classroom's exit marked in red. Students should leave the classroom during a drill with no talking, no running, no pushing, but in an orderly fashion. The first student is a key person and should lead the class. If the door is not already propped open, he/she should do this. The last student exiting the room should close the outside door. Students should not stop until they reach their designated area. It is important that students follow the exact pattern of the diagram for exiting. Teachers will walk near the end of the class line. After the class reaches its designated area, the teacher will take roll. Each class will wait for further instructions from the administration.

Lost & Found

The lost and found is in the lobby. It is cleaned out at the end of each month and leftover items will be discarded or donated to charity. Every effort will be made to return items with clearly marked names.

Photo & Video Policy

It is common practice for the media department of Newport Christian School to take video footage and photographs at school events and around the school campus, including but not limited to class activities and field trips. These photos may be posted on the school's website or used in its publications. *Please see the photo and video permission form.*

ATTENDANCE REQUIREMENTS

Absences

Administrative Absences:

An administrative absence is granted when the student's family has arranged ahead of time (at least one week) with the administration and the teacher to be absent for a period of time. Permission will be granted by the administration if all work that will be missed is made up before the period of absences begins.

Please note: Administrative absences will be granted only in rare and unusual circumstances, as determined by the administration. If required work cannot be accomplished prior to the requested departure date, the absence may be considered unexcused. Parents are highly encouraged to schedule vacations and family trips to coincide with school holidays and the summer vacation – for the children's sake.

Excused Absences:

Absences due to sickness, medical/dental/legal appointments, medical emergencies, or bereavement are excused absences. In these cases, the student may have the same number of make-up days as excused absences to complete any class work, homework, quizzes or tests he may have missed.

(Please note that Newport Christian School has a 24-hour illness policy: If any student has a fever, vomiting, or diarrhea, he must be symptom free for 24 hours before he will be readmitted to class. This also applies to any student that we must send home with these symptoms.)

In the event the administration or the child's teacher believes it to be in the best interest of the child's health or that of others, the parents will be called and requested to pick up their child from school.

Unexcused Absences:

Any non-administrative absence or absence not listed in the "excused" category above is considered an unexcused absence. In the event the absence is unexcused, it is not possible to make up class work, homework, or quizzes. Tests may be made up, but only on the first day the student returns to school after the unexcused absence.

Frequent absenteeism is detrimental to a child's development. Therefore, if a student is absent (unexcused) from school for 15 days or more throughout any school year, he may be retained in his current grade the following school year.

A written excuse must be provided the day following the absence, which contains the following information:

Date(s) absent from school

Reason for absence

Parent's signature

The written excuse should be presented to the school office staff before school begins. A phone call does not take the place of a written excuse since the notes are kept for verification.

Absences without a written excuse will be recorded as unexcused. (These will only be changed to excused if a proper note is brought in to the school office or emailed within 48 hours of the absence.)

Due to the nature of the standardized testing, students who are absent during this time will not be permitted to make up testing, and that student's scores may not be counted with the class score.

Tardies

All students must be ***in their classrooms*** by 8:00 AM. A student is considered tardy if not ***in the classroom*** by 8:00 according to the clock in the school office. A tardy student must first check in at the school office. Parents will receive a notice from the office when their child reaches four unexcused tardies. ***Each time a student receives eight unexcused tardies in one semester AND/OR accumulates 30 minutes of tardy time, a fee of \$30 will be assessed.*** Tardy fees must be paid through Smart Tuition in full by the end of the month or within two weeks, whichever occurs first. Students may be held out of class until tardy fees are paid in full. The school administration reserves the right to determine which excuses are acceptable.

When a student accumulates 6 or more tardies in a quarter their citizenship grade will be lowered. Citizenship grades may be considered when determining Honor Roll eligibility.

Birthday Day Policy

To properly plan, we ask that at least ***two weeks written notice*** be given for any party that will take place on campus.

- If invitations are to be passed out at school, you must invite the entire class to your child's birthday party.
- If the student's entire class is invited, a party may be held on school grounds during a free period or immediately following the school day, provided the proper procedures have been followed.
- Teacher/Administration must approve any school-hours party in advance of the event. The parent(s) are fully responsible for set up and cleanup of the area.
- All outside entertainment for on-campus birthday parties must be approved by the administration in advance of the party. The administration reserves the right to bar any entertainment that it feels does not reflect the goals and standards of the school.

