

WOODCREST NAZARENE



CHRISTIAN SCHOOL

**10936 SOUTH NORMANDIE AVE.
LOS ANGELES, CALIFORNIA 90044
PHONE: (323) 754-4933**

-2009

Handbook

For Students and Parents

Of

**Woodcrest Nazarene Christian School
10936 South Normandie Avenue
Los Angeles, CA 90044
(323) 754-4933**

Sponsored By

**GRACE CHURCH OF THE NAZARENE
10936 S. Normandie Avenue
Los Angeles, CA 90044**

OUR MISSION STATEMENT

**In a safe, caring environment, Woodcrest Nazarene Christian
School
provides a quality, Christ-centered education. We follow the
mandate
of the Word in training and equipping our students to love, serve
and follow Him.**

TABLE OF CONTENTS

	Page
Message from Pastor/Administrator	
Letter from our Principal	
School Calendar	1-2
Our Philosophy and Goals	3
Statement of Faith	4
Operating Policies	5
Organization: School/Church Relationship	5
Meal Program	6
Enrollment Procedure	7
Tuition and Fees	8-9
Extended Day Service	9
Arrival and Departure	9
School Hours, Registration Fee, Tuition Payments	9
Tuition Payments, Delinquent Accounts, Returned Checks, Late Pick-ups	10
Computer Lab Fees	10
Attendance and Absences	10
Tardiness	11
Health	11
Dress Code	11-13
Book Bags	13
Visiting Procedure	13
Homework	13
Field Trips	13
Birthday Parties	13-14
Telephone Policy	14
Parent-Teacher Conference	14
Medical Information	14
Student Conduct	14-15
School Rules	15-16
Chapel	16
The Bible	16
Spiritual Emphasis	16
Sunday School and Church	16
Student Accident Policy	16
Report Cards	16
Change of Address or Phone	17
Playground	17
Testing	17
Pledges	17
Special Programs	17-18
Curriculum	18
Dismissal/Withdrawal Procedure	18
Fire Drills	18
Lost and Found	18
Earthquake Drills	19
Discipline Policy	19
P.T.F. Non-Participation Fee	19
Crystal Stairs	19
P.T.F. Constitution	20-23

Message From The Pastor/Administrator

Dear Parents/Guardians:

We welcome you and your child (ren) to Woodcrest Nazarene Christian School. Woodcrest Nazarene Christian School is here in this community to serve you and your family. I commend you for the sacrifice you are making to place your child (ren) in a Christian School. We are committed to providing a quality education in a Christian environment.

As we enter a new millennium, your child will still be taught Christian principles and surrounded by Christian love and concern. As we build lives for tomorrow, let us give careful attention to our primary text book, the Word of God “and you shalt love the Lord your God with all your heart, and with all your soul, and with all your might. And these words, which I command you this day, shall be in your heart, and you shall teach them diligently unto your children, and shall talk of them when you sit in your house, and when you rise up.” (Deut. 6:5-7) We have a God-given responsibility that will require the school, the home and church to work together. We pledge to do our best.

This handbook contains information we feel you need to know concerning our philosophy, policies and procedures. Reading it carefully will help us to accomplish the goals to which we are committed. The success of any school depends largely upon a joint student/parent/staff effort.

Our school sponsor, Grace Church of the Nazarene, stands ready to encourage and help you and your home to be a refuge from the storms of life rather than a battleground within. No one is safe and Grace Church offers to the whole family a place to learn of God’s love and forgiveness, as well as how to prepare for life here and hereafter. You and your family are welcome to attend our Sunday School and Church services regularly if you are not actively involved in another fellowship, let Grace Church be your home. A personal relationship with Jesus Christ and knowledge of God’s word is the key to life at its best. We pray that your experiences with us will be richly rewarding ones.

Remember, at all times we are in this work together building lives today for tomorrow.

