**NormRose Believe Academy**

**Handbook For**

**Students & Parents/Guardians**

**Kindergarten – 5th, 6th-8th, & 9th-12th Grades**

****

**Home of the EAGLES**

**TABLE OF CONTENTS**

School Contact Information and Hours of Operation 3

Heritage, Philosophy and Mission Statements 4

Admission and Enrollment 6

Tuition and Fees 6 Annual Fund and Fundraising 6 NormRose Believe Academy Parent Consortium 6

Parent Hours/Scrip 7

Drop Off and Pick Up Procedures 7 Communication with Parents 7 Attendance Policies 9 Health and Medications 10 Student Insurance and Liability 11 Emergency Procedures – Earthquake & Fire 11 Lunch/Snack/Parties 11

Field Trips 12 Biking/Walking and Parking Policies 13 After-School Tutor/Mentor Program Policy 13 After-School Athletics Program – Grades K through 12 13 Student Council 14 Dress and Grooming Policies/School Uniforms 15 Behavioral Expectations 16 Behavioral Standards in Regards to Conduct 16 Behavioral Standards in Regards to Academics 17 Unacceptable Behaviors 17 Consequences of Unacceptable Behavior 18 Privacy of Belongings 19 Electronic Devices 19

Use of Office Phone and Cell Phones 19 Academic Expectations 20 Technology 20 Homework Policy 21 Participation in P.E. (All Students) 22 Academic Probation for Middle School Students 22 Academic Achievement and Recognition 23 Kindergarten – 5th Grade 23 Middle School 24 Library Books and Textbooks 25

Lost and Found 25 Appendices List 26

School Contact Information and Hours of Operation

Phone Numbers School

 Office: 909-329-4338

School FAX Number: TBA

After School Program

Website: [www.nrbelieveacademy.org](http://www.nrbelieveacademy.org)

Twitter: @1believeacademy

Instagram: @1believeacademy

School E-Mail: info@nrbelieveacademy.org

School Mailing Address:

School Office Hours: 7:00 a.m. – 3:30 p.m.

After School Program

 (Kindergarten – 5th)

 (6th-8th)

 (9th -12th)

**NormRose Believe Academy is dedicated to providing children with a strong foundation of academic skills and knowledge, a moral and an ethical base from which to become respectful, responsible citizens, and the self-confidence to meet life’s challenges.**

MISSION:

NormRose Believe Academy (NRBA) is an independent, non-denominational, co-educational, not-for-profit 501(c)3 college preparatory school serving students from k-12 grades. It is a warm, welcoming community wherein children with behavioral and learning differences discover their strengths and be educated to their full learning potential. Our mission is to ensure students reading comprehension and math skills are grade level proficient.

VISION:

At NormRose Believe Academy, we incorporate love, kindness, compassion, and warmth towards every student to ensure each pupil is taught an applied arts and college preparatory curriculum.

Anti-Bully Curriculum Implementation

Drama, Bullying, Teasing, nor Harassment is not allowed! No matter what you call it, it is painful and hurtful. As part of the core-curriculum, our educators teach daily an anti-bullying lesson that allows our students to feel safe in their learning environment.

If you, as a student, is pushed, hit, or your things are ripped off or trashed, it can hurt physically, but affect you mentally and psychically. If you’re ignored by friends or cruel things are posted about you online, it can hurt emotionally. If this happens to you, you’ve probably asked yourself, “Why me?” You know how painful it is to be treated this way. So seriously, it is not allowed at NRBA under no circumstances!

Admission and Enrollment

New Students:

NormRose Believe Academy accepts applications from all students without discrimination as to race, creed, color, religious belief or national origin. Teacher evaluation and academic records from previous schools are required for admittance. An evaluation fee of $50.00 is due at the time of testing.

Enrollment is made through the mutual cooperation of each student’s school district, their Individual Educational Plan (IEP), Special Education Plan (SEP), or 504 team, along with NormRose Believe Academy school staff. All students enter the program with the definitive goal of future transition to academic challenges to performing at and above grade level.

Also, entrance into NRBA can be via personal interview and evaluation. Individual attention is the keynote of classes of limited size; therefore, early application is strongly encouraged. Enrollment depends on the existing openings, the attitude of the child, and the willingness of both child and parent(s)/guardian(s) to work within the philosophy, goals and framework of the program.

**Returning Students**

The registration process begins in January for enrollment the following year. A non-refundable re-enrollment fee is required when enrolling continuing students in order to reserve placement for the upcoming year. Families will be automatically billed with their March and April statements.

The criterion for returning students is as follows:

● Student is in good standing academically and student’s behavior is acceptable.

● Student’s family is in good standing and is current with tuition and all other fees.

Tuition and Fees

A tuition agreement with two payment options is available (monthly, annually). Please note monthly payments are due on the first of the month. A late fee of $70.00 will be assessed if payment is not received by the 7th of the month.

**A complete Tuition and Fee Schedule is available on the website (“Admissions” tab).** This schedule will include all late fees, family allowance discounts, and other additional fees. The operating budget of the school is based primarily on tuition income, school district LEA/ESS Signing a tuition agreement constitutes a contract to pay the full tuition for the school year. Read the tuition agreement carefully. Sign and return by the June due date.

School hours for K-5th grades are Monday through Friday 7:25 a.m. – 2:20 p.m., with the extension of MANDATORY tutoring 2:25 p.m. – 4:10 p.m., and the extracurricular activity 4:20 p.m. until 6:00 p.m. Breakfast, lunch, and snacks are provided. However, if the student requires a special diet, please indicate their dietary needs upon enrollment on the application.

Middle and high school (6th – 12th) hours are Monday through Friday 7:30 a.m. – 2:40 p.m., with the extension of MANDATORY tutoring 2:50 p.m. – 4:25 p.m., and the extracurricular activity 4:30 p.m. until 6:00 p.m. Breakfast, lunch, and snacks are provided. However, if the student requires a special diet, please indicate their dietary needs upon enrollment on the application.

Early drop off for breakfast is provided mornings without charge from 7:00 a.m. until 7:20 a.m., and in the afternoon Mandatory tutoring with **THE AFTERSCHOOL PROGRAM** from 2:25 p.m. until 4:00 p.m. Middle and high school tutoring is from 2:50 – 4:10 p.m. Mandatory sport team, dance, cheerleading, (girls/boy scout meetings), practice is from 4:15 p.m. - 6:00 p.m. The 6:00 p.m. pick-up time is strictly enforced. A $10 late fee will be charged the first infraction, and is paid directly to the employee in charge. A late slip will be issued to the parent or caregiver upon their late arrival to pick up the child.

The school provides this service for the convenience of its families. Rules of conduct during this time are the same as for the regular school day. We reserve the right to deny this service to any child who fails to abide by these rules.

**Annual Fund and Fundraising**

NormRose Believe Academy is a non-profit organization and tuition does not cover the full cost of the academic program provided for each student. Therefore, we ask each family to make an Annual Fund Pledge to help cover this tuition gap. Additionally, NRBA holds fundraising events (e.g. Harvest Festival, Read-a-thon, School Wide Raffle) and sells Scrip as a means of providing for financial needs not covered by tuition and Annual Fund.

**NormRose Believe Academy Parent Consortium (NRBAC)**

The NRBAC is open to all parents of students enrolled at NormRose Believe Academy. Parents earn a single parent hour for attending a meeting. Please plan to participate and be an active partner in providing the best educational environment for your children. Committees meet at various times.