DIGITAL DEVICE POLICY

Newport Christian School understands that digital technology has become an ever-increasing part of the daily lives of students and parents alike. Smartphones, tablets, smart watches, etc. have and will continue to aid in the educational process. However, they must be used with discretion. Our goal is to help students learn to use these devices appropriately, ensure the privacy rights of all, maintain academic integrity, and limit distractions to the learning environment. ***Because of the rapid rate of change in this area, the administration reserves the right to amend this policy at any time.***

- Students may possess a device on campus as long as that device does not disrupt the educational environment and is not used for illegal or unethical purposes. Students in violation of this rule will lose the privilege of having a device and may be subject to further disciplinary actions.
- Devices are to be kept turned off and in the student's backpack or locker from the time they are dropped off and until they are checked out from school. This includes Day Care times.
- Devices are not to be used during field trips.
- Students are not authorized to use their personal devices to access the school's wireless network unless prior permission has been granted. That permission is for the express stated purpose and time specified.
- Any student who needs to be contacted must be reached through the School Office. After school, students who need to contact parents must get permission from the office or a teacher and call with the adult present.
- Demerits will be issued to students whose devices "ring" during class or students who use their phones for non-emergencies. "Forgetting" to turn off a cell phone is not an excuse.
- Students may use their cell phones to call parents in an emergency situation (earthquakes or other disasters), but even then they must obtain permission from a teacher or authorized staff member.
- Use of a device during a test for any reason (i.e., text messaging, photos) will be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the Administration.
- If a student brings a device to school and it "rings" while in the locker or a backpack, the teacher will initiate disciplinary action and the phone will be confiscated. Confiscated devices will only be returned to parents.
- The school reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based upon the facts of each case. Further, the school will consider previous disciplinary history when making these decisions.

- Unauthorized use of a digital device will subject the student to the following progressive discipline (any step in this process may be bypassed depending on the nature of the offense):
 - First Offense- Confiscation of the device- must be picked up by a parent. The student may be assigned detention.
 - Second Offense- Confiscation of the device- must be picked up by a parent. The student will be assigned detention.
 - Third Offense- Confiscation of the device- must be picked up by a parent. The student will be assigned detention, and lose all further privileges to bring devices to school in the future.
- Repeated infractions of this policy will be considered defiance and will be dealt with as such.
- The Administration reserves the right change or modify this policy as may be needed to cover specific situations that could not have been foreseen as of the writing of this policy.

HEALTH

General Health Guidelines

- Newport Christian School requires that each child fill out a Medical History form and Emergency Card prior to the start of each new school year. ***No students entering Transitional Kindergarten, Kindergarten, or the 7th Grade will be allowed to attend classes unless their health records are complete and up to date.*** Changes of address, phone numbers, insurance and any other pertinent information should be updated throughout the year as necessary. Parents should promptly inform the school office of any medical condition that may impact their child's experience at Newport Christian School.
- Students should not come to school if they are ill. Children may not come to school if they are experiencing any of the following symptoms: diarrhea, vomiting, fever, rash, or a deep cough. If a student contracts a communicable illness such as chicken pox, strep throat, or pink eye, the student should be kept at home and the school office should be notified.
- If a student is injured at school or becomes ill while at school, the parents will be contacted. Parents may be asked to pick up their child promptly.

Fever Policy

- If a child has a fever, the parent will be contacted and asked to pick up the child.
- Do not send your child back to school the next day. The student is not to attend school until he/she is fever-free for 24 hours without the use of acetaminophen or ibuprofen. This policy is for the protection of your child and the other students.

Guidelines for Non-Prescription Medicine

- Please do not send cough drops, Tylenol, etc. with the student. Instead, parents should bring it to the school office and complete a Permission to Administer Medication form.
- All medicine must be in the original container.
- A parent/guardian must provide a written request along with any special instruction for the administration of the medicine.
- This authorization is effective for the school year for which it is granted and must be renewed annually.

Guidelines for Prescription Medicine

- Prescription medicine is not permitted to be given by anyone other than by the Administrative Assistant.
- The prescription must have a physician's written order.
- Any changes to a medication dosage must be accompanied by an updated Rx prescription label. No outdated medication prescription labels will be accepted.
- The prescription medicine must be accompanied by a label affixed by a pharmacy or physician showing:
 - The name of the student
 - Total daily dosage and schedule of administration
 - Physician's name
 - Name of medication

DRESS CODE

Newport Christian School (Grades TK-10) bases its dress code upon two criteria: biblical standards of modesty (1 Timothy 2:9 & Romans 12:1) and the desire for a neat and clean appearance.