Sincerely,

Lamar Davis

Lamar Davis,
Pastor

Principal's Message

Dear Parents, Guardians and Students:

I am delighted to join the faculty and staff of Woodcrest Nazarene Christian School in welcoming you to the 2008-2009 school year here at Woodcrest. We are excited about working with each of you in providing a quality curriculum, which integrates faith and learning, and prepares students for an ever-changing world.

The pages of the handbook are filled with important information regarding school policy, school procedures, and a calendar for the year, and the answers to frequently asked questions. I suggest that parents and students read it together. If you have questions that remain unanswered after reading the handbook, please call the school office. Open and clear communication between the home and school will ensure success in our educational program.

Woodcrest needs your support and participation during the school year. On behalf of our P.T.F., we solicit your support of our fundraising and other fun activities. Working together, we can achieve the collective goal of educating our children. We hope this will be a successful and satisfying year for you.

Sincerely,

Mrs. Vanessa Beverly

**Mrs. Vanessa Beverly,
Principal**

WOODCREST NAZARENE CHRISTIAN SCHOOL
SCHOOL CALENDAR
Pre-School – 6th Grade
2008-2009

***No School for Students Only**

**** Entire School Closed**

August 25 th ~ 29 th	Staff Orientation
August 29 th	Orientation for New Parents and Children @ 6:30 p.m.
September 1 st	**Labor Day (School Closed)
September 2 nd	1st Day of School & Tuition Due
September 5 th	Back to School Night
September 8 th	P.T.F. Meeting @ 6:00 p.m.
September 14 th	Staff Commissioning Sunday
O C T O B E R	
October 3 rd	Administration Meeting (District 3)
October 3 rd	Tuition Due
October 5 th	6 th Grade Class Sunday @ Grace Church
October 6 th -10 th	Spiritual Emphasis Week (Formal Uniform)
October 13 th	P.T.F. Meeting @ 6:00 p.m.
October 31 st	(Fall) Harvest Festival
October 31 st	1 st Grading Period Ends (45 Days)
N O V E M B E R	
November 3 rd	P.T.F. Meeting @ 6:00 p.m.
November 4 th	Fall Pictures
November 5 th	Tuition Due
November 7 th	*Parent-Teacher Conference (Pupil Free Day)
November 9 th	5 th Grade Class Sunday @ Grace Church
November 10 th	**Veteran's Day (School Closed)
November 21 st	Annual Thanksgiving Luncheon
November 24 th – 25 th	** A.C.S.I. Teacher's Convention (School Closed)
November 26 th - 28 th	** Thanksgiving Recess (School Closed)
D E C E M B E R	
December 1 st	School Resumes
December 5 th	Tuition Due
December 5 th	Fall Picture Retakes
December 8 th	P.T.F. Meeting @ 6:00 p.m.
December 14 th	4 th Grade Class Sunday @ Grace Church
December 16 th	Christmas Program (Pre – K-2 – K-4 Classes) @ 7:00 p.m.
December 18 th	Christmas Program (K-5 – 2nd Grade Classes) @ 7:00 p.m.
December 22 nd – January 5 th	** Christmas Vacation (School Closed) Happy New Year
J A N U A R Y	
January 5 th	School Resumes
January 5 th	Tuition Due
January 9 th	Twin Day
January 11 th	3 rd Grade Class Sunday @ Grace Church
January 12 th	P.T.F. Meeting @ 6:00 p.m.
January 15 th	Martin Luther King, Jr.'s Birthday
January 16 th	Spelling Bee
January 16 th	2 nd Grading Period Ends (45 Days)
January 19 th	**Martin L. King, Jr.'s Birthday Observed (School Closed)
F E B R U A R Y	
BLACK HISTORY OBSERVANCE	
February 2 nd	Re-registration For current Students (In House)
February 2 nd	60's Dress Day
February 5 th	Tuition Due
February 5 th	Panorama Pictures