NRBAC activities may include:

Pizza Lunch Days Book Fair

Room Parents Saturday Coffee & Muffins with Administration

Driving for Field Trips Teacher Appreciation

Harvest Festival Work Days

Back to School Potluck Restaurant Nights

Refreshments at Programs Spring Family Event

**Service Hours:**

Each family is asked to provide 25 hours of service to the school and many do this by helping with events and serving on various committees. Single parent homes are asked to provide 12 hours. With these efforts NRBAC is able to keep tuition increases at a minimum while still providing quality programs and enrichments. Please keep track of service hours. Coupons must be turned in within two weeks of the event. All Service Hour coupons are due April 30. Any service after that date counts for the next year.

**Scrip Program**

Each family has an obligation to purchase scrip or buy-out for $325. If you choose to purchase scrip the school must receive a profit of $200 from your purchases. We want to encourage all our families to purchase gift cards because it can be very convenient once initiated, but you can elect to buy out if you prefer.

**Drop Off and Pick Up Procedures**

For our students’ safety, there is a 5 MPH speed limit on campus. No cell phone use while driving on campus. Drop off and pick up is only in designated areas. All drivers should be patient and courteous, and not pull around another vehicle in line, unless directed to do so. There is only one lane of traffic in each direction. Students may only be picked up by people on their emergency form. Special arrangements for evening pick-up should be made with the office when dropping off children in the morning or by phone prior to 2:00 p.m.

**Morning daycare students** - Kindergarten through fifth grade students arriving before 7:25 a.m. (Middle School students arriving before 7:35 a.m.) must be dropped off in the multipurpose room. The supervisor will sign in the student.

**Kindergarten-5th; 6th – 8th; 9-12th grade students are dismissed at 6:00 p.m.** Which is after the mandatory sport/extra-curricular practice.

**Out Of Season Sport/Extra-curricular activity pick up time.** If the student sport or extra-curricular is not in season, then the pick-up time will be 6:00 p.m., as the sport will continue training for the following season. NRBA takes pride that their students are athletically prepared.

Our conditional use permit with the City of San Bernardino does not allow our car line to extend into the street at any time. We must keep our vehicles moving.

In order to have the car line run smoothly:

● Do not stop and converse with teachers or other parents while in the car line

● Parents with both middle and elementary school students should pick up their elementary student first, followed by their middle school student.

**Items Delivered During the School Day**

Parents need to go to the office with all deliveries such as homework, forgotten lunches, glasses, etc. The office staff will make sure that the items are delivered to your child. Please do not enter the classroom for safety reasons and this interrupt’s lessons. Do not walk to Middle School unless you have checked into the office first.

**Communication with Parents**

**Mandatory Monthly Parenting Classes**

Parent Participation

Parent/Caregiver interaction is very important to support the successful generalization and maintenance of the skills learned in the academy. As a part of the academy requirement, parents/caregivers will be required to attend mandatory individualized and group monthly training, to support the transfer of newly learned skills to the home environment. A parent/guardian can do a semester buyout for $500.00 if they refuse to attended.

**Conferences and Class Visits**

Parent visits to classrooms must be arranged through the school office or by prior arrangement with the classroom teacher. At no time should a parent enter the classroom unannounced, or when a teacher is not present. Impromptu, at the door conferences, while delivering or picking up your child, are very disruptive to the class and detract from the classroom’s procedures. Teachers have an obligation to the students in their care, and cannot do justice to them or to your concerns in this situation. Teachers are willing to make an appointment for a conference at any time during the school year. Upon arrival for your appointment, always check in at the school office.

**School-To-Home Correspondence**

Most weekly correspondence from school to home will be done through emails, though folders are also sent once a week. Therefore, we need email addresses kept current.

Eagle Flier - A weekly emailed newsletter is sent to each family outlining dates, activities and other important information. Be sure to read this extremely important piece.

Folders - The office will supply a folder for each student. Some notices, report cards, and other school information will be sent home with the students on Tuesday. Parents are asked to remove and read all papers from the folder. Payments, hot lunch orders, and other school paperwork can be returned in the folder the following day. Returning the folder is part of the homework assignment and will be counted towards a missed homework if not returned the following day. Teachers in K-5 send home a Homework Assignment Sheet each week. Teachers often put reminders of coming events on this sheet. Always read over the whole sheet carefully.

**Attendance Policies**

**Daily Attendance**

Prompt, regular school attendance not only teaches children the value of their education, but makes them more likely to succeed. If a student will be absent from school for any reason, parents are requested to call the school by 8:30 a.m. to report the absence.

ONLY if the absence is for more than one day, may parents of children grades 2 through 8 call the office by 8:30 a.m. to inquire about picking up assignments. Assignments/books will be available in the office at 3:00 p.m. One make-up day will be given for each day missed. Upon return, it is the responsibility of the student to immediately check with their teachers to receive any additional assignments and work missed.

Please arrange vacations during school holidays. Minimum days, special event days and field trips are considered academic days; attendance and participation are required. When at all possible, medical and other appointments should be scheduled outside of school hours. In order for any student to achieve “Perfect Attendance”, they must attend full school days (a minimum of 5.5 hours).

**Tardiness**

Children are expected to be on time daily. Academic subjects begin as soon as class starts. One child’s tardiness costs the other students and the teacher valuable time and causes a disruption to the class. More than three unexcused tardies (or early dismissals) in a grading period will prevent a student from receiving a perfect attendance award. If a student is tardy due to a medical appointment, a doctor’s note brought to the office will excuse the student. It is the responsibility of the student to make arrangements to obtain missed assignments from all teachers upon their arrival to school.

Kindergarten through 5th Grade - The academic day for elementary school begins at 7:40 a.m. and students arriving after their peers have recited the flag salute and singing God Bless America will be tardy.

Middle and high School starts at 7:50 a.m. and the flag salute students arriving after the flag salute will be considered tardy.

**Early Dismissal**

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours. If a student must miss school for any reason other than illness, parents should notify the teacher in advance with a note. The student is responsible for completing any work missed. If you pick up your child early, you must sign them out in the school office. If a student must leave due to a medical appointment, a doctor’s note must be turned in the following day to be excused. More than three early dismissals (or tardies) in a grading period will prevent a student from receiving a perfect attendance award.

**School Activities**

If children are unable to attend special activities or school programs, parents must notify the school as soon as possible. School music programs are considered to be part of an enrichment grade. Other than unexpected illness, prior notification is required to lessen the negative impact on their participation grade.

**Health and Medications**

**Health Forms**

Prior to your child’s arrival on the first day of school please complete and return the following forms:

● Report of Health form,

● Immunization Record,

● Birth Certificate

● NRBA Emergency Form

In order to provide the highest possible protection from disease for our students, we ask that you notify the school immediately regarding any detection of a contagious illness.

**Illness**

Students with a fever (temperature of 99°F or greater) should not come to school and will be sent home if a fever is detected at school. Children must stay home 24 hours after their temperature returns to normal. Please keep your child home if he/she has a severe cough or contagious illness until such time that the coughing or other contagious symptoms have subsided. When a child at school is confirmed to have a contagious disease the parents of children having been in direct contact with the child are notified.