General Dress Code for All Students

General Appearance: Students must be in school uniform and well-groomed upon entering the campus at the beginning of the day.

Tennis shoes and socks are considered general dress code for both boys and girls. Dress shoes and sandals with a strap are also approved footwear.

School Uniform:

NCS has a dress code as described below:

- We presently use ***Vicki Marsha uniforms*** for the girl's jumpers/skirts. Girls in grades 3-6 may wear either the jumper or skirt. Polo shirts with the school logo are required.
- Girls in grades 6-10 may wear the plaid skirt from Vicki Marsha or a solid navy blue, black or khaki knee length skirt which may be purchased elsewhere. No tight fitting skirts. Polo shirts with the school logo are required.
- Students (TK-2nd) are required to purchase the activity T-Shirt for field trips and which are available in the school office, and knee length athletic shorts.
- Boys uniform pants (blue, black or khaki) from a variety of stores (no cargo pants, jeans, or skinny jeans).
- The polo shirts with our school logo are available for purchase in the school office and available at Back To School Night.
- Inquire at the school office to see if there are any previously used uniforms at a substantial discount available.

Girls' Dress Guidelines

- **Jumper/skirt lengths should have a hemline no higher than the middle of the knee.** Parents should purchase these with a long enough hemline to account for growth throughout the year. Girls (TK-5th) must wear shorts under their dresses for modesty purposes on the playground.
- Pants (long or short) are not appropriate school dress for school-sponsored activities. Exceptions to this rule will be communicated prior to the activity where they can be worn.
- Leggings that look like pants are not to be worn. If tights/hosiery are not worn, socks must be worn and visible. (Socks and hosiery must be solid in color: red, tan, blue, black or white)

- Clean, comfortable, shoes must be worn. Sandals are permitted if they have a heel strap.
- Hair must be clean, feminine, and styled neatly in a natural color.
- Earrings in the earlobe are the only acceptable body piercings.

Boys' Dress Guidelines

- Polo shirt with the school logo and blue, black or tan long pants that are not too tight or too baggy must be worn. No jeans or cargo pants are permitted.
- Belts must be worn with all pants that have belt loops (unless pants have elastic waist for TK & K).
- Belts should be the correct length, not extending more than a few inches beyond the first belt loop.
- No jewelry, except watches or medical tags should be worn. (including necklaces, earrings, etc).
- Hair must be clean, tapered, off the ears and collar, and above the eyebrows. No “perms,” shaved, dyed, spiked, or extreme haircuts are allowed. Sideburns are to be no longer than the middle of the ear.
- Clean, comfortable, shoes must be worn with socks. Sandals are not permitted.

Chapel Dress:

- **Girls:** White blouse with uniform skirt or jumper with girls' tie.
- **Boys:** White oxford long or short sleeve shirt with tie and blue, black or khaki long pant. (Does not have to be school uniform tie.)

If at any time a student does not meet these guidelines, a notice will be sent home. In certain instances, parents may be called to fix a situation before the student will be allowed to attend class. Parents should then take the appropriate steps to fix the situation. Corrections should be made as quickly as possible, but always within six school days. A student may be withheld from class until they can once again meet the guidelines. A student who continually fails to meet these guidelines may be subject to further disciplinary actions.

Dress code violations will result in the following penalties:

First offense	5 demerits
Second and consecutive offenses	10 demerits per violation

REPORT CARDS

Newport Christian School uses **Gradelink** on line to keep parents involved in their child's academic progress.

Report cards are issued approximately every eight weeks. The first quarter, parents will conference with the teacher **if requested** and will receive the report card at that time. The next two quarters, report cards will be published online via Gradelink. The last report card is sent home at the end of the year, pending completion of all financial obligations.

Grades at Newport Christian School are designed to report to parents a student's academic and social progress. The school policy is that grades be awarded on a percentage and letter grade basis as follows:

A+.....100%	A.....93-99	A-.....90-92
B+.....87-89	B.....83-86	B-.....80-82
C+.....77-79	C.....73-76	C-.....70-72
D+.....67-69	D.....63-66	D-.....60-62
F.....0-59		

This system reflects quality of work turned in rather than natural ability.

Parents are encouraged to inform themselves about their student's progress by reviewing graded work as it comes home, knowing what the reasonable grade level expectations are, and checking with the teacher if any problem is suspected.