February 8 th	2 nd Grade Class @ Grace Church
February 9 th	P.T.F. Meeting @ 6:00 P.M.
February 11 th – 13 th	Administrative Conference (Principal)
February 13 th	Red and White Day
February 14 th	Valentine's Day
February 16 th	**President's Day (School Closed)
February 27 th	Black Heritage Dress Day
M A R C H	
March 2 nd	Open Registration (All Students)
March 5 th	Tuition Due
March 6 th	Art & Science Fair (Open House 4:00 p.m. ~ 6:00 p.m.)
March 8 th	1 st Grade Class Sunday @ Grace Church
March 9 th	P.T.F. Meeting @ 6:00 p.m.
March 13 th	Mix Match Day
March 20 th	3 rd Grading Period Ends (45 days)
A P R I L	
April 2 nd	Career Day
April 3 rd	Graduation Pictures (K-4 and 6 th Grade)
April 3 rd	Tuition Due
April 5 th	Palm Sunday
April 5 th	K-5 Class Sunday @ Grace Church
April 6 th	P.T.F. Meeting @ 6:00 p.m.
April 9 th	Easter Program (3 rd – 6 th Grade Classes) @ 7:00 p.m.
April 10 th	**Good Friday (School Closed)
April 12 th	Easter Sunday
April 13 th – 17 th	**Easter Break (School Closed)
April 20 th	School Resumes
April 21 st	Spring Pictures
April 22 nd	Grandparent's Day
April 22 nd	Earth Day
April 20 th – 24 th	Administration and Secretaries' Week
April 27 th – May 1 st	S.A.T. Testing
M A Y	
May 3 rd	K-4 Class Sunday @ Grace Church
May 4 th – 8 th	Staff Appreciation Week
May 5 th	Tuition Due
May 8 th	May Festival
May 10 th	Mother's Day
May 11 th	P.T.F. Meeting @ 6:00 p.m.
May 11 th – 15 th	Spiritual Emphasis Week
May 15 th	Speech Meet
May 17 th	Pre-K-2 – K-3 Classes Sunday @ Grace Church
May 18 th – 22 nd	Sixth Grade Graduation Trip Week
May 22 nd	Parent Appreciation Day
May 25 th	**Memorial Day (School Closed)
May 26 th	School Resumes
J U N E	
June 5 th	6 th Grade Graduation Ceremony @ 7:00 p.m.
June 5 th	4 th Grading Period Ends (45 days)
June 7 th	K-4 Graduation Ceremony @ 4:00 p.m.
June 10 th	School Picnic
June 11 th	Award Ceremony (Last day of School/ No P.M. Daycare)
June 12 th	Fellowship Closeout For The Year of 2008-2009
June 15 th – August 7 th	Pre-School Summer Program Begins
June 22 nd – July 31 st	Elementary Summer Program Begins

OUR PHILOSOPHY AND GOALS

It is the purpose of WOODCREST NAZARENE CHRISTIAN SCHOOL to provide a program of elementary education that while upholding a standard of scholastic excellence has its integrating center in God and fosters vital Christian living.

The training of children is regarded as a joint responsibility of the home, church and school. A definite effort needs to be made to have all three together in a fully integrated program, so that positive Christian personalities may be developed. In training our children for life here and hereafter, the school, staff and church leaders should work closely together to enable maximum effectiveness. Our responsibility is given in Proverbs 22:6, "Train up a child in the way he should go, and when he is old, he will not depart from it." Woodcrest Nazarene Christian School is an extension of the ministry of Grace Church of the Nazarene. It is Christian education during the week.

A complete curriculum is taught and interpreted by consecrated Christian teachers who are fully qualified in both academic training and Christian experience. The curriculum will be comparable to the State educational codes of California.

The teachers not only instruct in the fundamental knowledge and skills, but also guide the development of the child's personality and the gradual molding of his character into the image of the Lord Jesus. The purpose of the school includes providing a wholesome environment, a spiritual atmosphere in which each child may recognize God's love and learn how to respond to it – thus experience a personal relationship with Jesus Christ.