**Medication**

**State requirements mandate that all** medication (including over-the-counter medications) must be stored in the school office. All medication must be brought to the office by parents, and a “Parent Release for the Administration of Medicine” authorization form must be on file allowing NormRose Believe Academy to administer the medication. Students may not have any form of medication in their possession. The medication must be in its original container and, if prescription, labeled with the child’s name and the dosage. A copy of the Regulations on the Administration of Medication During School Hours can be found in Appendix A. The Parent Permission for the Administration of Medication and Physician’s Orders are available on the school’s website and must accompany any medication to be given during the school day.

**First Aid**

Our staff is certified for first-aid and CPR. The Nurse or health clerk will clean scrapes and abrasions with soap and water, and ice will be applied to bruises. If an injury of a more serious nature should occur, an “Accident Report” is completed and the parent is notified.

**Student Insurance and Liability**

Student accident insurance provides secondary coverage for each student while on campus before, during, and after school and on school sponsored field trips. If an injury occurs and medical expenses are incurred as a result of the injury, the primary claim must go to the family’s health insurance carrier and the school’s policy then picks up costs not covered by the primary policy. The school also carries liability insurance as required by law.

**Emergency Procedures – Earthquake & Fire**

Fire and earthquake drills are held regularly and children practice appropriate responses to emergencies. The school is prepared to care for students and staff for up to 72 hours. We have an emergency supply of food, water, medical supplies, blankets and other necessary items. In such an event, all children will remain on campus until released to a parent, guardian or individual named on the emergency release form that is filed with the office at the beginning of each school year. In order to know each student’s location during or following an emergency, they must be signed out to ensure their safety.

If your child takes medication on a regular basis and it would be vital in an emergency for that medication to be dispensed, a three-day supply should be left with the office. Please include complete instructions and dosage information, along with the appropriate forms.

If an emergency should occur:

● Please be assured that the school is well prepared to handle the immediate needs of the students.

● Please do not call the school. The telephone must be available for us to make emergency calls. Communication systems will be limited at best, and all staff will be tending to the children and may not be available to answer calls.

● You are encouraged to listen to emergency television and radio broadcasts.

● In the case of a major earthquake, all students will be sent home. Parents must arrange to have their children picked up as soon as possible. School reopens when cleared by a structural engineer.

**Lunch and Snack**

**Lunch**

Nutritious hot breakfast, lunch and snacks will be provided to students daily for a minimal fee. However, your student may qualify for a free and reduced snack/lunch, and this list will be provided to the cafeteria staff so that students will not be charged for their food.

**If a child has food allergies, or in need of a special diet please inform us so that accommodations will be made.**  *Note: Extra food is not always available.*

Alternatives to school lunch is that parents/guardians can pack their student snack/lunches. Lunches are to arrive with the students in the morning in a well-marked bag or lunch box. Students may bring canned or boxed juice drinks; no glass. Lunches left at home may be delivered to the office for your child to pick up. Parents may never bring a lunch for any student other than their own. We cannot heat up any lunches.

**Snack**

Children should bring a nutritious snack to be eaten during the brief morning break. A School snack shack can be visited daily to purchase food items. A $20.00 debit card may be purchased in the office.

**Parties**

**Birthday:**

Parents may bring a simple snack for their child’s birthday. Finger foods such as cut fruit, cookies, cupcakes, ice cream bars and juice boxes are the extent of such refreshments. Please discuss with your child’s teacher any treats a few days in advance. In consideration of others and to avoid hurt feelings, please do not ask to distribute invitations at school for home parties unless there is one for each child in the class. Any treats passed out in class must include all students and be of equal value.

**Holidays:** There will be a sign-up sheet at Back to School Night.

**Field Trips**

Field trips are an important part of our school program and are planned at each grade level to provide children with curriculum-related, first hand learning experiences. Parents will be notified of all trips in advance and will be asked to sign a Release of Liability form. All students will need to have at least one green logo polo shirt from the uniform company to be worn with uniform gray pants, shorts, or skorts as required for field trips. Uniforms must be worn on all field trips unless otherwise stipulated. Transportation for these outings is provided by parent volunteers or rented buses. (Field trip costs are part of NRBA Activity Fee.) Parents may be given the opportunity to sign up to drive, chaperone or attend field trips. If you are designated as a driver/chaperone you will be credited with a maximum of 4 parent hours on the field trip. Those parents that choose to attend but are not needed to drive or chaperone will not receive parent hours. Parent drivers must complete and sign a Volunteer Driver Form that will be kept on file in the office and drivers will be required to submit proof of insurance and a current California Driver’s License before the day of the field trip. Drivers are expected to provide general supervision for the group of children as well as giving full attention to the group of children in their charge. Cell phone use is prohibited except in an emergency. Details are provided in “Guidelines for Parents Helping with Field Trips” in Appendix C.

Extended Field Trips: In 5th through 8th grade extended trips are taken. This is part of the school planned curriculum. Students not attending with the class will be given independent projects and be assigned local trips to compensate for their missed academic experience.

**Biking/Walking and Parking Policies**

Students must have written permission to ride their bikes or walk to or from school. We must have written permission on file in the office stating release of liability from the parents. Bike-riders must comply with the helmet law and children without helmets will not be allowed to leave the school grounds. No riding bikes, skateboards or roller blades on campus.

**Parking**

● Designated parking for NRBA staff will be noted on signs adjacent to the area

● Parent parking is only available in the front of the school

● Our Conditional Use Permit with the City of San Bernardino does not allow for dropping off/picking up of students on a busy street.

**Tutoring/Mentoring Afterschool Program ~ Mandatory**

Our tutorial/mentoring program is to establish and provide a solid fundamental foundation for “challenged” and disadvantaged youth ages 10-22. We partner with a non-profit tutorial business that is housed as a consultant of NRBA.

The extended services allow for the students to smoothly transition from the full day of the academy into the after school mandatory tutorial program. This, however; ensures that students receive continued educational support in areas that are challenging.

Students who are underrepresented benefit tremendously by way of continued academic support to strengthen their educational deficiencies. By having the tutoring mandatory, and part of the extended learning we are able to provide one-on-one services to enable our pupils perform and maintain at their grade level.

Not only will our tutor/mentor partner program increase academic competencies, but also provide mentoring to assist our students improve their self-esteem and self-worth. We use a five-pillar character and learning modality curriculum that flows into an eclectic teaching style filled with an abundance of diversification.

Our afterschool program partnership has created various life-skills and academic activities that will be implemented to safeguard that students are able to transition profoundly in their post elementary, middle and high school endeavors. The implementation will prevent problematic behavior in children and adolescents, thus promoting their health, development, and well-being.

The afterschool mandatory tutorial program endorses improving the supply, quality, and access to an after-school extension to the traditional school day courses. Being able to offer students the options to be educated, and prepared for their post high school transition is our goal and focus.

**AFTER-SCHOOL ATHLETIC PROGRAM – K-8TH & 9TH-12TH**

The after-school sports program is available for Grades K-8th and 9th – 12th. The cost is $150.00 per sport. This fee is in addition to other fees. NRBA belongs to the Private School Athletic League. Football, basketball, baseball, ice hockey, soccer and track are offered for boys. Volleyball, basketball, softball, and track are offered for girls. The staff and student body of NRBA take pride in the athletic program. Good sportsmanship, commitment and participation are stressed. Transportation to and from sports games will be provided and arranged by coaches and parents. Team rosters will be provided to facilitate ride sharing.