Originals of all files and records remain the property of Newport Christian School. Newport Christian School, upon request of a parent, will make copies of files if all financial obligations are current. Parents shall be required to reimburse NCS for the cost of copying student records requested by the parent. Parents who wish to view their student's records will need to make an appointment and allow up to five days to view the file with school personnel. For those files that have been stored for many years, there will be a thirty-day turn around period.

CRITERIA FOR HONOR ROLL

Principal's List

To qualify for Principal's List, students must have 4.0 GPA, as well as high marks in citizenship, social habits, and personal habits.

Honor Roll

To qualify for Honor Roll, students must have an average for the semester equaling a 3.5 GPA or higher as well as high marks citizenship, social habits and personal habits. The semester grade is determined by averaging the two-quarter grades.

To qualify for any Honor Roll, the student must not have excessive tardiness to school. Excessive tardiness is described as 6 or more tardies in a quarter.

Grade Determination

- When averaging, the trend in which the grade is moving is used. If the first quarter grade is a “C” and second quarter is the “B”, the trend is upward, so the average is a “B-”. When the quarter grade exhibits a downward trend, “B” then “C”, then the average becomes a “C+”
- All pluses and minuses are dropped in the semester averaging.
- If the two quarter grades cannot objectively be averaged, such as” C+” and “B-”, the teacher will exercise his/her judgment based on knowledge of the child’s work and attitude.
- For every “C” average there must be an “A” to balance to a “B” average.

DISCIPLINE SYSTEM

Love & Logic

Love and Logic is a philosophy of raising and teaching children which allows adults to be happier, empowered, and more skilled in the interactions with children.

Love allows children to grow through their mistakes. Logic allows children to live with the consequences of their choices. Love and Logic is a way of working with children that puts parents and teachers back in control, teaches children to be responsible, and prepares young people to live in the real world with its many choices and consequences.

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the school or displays a spirit contrary to the purpose and principles for which the school stands, he is subject to expulsion even though he may not have broken any specific rule or regulation. ***We expect our students to abide by the spirit of the law as well as to abide by the letter of the law.***

The number system is designed to give the students and parents an objective picture of the students general behavior. Demerits are recorded on the student’s official record and therefore become an important factor for future job and schooling credentials.

Live School

Newport Christian School uses the Live School App to record and track student behavior. Parents and students can view teacher comments, discipline issues, and keep track of a students’ points by logging in with a unique user name and password that can be obtained from the school office or the teacher.

At the start of each semester, each student’s demerit record begins at zero. Parents will be notified each time a student accumulates 25 demerits. Once a student reaches 50 demerits, a mandatory meeting will be scheduled for the student and his parents with the administration.

Faculty may give demerits; however, demerits are reviewed by the administration.

Weekly demerits are accrued on a semester basis. An accumulation of 125 demerits in a semester will result in automatic expulsion and loss of credit. No expelled student will be readmitted without the invitation of the Administration. Any student who is expelled from NCS will not be permitted to re-enroll for a minimum of one full semester. If, after this time, the student wishes to return to the school, he will be required to meet certain conditions. These conditions include but are not limited to, an exemplary academic record and recommendations from a youth pastor or principal. If the Administration approves the student’s return, the student will be placed on disciplinary probation for one semester. Expelled students will not be permitted to return to school unless a notable change in behavior and attitude is evident to the Administration.

25 Demerits	Letter sent home
50 Demerits	Letter sent home, 1-day suspension
75 Demerits	Letter sent home, 2-day suspension
100 Demerits	Letter sent home, 3-day suspension

Suspensions

All suspensions are served out of school, and all work and tests missed on suspension day will be recorded as a 0%, F.

Any student expelled from NCS three times will not be permitted to re-enroll.

The Administration, in its sole judgment determines what is inconsistent with the religious mission or tenets of the school. The school reserves the right to modify the infraction list at any time.

*“He that walketh with wise men shall be wise: but a companion of fools shall be destroyed”
(Proverbs 13:20)*

Behavior

All issues concerning the merits and expulsion may be reviewed at any time by the administration. Situations may require varying degrees of punishment, and the administration reserves the right to evaluate these situations at their discretion. The penalty for these will be an administrative decision.