The goal of the school is, "to provide instruction at all grade levels in accordance with true biblical principles and high educational standards." There is no conflict between high educational standards and biblical principles. In education, as in every other part of human life, man should live and work for the glory of God. As to teaching, teaching methods and equipment, the very best is the aim of the school.

All subjects are taught in such a way as to integrate them with the revealed truth of the Bible. The study of science, history, music and all other subjects will, thus, help the growing child to increase in his understanding of God's ways rather than tending toward a divided personality, in which the religious aspects of life are kept separate.

STATEMENT OF FAITH

- 1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.**
- 2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.**
- 3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.**
- 4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.**
- 5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.**
- 6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.**
- 7. We believe that heaven and hell are definite places.**
- 8. We believe in the spiritual unity of believers in our Lord Jesus Christ.**

OPERATING POLICIES

OUR PURPOSE:

It is the purpose of WOODCREST NAZARENE CHRISTIAN SCHOOL to provide a program of elementary education that, while upholding a standard of scholastic excellence, has its integrating center in God and fosters vital Christian living.

All subjects are taught in such a way as to integrate them with the revealed truth of the Bible. A complete curriculum comparable to the State Education codes of California will be taught.

It is, therefore, our purpose and objective to prepare our students for the junior and high school of their choice and to help them pass to the next stage of their education with all the skills and talents they will need.

Furthermore, we intend to educate them and prepare them in such a way that they can proudly take their rightful place in society and make their own unique contribution to the building of the Kingdom of God.

ORGANIZATION: SCHOOL/CHURCH RELATIONSHIP

Woodcrest Nazarene Christian School is sponsored by Grace Church of the Nazarene. It shall be operated as a non-profit organization under the Articles of Incorporation of Grace Church of the Nazarene of Los Angeles. The school shall operate in compliance with the Standard for Private School in the State of California and shall be licensed by the State of California and shall be licensed by the State of California Department of Health. Woodcrest Nazarene Christian School is an extension of the ministry of Grace Church of the Nazarene and its objective is to work toward the spiritual and educational teachings in the community. Woodcrest Nazarene Christian School is a member of the Association of Christian School International.

SCHEDULE OF SERVICES

Sunday	9:30 a.m. – Sunday School (Classes for the whole family) 11:00 a.m. – Morning Worship 6:00 p.m. – Evening Worship
Wednesday	7:00 p.m. – Prayer & Bible Study (Children, Youth & Adults) 7:00 p.m. – Caravan (K-4 – Grade 6 – Scouting Program)
Saturday	8:00 a.m. – Prayer around the altar

Grace Church is here in this community to serve you and your family. Our pastors are ready and willing to pray and counsel with you. We are here because we care.

WOODCREST NAZARENE CHRISTIAN SCHOOL

MEAL PROGRAM

Pre-school K-2, K-3, and K-4 students' meals are paid for in their tuition fee. Students in the K-5 through 6th grades must bring a sack lunch and snack or pail to school. However, meals are available for all students from K-5 through the 6th grades to purchase.

We have implemented the National School Lunch Program. Meals are payable on the 1st of each month only. Menus will be sent home and posted in the foyer and each classroom. The cost of Breakfast is \$2.00, Lunch is \$3.00, and Snack is \$1.00.

To participate in the National School Lunch Program you must fill out an application to see if you qualify for free or reduced priced meals, and return it to the school office. You will receive notification of your child's status.

If you qualify for reduced meals, you will pay \$.30 for breakfast, \$.40 for lunch, and \$.20 for snack. However, you will pay nothing if your child qualifies for the free meals.

ENROLLMENT PROCEDURE

Woodcrest Nazarene Christian School welcomes students of any race, color, sex, religion, national or ethnic origin. This non-discriminatory policy also applies to the hiring of all staff. Our administration does, however, reserve the right not to accept children who are physically handicapped or emotionally disturbed if it is determined that the school cannot meet the needs of the child, or an adverse effect upon other children seems likely.