**Eligibility**

Every student is eligible for participation in the sports program, but to participate at the game will be based on a student’s academic, conduct, effort and grades. Academic grades must be a “C“ or higher. If at any time during the trimester a grade falls below a C, the student will be put on probation for three weeks. While on probation, a student will continue to participate in practices and is required to attend games, but may not play. After three weeks, a progress report will be circulated at which time all grades must be at the required levels to remain on the team. If not, the student becomes ineligible to participate in the sports program and forfeits the sports fee. The same policy applies to conduct and effort grades. Any student with a “N” or “U” in conduct or effort for a class will be placed on probationary status and reevaluated after three weeks. If their conduct and effort grade does not improve to an “S” or better, the student will become ineligible to participate in the sports program.

If a student is excused from P.E., for medical reasons, he or she will not be allowed to participate in after-school sports until a doctor’s release is received. Attendance at school is also required for the entire day of a scheduled game or event. Regular attendance is essential to ensure a successful athletic program.

**Code of Ethics**

The code of Ethics applies to all students who represent the school in our after-school athletic program. The code requires students to make a commitment regarding grades, citizenship and sportsmanship. Proper care of school uniforms and equipment are also a student’s responsibility. The commitment applies throughout all sports’ seasons.

**Spectator Code of Ethics**

1. Spectators should conform to accepted standards of good sportsmanship and behavior.

2. Spectators should respect officials, coaches and players as guests in the community and extend all courtesies to them.

3. Enthusiastic and wholesome cheering is encouraged.

4. Booing and other disrespectful gestures, activities or remarks will not be tolerated.

5. School discipline policy is in effect at all events. Any spectator causing disruption will be asked to leave.

 6. It is important that parents model good citizenship and sportsmanship so as to be great examples for our students.

**Student Council and Student Achievement**

The Student Council and Student Achievement experience provides students an opportunity for leadership. Council members discuss issues of concern among students, plan activities, and organize community service projects. Commitment to the Student Council is a privilege and a responsibility, which includes being a positive role model to other students inside and outside the classroom. Each member must achieve grades no lower than a C, meet Good Citizen requirements, and hold a strong dedicated commitment to school and council activities. Middle School Student Council officers are elected and 4th – 8th grade class representatives are chosen at the beginning of the school year.

**Dress and Grooming Policies/School Uniforms**

Uniform items are to be purchased from AMDG Uniforms and are to be worn each day at all grade levels. Uniforms are expected to be clean and free of holes. (See Appendix D for details.)

Uniform policies are strictly enforced and non-compliance results in the following consequences:

● When a child comes to school in a non-uniform garment, a uniform violation notice will be sent home

● P.E. dress code: middle school students must wear P.E. clothing, athletic shoes, and crew socks for each class. **After three times of not dressing in a trimester, a student’s conduct grade in P.E. will be affected**.

**Personal Grooming** (The administration reserves the right to establish or amend guidelines as situations arise.)

Girls: Hair must be clean, neat, and moderately styled. Unacceptable hairstyles are those that incorporate unusual colors, unbalanced styles, and styles combed in such a way that the hair hangs lower than the eyebrows, or is in anyway a distraction. When a notice to parents regarding hair length/style is received, it must be taken care of by the following Monday. Bandanas, scarves or caps may not be worn during school hours.

Boys: The general principle of neatness and simplicity will govern hairstyles. Extreme hairstyles such as spikes, mullets or mohawks, shaved portions of the head, hair colors other than those naturally occurring, and styles combed in such a way that hair hangs lower than the eyebrows, or is in anyway a distraction, are unacceptable. When a notice to parents regarding hair length is received, it must be taken care of by the following Monday. **Bandanas, scarves or caps may not be worn during school hours**.

**Dress Code Guidelines**

1. All logo items must be purchased through ADMG Uniform.

2. Uniform company will have a sale on campus in the summer. In addition, uniforms may be purchased via internet, mail order, or at the ADMG store location.

3. Used uniforms will be sold in June of each year.

4. Jackets: none other than the NRBA logo jackets or sweatshirt jackets available through ADMG. No flannel shirts or outer shirts may be worn over uniforms at any time.

5. Since long sleeve logo polo shirts are available. No layering of shirts of any kind is allowed except for simple white undershirts.

6. White athletic crew (not ankle) socks may be worn. Socks must cover the ankle and be above the shoe line. Girls may wear grey, black or white knee socks, tights or leggings. No mesh design tights may be worn. (No character/logos on socks.)

7. All students must have their name in uniforms so that they may be easily returned if lost.

8. Shoes must be safe and fit properly. Tennis/athletic or rubber soled shoes are acceptable. The primary color of the shoes must be brown or black, no (“Toms”, “Bobs”, etc.) will be allowed. No cowboy boots or “Ugg-style” boots. No shoes that make sounds. Rain boots are only allowed in inclement weather.

9. The only jewelry allowed is a single pair of stud earrings (girls only) and a simple, plain necklace. No rings or bracelets or large ornate jewelry may be worn. No wallet chains or any jewelry for piercings other than ear lobes.

10. No make-up is allowed.

11. Only clear nail polish may be worn at school.

12. Pants must be properly sized, and worn at the waist with a belt. No “baggy” fit pants will be allowed. Undershirts must remain tucked in and be white in color only.

13. Sunglasses are not allowed at any time unless specifically stated on field trip or other notices.

**Behavioral Expectations**

There must be a willingness on the part of both student and parents to work within the behavioral guidelines of the school. It is the responsibility of each student to display qualities of good citizenship. Their best behavior is expected in the classrooms, at the lunch tables and on the playground. Each student is expected to conduct himself/herself in an orderly manner, respect the rights of others, be kind and courteous, respect the authority of adults, follow directions the first time they are given, and in every way contribute to an atmosphere of harmony. Since issues of behavior and values require cooperation between parents and the school, we ask that parents review the behavioral standards listed below with their children. Upon enrollment for each school year, parents and students will be asked to sign a form that states they have read the handbook and are willing to adhere to and support the policies and procedures of the school.

**General Rules**

1. Students may not bring toys, games, or any gadgets from home unless pre-arranged with the teacher and properly labeled with student’s name. Special arrangements must be made with the office for the display of any unusual item or for “Animal Visits”. If an animal visit is arranged, the parent must accompany the animal, remain during the brief visit, and take the pet home with them. At no other time may pets be brought on to campus, including arrival and dismissal.

2. Gum chewing is not permitted

3. Pretend gunplay games are not allowed at school.

**Behavioral Standards in Regards to Conduct:**

The following behaviors reflect our expectations for student conduct:

● A kind, respectful attitude is to be exhibited with all faculty, school personnel, and student body.

● Follow directions the first time they are given.

● Respect school property and the property of others.

● Follow the rules of good sportsmanship and fair play.

● Remain in designated, supervised areas during school and day care hours.

● Obey classroom, playground, and all safety rules.

● Respect the personal space of others; keep your hands, feet and objects to yourself.

● Only enter a classroom when a faculty member is present.

● Completely adhere to the dress code at all times.

● Follow the guidelines for “Free Dress” apparel as outlined earlier in the handbook

● Eat only in designated areas at appropriate lunch or snack times. Do not bring food into the classroom, unless directed by the teacher.