Misbehavior in the classroom or at any school activity will result in demerits. The following actions are among those considered misbehavior:

INFRACTION	DEMERITS
Attending class unprepared (no textbook, paper, pen, or any other required materials.) A student's grade is docked when homework is not finished	3
Failure to return notices, test, progress reports, or report cards (that require a signature by a parent or guardian) on time	3
Tardy to class	3
Out of seat without permission	3
Passing and/or reading notes	3
Inappropriate behavior indoors such as running, wrestling, boisterous activity, throwing items, etc.	3
Unnecessary talking or noises	3
Working on unrelated material	3
Being in the hallway without a pass	5
Eating or drinking in an off-limits area	5
Untidy appearance of desk, book bag, locker, etc.	5
Littering or leaving an area unkempt	5
Negativism, sarcasm, griping, insulting or teasing another person	5
Possession of and/or riding a bicycle or skateboard on school property without permission	5
Gum chewing in school	10
Being in an off-limit area, for example in a classroom without permission	10
Possession of and/or using a cell phone during school hours without permission. Cell phones are to be turned off and stored.	10
Possession of an MP3 player or similar device, camera, game console, or computer games at school without administrative permission	10

School Property

Damage to school property, whether willful or due to negligence, will result in the student receiving up to 25 demerits. The student will also be responsible for the total cost of replacement and or repair.

Lockers are issued to middle school students the first week of school. Students may decorate their lockers; however, no posters, photographs, or other items that the administration believes do not adhere to the standards of the school, will not be allowed. Students may not write on lockers. The lockers are the property of Newport Christian School and may be checked by the administration, faculty, and staff at any time.

Miscellaneous regulations and penalties

INFRACTION	DEMERITS
Attending any inappropriate party, night club, etc.	Expulsion
Viewing an inappropriate movie in the home	Admin. Decision
Scoring violation (altering an assignment grade or report card)	Up to 25
Direct disobedience	Up to 15
Striking or attempting to strike an administrator, teacher, or any other staff member	Expulsion
Lying or any form of withholding the truth	Up to 25
Skipping class (late 10 minutes or more)	15 per class missed
Leaving the campus without permission is forbidden.	Admin. Decision
Fighting	Admin. Decision
Homosexual Acts	Expulsion
Possessing vulgar literature at school is forbidden. Vulgar literature is defined as that which is coarse, morally crude, offensive, obscene, or profane	Up to 25
A student who identifies as transgender	Admin. Decision
Possession of knives, guns (including "air soft"), or any other weapon at school or at a school function	Suspension to Expulsion
Smoking or possessing smoking materials or tobacco products of any kind, including e-cigs, vapes, etc.	Expulsion
Stealing	25 to Expulsion
Gambling	Admin. Decision
Vulgar language, notes, gestures, or profanity	Up to 25

BULLYING

Bullying

The use of superior strength and power (physical, verbal, social) to inflict repeated and intentional harm upon another for no good reason and with the threat of further harm.

MYTH #1

Adults need to step aside and let kids work out their differences on their own. Otherwise, they won't learn how to deal with conflict later in life.

REALITY CHECK: True. Kids do need to learn how to work out their own differences without adults becoming needlessly involved. But bullying is not about differences and conflict between two people of roughly equal power. Bullying is deliberate abuse. It's about the superior deployment of power intended to harm another person over time that almost always includes threats of further abuse.

MYTH #2:

Everyone gets bullied. It's not right but it makes you a stronger person.

REALITY CHECK: Bullying is the deliberate and often premeditated deployment of destructive and superior power designed to harm another person, which is also part of the definition of evil. To say that bullying makes people stronger. Jesus told us to pray to be delivered from evil (Matthew 6:13.) He wouldn't have told us this if He knew it made us stronger or thought that it would be good for us in other ways. We contradict Jesus when we believe this.

MYTH #3:

I told the school/teacher/instructor and they did nothing about it.

REALITY CHECK: Though some instructors get very low grades when it comes to recognizing and intervening against bullying, many schools and related organizations do take this problem very seriously. But given the covert and predatory nature of bullying, Authority is often not present when it takes place. And since most Bystanders remain intimidated by bullies and their accomplices, Authority does not receive the information it really needs to effectively thwart bullying. That's why it's essential that Bystanders transform into courageous and righteous Alongside Standers of serial Targets.

MYTH #4:

Bullying isn't right, but it's not evil.

REALITY CHECK: One of the most useful and succinct definitions of evil is from Philip Zimbardo, Professor of Psychology at Stanford. He is President of the Heroic Imagination Project and is famous for his Stanford prison study, which showed that seemingly decent and moral people are capable of committing great evil, including sadism, especially within a group setting. He defined evil as the “exercise of destructive power. It’s watching someone crush someone else’s sandcastle in an instant when it took hours to construct it.”

More so, he concludes that, “The line between good and evil is permeable, and almost anyone can be induced to cross it when pressured by situational forces.” His observation explains well why seemingly “good” Christian kids are more likely to join the Bully in demeaning the Target (approximately 45%) rather than helping the Target escape from the theater of bullying (approximately 13%) . Heroes, Zimbardo observes, are those who “can somehow resist the power of the situation and act out of noble motives, or behave in ways that do not demean others when they easily can.” Bullying seduces children to partake in evil as either active participants or passive observers. The Protector is designed to bring out the righteous hero in youth to confront and resist such evil.

NEWPORT CHRISTIAN SCHOOL

BULLYING AND HAZING POLICY

{STUDENT-TO-STUDENT, ADULT-TO-STUDENT, AND STUDENT-TO-ADULT}

Policy

Newport Christian School is committed to providing a safe and civil learning and working environment. The School takes a strong position against bullying, hazing, or any behavior that infringes on the safety or well-being of students, employees, or any other persons within The School's jurisdiction or interferes with learning or the ability to teach. The School prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process.

School policy requires all personnel to promote mutual respect, tolerance, and acceptance among students and staff . "All students and staff of public primary, elementary, junior high and senior high have the inalienable right to attend campuses which are safe, secure and peaceful" [Article 1, Section 28 (c) of the California State Constitution].

This policy shall encompass behaviors or actions that occur among students, School employees, and associated adults. The policy is applicable in schools, at school-related activities and events, at school programs and activities, traveling to and from school, and all other areas of the School's jurisdiction. (Ed. Code 48900(s).)

Guidelines

Bullying and hazing are contrary to biblical teaching on how we are to treat our family, our neighbors, and even our enemies:

Matthew 5:43-45: "Ye have heard that it hath been said, Thou shalt love thy neighbour, and hate thine enemy . But I say unto you, Love your enemies, bless them that curse you, do good to them that hate you, and pray for them which despitefully use you, and persecute you; That ye may be the children of your Father which is in heaven: for he maketh his sun to rise on the evil and on the good, and sendeth rain on the just and on the unjust."

Luke 10:30-37: "And Jesus answering said, A certain man went down from Jerusalem to Jericho, and fell among thieves, which stripped him of his raiment, and wounded him, and departed, leaving him half dead. And by chance there came down a certain priest that way: and when he saw him, he passed by on the other side. And likewise a Levite, when he was at the place, came and looked on him, and passed by on the other side. But a certain Samaritan, as he journeyed, came where he was: and when he saw him, he had compassion on him, And went to him, and bound up his wounds, pouring in oil and wine, and set him on his own beast, and brought him to an inn, and took care of him . And on the morrow when he departed, he took out two pence, and gave them to the host, and said unto him, Take care of him; and whatsoever thou spendest more, when I come again, I will repay thee. Which now of these three, thinkest thou, was neighbour unto him that fell among the thieves? And he said, He that shewed mercy on him. Then said Jesus unto him, Go, and do thou likewise."

1 Peter 3:8-11: "Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous: Not rendering evil for evil, or railing for railing: but contrariwise blessing; knowing that ye are thereunto called, that ye should inherit a blessing. For he that will love life, and see good days, let him refrain his tongue from evil, and his lips that they speak no guile: Let him eschew evil, and do good; let him seek peace, and ensue it."

Proverbs 18:24: “A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother.”

Proverbs 15:1: “A soft answer turneth away wrath: but grievous words stir up anger.”

Bullying and hazing are part of a continuum of aggressive or violent behavior. Some acts of bullying or hazing can and do constitute other categories of misconduct such as assault, battery, child abuse, hate-motivated incident/crime, or sexual harassment and, as such, violate other School policies and possibly criminal activity.

Definitions

Bullying: The use of superior strength and power (physical, verbal, social) to inflict repeated and intentional harm upon another for no good reason and with the threat of further harm.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury, personal degradation or disgrace that result in physical or psychological harm. Hazing typically, but not exclusively, involves newer members showing subservience to existing members and shall be reported to the administrator of the school and/or advisor of that student body activity (Ed. Code 48900(q)).

Students are any persons enrolled in a Newport Christian School. Adult students are held to the same policy guidelines as are minor students.

Adults are non-students who are affiliated with The School as employees, service providers, volunteers, parents, or vendors. The School expects all persons on our campuses to conduct themselves in a safe and respectful manner at all times.