**Behavioral Standards in Regards to Academics:**

1. Be responsible for the timely completion of all class work and homework assignments. 2. Be prepared for class by bringing all necessary materials.

3. Return all papers requiring a parent signature to the teacher the following day, or expect a consequence.

**General Playground Rules** (See Appendix F for details)

● Properly use and care for the playground equipment.

● No pushing, chase games or physical contact are allowed

● Stay within playground boundaries and do not leave without permission ● Stop playing when the whistle blows or the teacher calls

● No arguing with classmates during play

● One person at a time allowed on the slide, seated forward only

● No jumping from, twisting of or standing on the swings

● Jump ropes are to be used for jumping only. Be aware and courteous of others around you.

● Throwing wood chips, dirt or stones is absolutely forbidden.

● No student is allowed in the utility/equipment shed, unless assisting a member of the faculty.

● No student is allowed to go to the bathroom without permission and without a buddy.

**Unacceptable Behaviors**

The following is a list of behaviors that we find undesirable and unacceptable. Foothill Oaks Academy reserves the right to exclude, suspend, or expel a student **who cannot or will not meet behavioral and /or academic expectations**.

**The following behaviors will have consequences and could result in expulsion:**

● *Name calling and derogatory remarks*

*● Bullying (a) the aggressor must intend to hurt or intimidate someone less powerful and (b) the behavior must be repeated*

*● Harassment of any student or teacher*

*● Foul language, swearing or inappropriate language including sexual innuendos, spoken or written*

*● Rough physical contact such as kicking, hitting, or fighting of any nature*

*● Stealing*

*● Intentional destruction of school or personal property. Parents of a student who intentionally damages school property will be asked to bear repair or replacement costs. ● Contact between the opposite genders. This will be at the judgment of the administration and will include any “Boyfriend/Girlfriend” behavior.*

*● Possession of tobacco, alcohol or any illegal substance, as well as any weapon or item that could be used as a weapon. Possession of weapons in school requires police intervention. ● Forge parents’ signature on required forms.*

*● Plagiarism (see p. 18)*

*● Cheating (see p. 18)*

*● Repeatedly speaking to a faculty member in a rude or disrespectful manner.*

At NRBA we do not tolerate harassment of any kind. Our goal is to develop and encourage an environment, which is respectful and encouraging. While we recognize that the interactions of children often include teasing, we strive to help them recognize the difference between friendly, playful teasing and hurtful, harmful harassment.

**Consequences of Unacceptable Behavior** *(See school discipline plan Appendix E)*

The following measures shall prevail in case of repeated unacceptable behavior. These may not necessarily be used sequentially.

● Student will be sent to the office for counseling and verbal reprimand.

● Parents will be notified.

● Student will be suspended from school. Suspension will be from one half a day up to five days, at the discretion of the administration.

**In-House Suspension**

In-house suspension removes a student from the regular classroom and is carried out in a lower grade classroom or in the office with the student completing the day’s assignments on his or her own, without interrupting the teacher. In-house suspension is served the next day, unless it is a Friday or Minimum Day. Classwork completed during that time receives no credit, but tests that day earn a maximum of 70%. No more than three in-house suspensions are allowed. Subsequent suspensions will result in the child being suspended from school for one to five days.

**Suspension**

Suspension means that a student will not be allowed to attend school for a specific time period. No make-up work, including tests, will be given during the time covered by at home suspensions. The issuance of a suspension is at the discretion of the principal.

The following may result in a one to five-day suspension, depending on the severity of incident:

● Direct disobedience or defiance

● Attacking another student physically or verbally during the school day, at daycare, or at any school sponsored activity.

● Stealing or vandalizing

● Possession of illegal substances

● Verbal or physical aggression towards a faculty member

● Committing a serious offense (see below)

● Misuse of the internet (see Academic Expectations, Technology below)

Students suspended during the school day must be picked up within sixty minutes. Students will be held responsible for all schoolwork missed during their suspension. All work or tests must be made-up, but no credit will be given. A parent conference will be held at the time of suspension and a student conference is required prior to re-admittance.

**Expulsion**

Expulsion is the permanent removal of a student from Foothill Oaks Academy. A student is expelled when lack of compliance continues after two suspensions. This is the immediate consequence upon any act of extreme violence toward any person while at school or engaged in a school activity, or on school/church property.

**Privacy of Belongings**

A child’s backpack, lunch box, and personal items belong only to the child, and should be labeled with their name. These belongings may be entered, inspected, or used only by that child, his or her parents, or school personnel. Any student handling the property of another student without permission will be subject to discipline.

**Electronic Devices**

With the exception of Chromebooks provided by the school, no electronic devices are allowed on campus except for special reward days. All devices will be confiscated and returned to parents only.

**Use of Office Phone and Cell Phones**

Use of the office telephone by students will be limited to emergency matters. Calls for forgotten homework, lunches, books, etc. will not be allowed. Arrangements for visiting friends after school must be made prior to arriving at school. The need for other calls will be left to the discretion of school personnel.

Cell phones may be brought to school if the office has a signed permission slip from a parent. They must be turned off and in their backpack at all times. Cell phones may only be used under the supervision/permission of a staff member. Any other time it will be confiscated and must be picked up in the office by a parent.

**Revoking Of Enrollment**

Re-enrollment is not automatic. The school reserves the right not to invite a student to re-enroll should any of the previously mentioned behaviors go unresolved or in the event of failure to meet financial obligations. Parents who are unwilling to comply (or train their children to comply) with the policies and procedures of the school are not invited to re-enroll their child, or may be asked to withdraw their child at any time during the school year.

**Serious Offenses**

Prohibited internet use, harassment, discrimination, cheating and plagiarism are all serious offenses which can lead to an immediate detention, in-school suspension, at home suspension or expulsion. Other incidences may also be deemed serious enough by the teacher/administration discretion**. One infraction will result in the student receiving an N or U in the class.** This denies them Good Citizenship or Honor Roll for the trimester.

● *Cheating And Plagiarism*

Cheating and plagiarism are considered serious infractions. This would include acquiring answers from another student, providing answers to a student, changing grades, parent-generated work turned in as student-generated work, or plagiarism. Plagiarism is using someone else’s writing or ideas and trying to pass them off as your own. This includes copying word-for-word from a source without giving credit, rephrasing a few words from a source without giving credit, or using a source’s key words or phrases as one’s own without placing them in quotation marks. Along with a suspension, the student will receive a zero (no credit) for the test, quiz, paper, homework assignment, or project involved.

● *Ethnic & Racial Discrimination* NormRose Believe Academy is committed to providing an environment in which all students and staff are able to work and play together without fear of ethnic or racial discrimination. FOA has a strict policy with regard to ethnic or racial slurs. This infraction is taken very seriously and may result in in-house suspension, at-home suspension, or, depending on the circumstances, expulsion.

**Academic Expectations**

**Technology**

Student learning is supported on campus through the use of computers for class research and assignments. Responsible use and care are expected. Parents and/or students may be held responsible for damage to equipment, software, or another’s project caused by a student’s abuse. Abuse may be passive (negligence and carelessness) or aggressive (intentional).

Parents and students agree not to hold the school or its personnel responsible for loss of data or any infringement of privacy, whether intentional or accidental. Nor will the school be held responsible for the inability to access data.

The following activities are prohibited at all times:

▪ Attempting to install, installing/downloading from the internet, or running any program not provided by the school

▪ Playing games, using the school equipment for non-academic gain ▪ Attempting to visit or visiting internet chat rooms

▪ Attempting to visit, visiting, attempting to view, viewing, or printing morally objectionable sites or materials

▪ Attempting to bypass or bypassing any security systems

▪ Attempting to load/loading programs onto the computer or attempting to copy/copying school programs for personal use; plagiarism and copyright laws prohibit this

▪ Sending or receiving personal e-mail; or passing along any e-mail chain letters

▪ Using NRBA e-mail or network services for business transactions of any type

*Statement Of Internet Use* – The internet and e-mail access is a privilege, not a right. It is forbidden to use the name “NormRose Believe Academy”, initials, logo, or pictures of staff, students, the school or school activities on the internet sites, chat rooms, social media, blogs, etc., without written permission. The publication of anything that is degrading, lewd, threatening or violent will result in serious disciplinary action, including expulsion. Remember that any off-campus activity that violates our acceptable use policy and causes disruption at school will be subject to school disciplinary action and be considered a serious offense. This would include, but is not limited to internet profanity, hate mail and blog postings. **An Internet Contract must be signed by all students. Chromebook Agreements will be given to students with Chromebooks.**

**Homework Policy**

Here at NRBA we believe homework is a very important aspect of education. It helps our students develop responsibility, organization, and the ability to manage tasks; all factors that are vital to school success.

*Expectation of Students* - Assignments will be completed neatly, to the best of the student’s ability and turned in on time. Students who are absent one day will receive homework assignments when they return to school. They will be given one day to complete absentee homework for each day of school missed. At any time, your child may call a classmate for his/her assignments. After a child is absent two days, a telephone request to the office should be made **prior to 8:30 a.m.,** and the books and assignments will be available for pick-up at the office at 3:00 p.m.

*Role of Parents* - Parents establish homework as a top priority and provide a quiet environment in which to work. Parents will provide positive support when homework is completed and give assistance when appropriate. Contact the teacher if your student is struggling in a given subject or with the amount of time it takes to complete the homework. Older students should be taught to communicate with the teacher when needing clarity or deeper understanding of assignments.

**Homework Guidelines**

The grade level determines the amount of homework. It is our intention to have a manageable and age appropriate homework load. One purpose of homework is to build responsibility; therefore, a student needs to learn to take home at the end of the school day all papers and textbooks necessary to complete the assignment. Another purpose is to reinforce skills learned during the school day.

K – 5th Grade

Kindergarten 15 min. 4 nights per week

First Grade 15 – 30 min. 4 nights per week

Second Grade 30 – 50 min. 4 nights per week

Third Grade 45 min. – 1¼ hrs.\* 4 nights per week

Fourth Grade 1 – 1½ hrs. \* 4 nights per week

Fifth Grade 1¼ - 1¾ hrs. \* 4 nights per week

\* Study time, reports, and projects may add some time to this estimate. Nightly homework time will vary.

*Middle School & High School*

1. In Middle School and High School there are six core subjects. Homework is not assigned in every subject every night. Homework could range anywhere from 1 ½ to 3 hours but should not exceed 30 minutes per core subject.

2. Homework is to be completed at the mandatory “Afterschool program” or home, unless time is given to begin work in the classroom. Work done at school on the due date during breaks or while class is in session is considered late. Peer collaboration on assignments is not allowed unless assigned as such by the teacher.

3. One major assignment/project per trimester in core subjects will be given.

4. All major assignments/projects will be assessed on quality based on a clearly established rubric, which has been given to students and parents ahead of time. Written instructions will be given four to six weeks before a major project is due.

5. A calendar with an overview of all class projects will be handed to all students on Back-to-School night.

**Participation in P.E. (All Students)**

All students are required to participate in P.E. unless the student brings a note from a doctor and gives it to the P.E. coach. Children being excused from P.E. due to medical reasons will automatically be excused from free play recess as well, unless a written note is sent to the office specifying the kind of activities from which your child should be excused. If participating in after-school sports, they will not be able to participate on a day that they have been excused from P.E.

Middle school students must wear P.E. uniform, athletic shoes, and crew socks for each P.E. class. **After three times of not dressing in a trimester, a student will only be able to receive a satisfactory grade or lower in P.E. conduct.**

**Academic Probation for Middle & High School Students**

Academic probation is based upon grade performance of middle and high school students in the following subjects: English, Literature, History, Geography, Math, Science and Spanish (foreign languages). Students who receive any D’s or F’s on their report card in any of the subjects listed above will be placed on academic probation. The status of students on academic probation is evaluated at the end of each trimester. Academic probation means that a student’s promotion to a higher grade or continued enrollment at NormRose Believe Academy is subject to departmental and principal review and may be in jeopardy until the grade has been raised. The school will make every effort to provide students with additional help and work with parents to assist the student in bringing up the grade(s).

While a student is on academic probation, the student must make every effort to increase a below-average grade to a C or better. Academic probation is designed so that the students will achieve their highest academic potential.

In order to participate in the sports program, Student Council, or Student Achievement a student must have no grades below a C (73-76%).

**Academic Achievement and Recognition**

**Kindergarten – 5th Achievement and Recognition**

*Progress Reports, Report Cards and Parent/ Teacher Conferences -* Progress reports will be given to every student K-8 during conferences in October. Other times during the year progress reports can be sent for students not working to full potential or needing improvement, as well as 21 to apprize parents of students performing well. Progress Reports must be signed by a parent and returned in the student’s folder. Report cards are sent home at the end of each trimester. Parent/Teacher conferences are scheduled at the end of the first trimester for all students.

*Principal’s Honor Roll for 3rt through 5th Grades* – Principal’s Honor Roll is attainable for all students in Grades 1 through 5. In order to earn a place on the Principal’s List, a student must earn an A- average in all academic subjects (mathematics, language, reading, spelling, science and social studies) and have all A’s and B’s in enrichment classes. A student must not have any C’s, N’s or U’s on their report card in any area with the exception of handwriting, where an S is acceptable. Since students receiving this award are considered examples of the high standards for which we want them to strive, their effort in all areas will be considered. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Honor Roll for 3rd through 5th Grades* – Honor Roll is attainable for all students in Grades 1 through 5. In order to be awarded Honor Roll, a student must earn a B+ average in all academic subjects (mathematics, language, reading, spelling, science and social studies) and have all A’s and B’s in enrichment classes. A student must not have any C’s, N’s or U’s on their report card in any area with the exception of handwriting. Since students receiving this award are considered examples of the high standards for which we want our students to strive, their effort in all areas will be considered. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Good Citizens’ List:* Kindergarten & First Grade - Good citizenship recognition is possible for all students in Kindergarten and First Grade. To be a good Citizen, a kindergartener must have G’s or S’s in all enrichment classes and work habits. Since students receiving this award are considered examples of the high standards for which we want our students to strive, more than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Good Citizens’ List:* 2nd - 5th Grade - Good citizenship recognition is possible for all students in Grades 2 through 5. Good citizens are students who treat others kindly, follow school rules, listen to teachers and are respectful to all. This constitutes outstanding or excellent behavior. To be a Good Citizen, a student must earn G’s or E’s in all behavior, attitude and homework areas on their report card. (no S’s, N’s or U’s ) Good Citizens show responsibility, effort, great attitude and fine study habits. An S indicates a student is just meeting minimum requirements. In handwriting, they may receive an S. It is each student’s responsibility to exhibit their best behavior in the classrooms, at the lunch tables and on the playground. Foothill Oaks Academy teachers want students to become good citizens, and they will remind students to be courteous, trustworthy and respectful to other people and to school property. Since students receiving this award are considered examples of the high standards for which we want our students to strive, more than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

**Middle School Achievement and Recognition**

One of our chief goals in Middle School is the development of independence and responsibility in our students. Students gain confidence in the growth from childhood to adolescence by developing personal and academic skills and learning to enjoy new challenges and risks. Students learn to be accountable for their own work and actions under the guidance of a staff that 22 monitors personal and academic growth. The curriculum in each subject helps to develop speaking, thinking, problem solving and writing skills.