Types of Bullying

Bullying is the use of superior strength and power (physical, verbal, social) to inflict repeated and intentional harm upon another for no good reason and with the threat of further harm. Bullying behaviors can be manifested in a variety of forms that include, but are not limited to, the following:

Cyber-Bullying, Electronic Bullying, or Sexting: Use of any electronic communication technology to embarrass, humiliate, spread rumors, threaten, or intimidate. Cyber-bullying does not have to take the form of direct communication from one person to another, but also includes postings on social media such as Google+ hangouts, Tweets, Facebook, etc. that other students can easily gain access to. Sending sexually explicit images, even consensually, may be considered as distribution of child pornography which is a felony. In such instances, Newport Christian School will contact the Newport Beach Police Department.

Disability Bullying: The act of treating someone negatively because of actual or perceived disability.

Emotional, Psychological, Relational or Social Bullying: The act of blackmailing, defaming, extorting, humiliating, intimidating, isolating, manipulating friendships, ostracizing, rating or ranking personal characteristics, rejecting, terrorizing, or using peer pressure .

Indirect Bullying: The use of intimidation to cause physical or psychological harm on a third party. A person who engages in indirect bullying is sometimes referred to as the “instigator” or “shot caller.”

Nonverbal Bullying: The use of gestures, leering, posting threatening graffiti or graphic images, posturing, stalking, staring, or property destruction to demean, distress, or frighten.

Physical Bullying: The intentional act of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting, or tripping to cause or attempt to cause physical discomfort, injury, or pain.

Racial/ Ethnic/ Religious Bullying: Bias based on ancestry, culture, ethnicity, language, nationality, race, religion, or skin color. Intergroup conflict may occur within or between socially constructed subgroups, such as between first and second-generations of the same ethnic group. Bullying that targets ancestry, culture, ethnicity, language, nationality, race, religion, or skin color may be symptomatic of a larger problem of intergroup conflict, requiring systemic interventions.

Sexualized Bullying: Unwanted or demeaning conduct or comments directed at or about an individual on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, or other related personal characteristics, with the intention to humiliate. Anti-gay and sexist epithets are forms of sexualized bullying.

Verbal Bullying: Hurtful gossiping, making rude noises, making threats, name-calling, spreading rumors, or teasing to cause emotional or psychological harm.

School Principal or Leadership Responsibilities

- Safe campuses require a multi-faceted approach with strategies to prevent, respond to, and recover from incidents of bullying and hazing. The school principal and school leaders shall create an environment where the school community upholds the standards of respect and civility and understands that bullying and hazing are inappropriate, harmful, and unacceptable.
- Identify the administrator(s) responsible to report and respond to complaints of bullying or hazing, including, but not limited to serving as complaint manager(s). The system for reporting suspected bullying or hazing must ensure the reporting can be done easily, safely and privately.
- Ensure that all reports of bullying or hazing are investigated, and that appropriate interventions are implemented and monitored in a timely manner.

- Communicate with and ensure that all employees, students, parents, and volunteer coaches, activity leaders, or other adults are informed of School policy requiring the promotion of mutual respect and acceptance, as well as School policy regarding bullying and hazing.
- Provide training to ensure that certificated and classified staff, volunteer coaches, activity directors, and other adults on campus are familiar with and able to identify the indicators of bullying and hazing, and understand their individual responsibilities to respond to, intervene, and report any act or incident of bullying or hazing.
- Present in age-appropriate language The School's policy on bullying and hazing as part of any orientation program conducted for students at the beginning of each semester.

Staff Responsibilities

- Share responsibility for modeling appropriate behavior and creating an environment where mutual respect, tolerance, and acceptance among students and staff are promoted, the standards of respect and civility are promoted, and students understand that bullying and hazing are inappropriate, harmful and are taken seriously.
- Recognize the indicators of bullying and hazing.
- Discuss all aspects of the "Bullying and Hazing Policy" with students including strategies to prevent bullying and hazing.
- Encourage students to report bullying and hazing.
- Intervene immediately and take corrective action when bullying or hazing is reported, observed or suspected. Report incidents and actions to the appropriate School personnel or outside agencies, if necessary.
- Report any complaints or incidents of bullying or hazing involving a School employee to the School Principal or other leadership immediately.

Student Responsibilities

- Students shall take responsibility for helping to create a safe school environment:
- Do not engage in or contribute to bullying or hazing behaviors or words.
- Treat everyone with respect.