*Progress Reports, Report Cards and Parent/ Teacher Conferences* – First trimester Progress Reports will be discussed with parents at Parent-Teacher conferences mid-way through the first trimester. Further progress reports will be sent if a student is experiencing difficulty in any subject. They must be signed by a parent and returned in the student’s folder the following day. Report cards will be issued 10 days to two weeks after the close of each trimester.

*Principal’s Honor Roll* – Principal’s Honor Roll is attainable for all students in Middle School. In order to be awarded Principal’s Honor Roll, a student must earn an A- average in all academic subjects (English, literature, history, geography, math, science and Spanish.) and have all A’s and B’s in enrichment classes. A student must not have any C’s, N’s or U’s in effort or conduct for all subjects. Since students receiving this award are considered examples of the high standards for which we want them to strive, their effort in all areas will be considered. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*Honor Roll* - Middle school Honor Roll will require a B+ average in all academic subjects (English, literature, history, geography, math, science and Spanish) and have all A’s and B’s in enrichment classes. A student must not have any C’s, N’s or U’s in effort or conduct for all subjects. More than three unexcused tardies or early dismissals in a grading period will prevent receiving this award. Any C will automatically disqualify a student for placement on any honor roll.

*Good Citizens’ List* - Good citizenship recognition is possible for all students. Good citizens are students who treat others kindly, follow school rules, listen to teachers and are respectful to all. This constitutes outstanding or excellent behavior. To be a Good Citizen, a student must earn G’s or E’s in all behavior, effort and homework areas on their report card. (no S’s, N’s or U’s ) An S indicates a student is just meeting minimum requirements. It is each student’s responsibility to exhibit their best behavior in the classrooms, at the lunch tables and on the playground. Foothill Oaks Academy teachers want students to become good citizens, and they will remind students to be courteous, trustworthy and respectful to other people and to school property. Since students receiving this award are considered examples of the high standards for which we want our students to strive, more than three unexcused tardies or early dismissals in a grading period will prevent receiving this award.

*D and F Grade Warning* - If a student has either a D or F in any subject at the time of progress reports in any trimester, he or she will be placed on Academic Probation (see page 21) until the grade is raised.

**Middle School Service Hours**

Middle school students at NormRose Believe Academy will be required to serve in their community. Volunteering time and energy helps to instill in our students the value of serving others, without thought of return. Giving back to our community develops humility of spirit, generosity with time, and awareness of needy people nearby. All students will benefit from this growing experience. A total of 25 hours will be required between 6th and 8th grade. Sixth graders will be required to complete 5 hours. 7th and 8th graders will give 10 hours each of these two years.

They may begin the summer before the school year to collect their hours, being sure to document properly on the school form. Only signatures by staff members or by an authorized supervisor at the volunteer site will be accepted. Parent signatures will not be accepted. They will only be given service hour credits for the number of hours indicated, encouraging continued attitude of service during their 3 years of Middle School. If a student misses the deadline for turning in their service hour form, they will not receive Good Citizenship for 3 rd trimester. Additionally, 8 th grade students will not be able to participate in their “week of fun” activities.

**Library Books and Textbooks**

Textbooks will be issued on the first day of school. All books for students must be covered with a non-adhesive type of cover (i.e. paper bag, plastic, cloth). Any lost or damaged textbook or library book will be the financial responsibility of the parent. Parents will be billed the replacement cost of textbooks. A $10 charge will be made for paperback library books, unless the replacement cost exceeds that charge. In most cases, middle school students will have a class set of books as well as a set at home to be returned in June in good condition. All books, including home sets, need to be covered.

**Lost And Found**

Articles found will be placed in the lost and found outside the office. Clothing, lunch boxes and other personal items must be labeled with the student’s name so they may be returned. Items unclaimed at the end of each month will be donated to a charitable organization.

Appendices

A. Regulations on the Administration of Medication During School Hours

B. Sexual Harassment Policy

C. Guidelines for Parents Helping with Field Trips

D. Uniform List

E. Middle and High School Discipline Plan

Appendix A

REGULATIONS ON THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

RESPONSIBILITY OF PARENT/GUARDIAN:

1. Parents are encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school is minimized.

2. Parents assume full responsibility for supplying medications. Request your pharmacy to prepare two (2) containers; one for home and one for school.

3. Medication must be labeled with child’s name and be in original container. 4. Parents must deliver or have delivered by an adult, any medication taken during school hours. No medications may be brought to school by pupils.

RESPONSIBILITY OF PARENT/GUARDIAN:

1. A request form for EACH medication must be completed by the pupil’s physician, with the following information: pupil name, name of medication, purpose, dosage, time precautions, special instructions, and possible adverse effects.

2. The container must be clearly labeled with the following: the pupil’s name, physician’s name, name of medication, dosage schedule, dose form, and date of expirations of prescription.

IT IS UNDERSTOOD THAT NORMROSE BELIEVE ACADEMY IS NOT LEGALLY OBLIGATED TO ADMINISTER MEDICATION TO ANY CHILD, AND THEREFORE, I AGREE TO HOLD THE SCHOOL AND SCHOOL EMPLOYEES, FREE FROM ANY AND ALL RESPONSIBILITY FOR THE RESULTS OF SUCH MEDICATION OR THE MANNER IN WHICH IT IS ADMINISTERED

Appendix B

**Sexual Harassment Policy**

***The following section is mandated by the state***. In compliance with Federal and State statutes and with high ethical standards, NormRose Believe Academy is committed to provide an environment in which students of either gender learn together comfortably and productively, free from sexual harassment. This policy applies to all aspects of NormRose Believe Academy. It includes but is not limited to recruitment, testing, enrollment matriculation, promotion, demotion, transfer, discipline, probation, expulsion, work evaluation and grading, assignment of duties, participation in extra-curricular activities, school social events and community service projects.

**Prohibited Behavior**

Prohibited sexual harassment includes unsolicited and unwelcome contact or unwelcome conversation that has sexual overtones. Such behavior is against Federal and State law and will not be permitted on this campus. This includes:

1. Written or Internet contact such as sexually suggestive or obscene comments, threats, racial/ethnic slurs, gender specific trait jokes and propositions.

2. Repeated verbal harassment of a student by another student or group of students will not be tolerated. This includes threats of physical violence.

3. Physical contact such as intentional pinching, touching, and brushing against another body, impeding or blocking movement and assault.

4. Visual contact such as staring at another’s body, gesturing, displaying sexually suggestive pictures, cartoons, posters, magazines or any sexually suggestive objects.

5. Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome.

6. It is expressly forbidden for any student, teacher or other person to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect a person’s academic performance or life.

**Harassment by Non-Students:** In addition, Foothill Oaks Academy will take reasonable action to prevent sexual harassment by non-students, including visitors, guests and outside vendors/suppliers who are likely to have contact on the campus with any students or employees.

**Monitoring:** The Principal shall take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all students, teachers, visitors, administrators and others having contact with the students and staff of Foothill Oaks Academy.

**Discipline:** Any student or staff member found guilty of violating this policy will be subject to appropriate discipline up to and possibly including expulsion or dismissal. This action will only be taken after a complete and thorough investigation of the alleged sexual harassment.

**Retaliation:** Any student or staff member bringing a sexual harassment complaint or assisting in investigating a complaint will not be adversely affected in terms and conditions of enrollment or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and punished.

**Complaint Procedure and Investigation:** All complaints of sexual harassment and retaliation for reporting or participating in an investigation shall be directed to the principal or to a teacher of the student’s choice, either in writing, by filling out the Sexual Harassment Complaint Form or by requesting an individual interview.

Appendix C

GUIDELINES FOR PARENTS HELPING WITH FIELD TRIPS

Most field trips are planned with an educational purpose in mind rather than for purely recreational purposes. It is our hope that parents will help facilitate the learning experience by following these guidelines:

1. Please be prompt in arriving at school, and report to the office immediately. Bring your driver’s license and proof of insurance to the office for photocopying.

2. Be sure your vehicle is in safe operating condition, and while driving, follow all the rules of the road including having each child secured in a seatbelt. Young children may not sit in seats where airbags deploy.

3. Please observe all parking regulations posted in parking lots. The school will not be responsible for parking tickets.

4. Keep your assigned group of children with the main group, and encourage them to listen to instructions.

5. If your child is present, encourage him/her to remain part of the group and do not set them apart with special favors.

6. Please refrain from purchasing food, drinks, or souvenirs for children without conferring with the teacher(s), since all students/classes must be considered.

7. Please don’t stop and purchase food or drinks on the trip to or from school unless this is a prearranged stop for all of the chaperones.

8. Never give food or candy to students in your care without the teacher’s full knowledge, since there may be health problems of which you are unaware.

9. Let the teacher know if a child gets hurt or has a complaint.

10. Remember that it is against the law to use your cell phone while driving. In the event of an emergency, you must pull over and stop in order to make the necessary call.

11. No younger siblings are allowed on field trips, since your full attention is required for the group of children in your care.

12. You will receive a maximum of 4 service hours for a full day field trip and 2 service hours for a half day. Please remember to have the teacher sign a Parent Participation coupon and turn into the office within 2 weeks of trip.

13. Be a chaperone. Visiting with other parents is enjoyable but needs to be done elsewhere. The teacher is depending on you to help supervise children.

Appendix D

**Uniform List**

**Girls:**

*Grades K-5*

Green/Yellow Plaid Jumper

Gray Long/Short Pants

Logo Polo Shirts: Yellow, short or long sleeves

Socks – ankle length or knee socks: gray

Hair accessories are available for purchase

Solid Brown shoes

*Grades 6-8*

Green/Yellow Plaid Skort

Green/Yellow Plaid Skirt

Gray Long Pants

Gray Shorts

Logo Polo Shirts: Yellow, short or long sleeves

Socks – ankle length or knee socks: gray

Hair accessories are available for purchase

Solid Brown shoes

Grades 9-12

Gray Skort

Gray Skirt

Blouse: Yellow Short or Long Sleeves with Bow Tie

Button Sweater: Green

Socks – ankle length or knee socks: gray

Hair accessories are available for purchase

Solid Brown shoes

**Boys:**

Grades K-5

Logo Polo Shirts: Green short or long sleeves

Gray Long Pants

Gray Walking Shorts

Belt color brown leather/vinyl

Socks – ankle length: gray

Solid Brown Shoes

Grades 6-8

Shirts: Yellow Polo short or long sleeves

Gray Long Pants

Gray Walking Shorts

Green Pullover Sweater

Belt color brown leather/vinyl

Socks – ankle length: gray

Solid Brown Shoes

Grades 9-12

Shirts: Yellow short or long sleeves with Tie

Gray Long Pants

Gray Walking Shorts

Belt color brown leather/vinyl

Socks – ankle length: gray

Solid Brown Shoes

**All Students:**

Outerwear (Below are the only acceptable choices.)

Uniform Cardigan Sweater: Gray

Hooded zipper sweatshirt w/logo: Gray

Hooded pullover sweatshirt w/logo: gray

Hooded nylon fleece lined jacket w/logo: gray

**P.E. Uniform for 6th - 8th & 9th – 12th:**

Gray logo T-shirt

Gray nylon mesh shorts w/logo

Gray crew socks must be worn for all P.E. classes

Gray sweatpants with logo ALL items are to be purchased through AMDG Uniforms.

**\*PLEASE NOTE:** All students will need to have at least one green logo polo shirt from the uniform company to be worn with uniform gray pants, shorts, or skorts. **This will be the uniform required for picture day and other field trips.**

Appendix E

NORMROSE BELIEVE ACADEMY

School Discipline Plan

General Notes:

1. Teachers will individually keep track of points for their students after a verbal warning is given.

2. Tally will be continuous until a detention has been served: 5 points for 9th-12th, 5 points for 8th graders for the entire year, 10 points for 7th graders for the entire year, and 10 points for 6th graders recommence each trimester. Points will start over for each student once a detention has been served.

3. If any discipline slip is not returned by the next day with a parent’s signature, another point will be added to the student’s total and the parent will be called by the teacher.

4. Infractions not specifically listed are up to the teacher’s discretion.

**LEVEL “A” ARE INFRACTIONS THAT WILL BE ACCUMULATED BASED ON THE POINT SYSTEM STATED ABOVE**.

**Level A – Mild – Blue Slip - 1 point**

Forgetting Supplies

Gum, Food, or Running

Talking Out

Disobedience

Uniform violations (1st offense, no Free Dress, but zero points; 2nd offense is 1 point) Grade/discipline slips unsigned

**LEVEL “B” ARE BEHAVIOR INFRACTIONS THAT MAY RESULT IN EITHER AN ACCUMULATION OF POINTS OR AN IMMEDIATE DISCIPLINARY ACTION FOR REPEATED OFFENDERS BASED ON A TEACHER’S DISCRETION.**

**Point system consequence:**

**Level B – Moderate – Yellow Slip– 5 points**

**(May require a visit with the principal)**

Disrespect in action or words

Disruptive/inappropriate behavior

Defiance

Inappropriate language & gestures

Cell phones & other electronics @ school

Questioning or challenging authority

**Immediate disciplinary action:**

1. A snack/lunch detention will be assigned along with a slip sent home for parent signature.

2. For every three snack/lunch detentions, the student will be required to serve a one-hour after Saturday-school clean-up detention.

3. Any student who receives three or more snack/lunch detentions from one class will receive an automatic “N” in conduct for that specific class at the end of the trimester.

4. Any student who receives six or more snack/lunch detentions from one class will receive an automatic “U” in conduct for that specific class at the end of the trimester.

Serious Offenses are listed and described in the Student Handbook (pgs.17) and do not necessarily pass through the above systems. Also included in the Handbook are descriptions of various discipline actions that may be necessary for serious or habitual infractions.