- Be sensitive as to how others might perceive your actions or words.
- Report bullying or hazing to a trusted teacher or administrator.
- Never engage in retaliatory behavior or ask, encourage, or consent to anyone retaliating on your behalf.

Confidentiality and Non-retaliation

Reports of bullying or hazing shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the School's reporting procedures and investigation process.

The School will not tolerate retaliation against anyone who reports suspected bullying or hazing, or participates in the investigation process. Confidentiality and non-retaliation requirements extend to all parties involved.

Responding to Bullying Incidents or Complaints

It is imperative to thoroughly and promptly investigate incidents of bullying and hazing. Incidents that come to the School's attention may be one small piece of a larger picture. For example, a seemingly unprovoked conflict may in fact be an expression of frustration from having been the target of ongoing bullying or hazing. The following procedures should be followed in addressing incidents:

- Any written or oral report of suspected bullying or hazing is to be taken seriously and must be addressed. This includes anonymous reports, oral or written. If the anonymous report contains sufficient information to identify an alleged target(s) and/or accused person(s), then a reasonable effort must be made to investigate and address the allegation(s).
- If the bullying or hazing constitutes suspected child abuse, follow the State Child Abuse and Neglect Reporting Requirements. The suspected child abuse must be immediately reported to the appropriate child protective services authority (Orange County Social Services Agency, the Orange County Sheriff's Department, Newport Beach Police Department, or other city police department, depending on the location of the incident).
- Intervene immediately and take corrective action to stop bullying behavior.
- Communicate to the target(s), suspected perpetrator(s), and all parties involved that the School prohibits bullying and hazing and takes all reported cases seriously. Provide all parties involved with information regarding School policies on confidentiality and non-retaliation. Assure all parties that the bullying or hazing will be monitored to ensure that the complaints are resolved.

- Investigate the incident. Obtain detailed information relevant to any bullying or hazing complaint such as the date, time, location, severity, and witnesses. Determine whether this was an isolated incident or related to previous incidents.
- Interview the target(s), suspected perpetrator(s) and witnesses separately, and obtain written statements. If any party is unable to provide a written statement, school personnel shall transcribe a dictated statement.
- Assure all the involved parties that steps will be taken to ensure that the bullying, hazing, or inappropriate behavior does not continue. Provide the target(s) and witnesses with the names of school personnel who can help should the situation continue, recur, or escalate.
- Determine what type of actions or interventions will resolve the situation. Inform the involved parties and their parents/guardians of any corrective actions that have been or will be taken to resolve the complaint. This should be done in a manner that protects the privacy of all parties .
- Monitor and follow-up to ensure that the bullying or hazing has stopped.

Reporting

For further information, to ask questions, to seek assistance, or to report bullying or hazing, contact any of the following:

Ryan Thompson, Pastor

Kevin Cyprian, School Principal

Sandy Roberson, Elementary Director

Christina Li, Secondary Director

HANDBOOK STATEMENT OF AGREEMENT

We, the undersigned, acknowledge that we have read and understand the policies and procedures contained in the Enrollment Contract and in this Student Handbook. We agree to abide by the policies and procedures contained in the Enrollment Contract and in this handbook. Please clearly print the first and last name of all children attending Newport Christian School.

1. _____
2. _____
3. _____
4. _____

Parent's Signature

Date

Please return this signed statement to the school office before the child(ren) start(s) school. If the enrollment is voided, the child(ren) may be re-enrolled at the sole discretion of the school. This agreement must be returned to the school office by close of business Thursday, September 14. **Failure to return the signed statement by then may result in your enrollment being voided and your child(ren) will not be permitted to attend school after that date.**

PHOTO, VIDEO & INTERNET PERMISSION

This form gives Newport Christian School permission to use your child(ren)'s photos on printed school materials, in video or on the web and internet usage during school hours. By signing this form, you understand that images of your child(ren) may be used in promotional materials for Newport Christian School, and or Liberty Baptist Church and those images would become the property of Newport Christian School.

You may opt out at any time. If you opt out, you need to complete the information below and return it to the school office. (Please allow 7-10 business days for processing.)

COMPLETE THIS SECTION ONLY IF YOU ARE OPTING OUT.

I would like to opt out of the following for my child(ren) listed below:

- Photo Usage Video Usage Internet Usage

Name of Child(ren)

Grade/Teacher

Parent's Signature _____

Date _____