NEW ENROLLMENTS

A. Pre-School – Age 2 (Must be toilet-trained)

1. Child must be 2 year old.
2. Complete “Application for Admission”
3. Provide a birth date verification
4. Complete Pre-admission Health History (Physician’s Report)
5. Complete Pre-admission Health History (Parent’s Report)
6. Complete Immunization Record Form
7. Complete Identification and Emergency Information Form
8. Complete Emergency Hospital Authorization Consent Form
9. Complete Discipline Policy Form
10. Payment of registration and book fee in full (paid once per year)
11. One month and two weeks tuition payments must be paid

B. Elementary School K-5 – 6th Grade

1. Complete “Application for Admission”
2. Provide birth date verification. Students enrolled in a K-5 Class must be 5 years old by December 1st. Proof of age is required.
3. Complete Immunization Record Form signed by Physician
4. Complete Health History Form
5. Complete Identification and Emergency Information Form
6. Complete Emergency Hospital Authorization Consent Form
7. Complete Extended Day Care Form
8. Complete Discipline Policy Form
9. Payment of registration and book fee in full (paid once per year)
10. K-5 through 6th Grade students pay a computer fee in full (paid once per year)
11. First and last tuition payments must be paid
12. All new students will be tested, and a \$25.00 testing fee must be paid. A progress report from the school previously attended must be provided.

RE-ENROLLMENTS

A. Pre-School – Ages 2, 3 & 4

1. Complete Re-enrollment Application
2. Review of child’s past performance
3. Review of parent’s/guardian’s cooperation
4. Complete Hospital Authorization Form
5. Complete Parental Agreement Form
6. Payment of registration and book fee in full

B. Elementary School – K-5 - 6th Grade (Same as Pre-School)

TUITION AND FEES

Woodcrest Nazarene Christian School is a private non-profit Christian School. It is supported by tuition and private donations. Charges are kept to a minimum in an effort to provide a Christian education for as many children as possible.

A. REGISTRATION FEE

1. Paid each year
2. Non-refundable unless the school fails to accept student
3. See Parental Agreement Form for details

B. TUITION PAYMENTS (Includes lunch for Pre-School – K-2, K-3, and K-4 Only)

Payments can be made by mail or in the office. The office hours are from 8:00 a.m. – 5:00 p.m. Payments are due on the 1st of each month and late after the 5th. A late fee of (\$25.00) will be charged after 4:00 p.m. on payments made after the 5th of the month. When the 5th of the month falls on a weekend or holiday, payments must be made on the Friday before to avoid a late charge. All tuition and outstanding accounts must be paid by the 10th of the month or students will not be permitted in class.

THE SCHOOL YEAR: September – June (40 weeks) For the school year, payments are due on the 1st of each month starting August 1st and ending May 1st. **Monthly statements will not be sent out unless your account is past due.**

TUITION DISCOUNTS: The following tuition discounts will be given to parent/guardians that have more than one child attending Woodcrest for the present year.

Tuition Discount

(Example based upon a \$325.00 Tuition Payment Per Month)

<u>Child</u>	<u>Discount Percentage</u>	<u>Amount Paid</u>
<i>1st Child</i>	<i>0%</i>	<i>\$325.00</i>
<i>2nd Child</i>	<i>10%</i>	<i>\$292.50</i>
<i>3rd Child</i>	<i>5%</i>	<i>\$308.75</i>

PAYMENTS: All payments must be made with personal checks, postal money orders, and bank cashier's checks.

C. DELINQUENT ACCOUNTS

Accounts are considered delinquent after the 5th of each month. A \$25.00 late charge will be added to delinquent accounts. Students will not be permitted to attend class after the 10th of the month. Also, report cards will not be issued, if an account is delinquent.

D. RETURNED CHECKS

A charge of \$25.00 will be added for returned checks. One (1) returned check will require all future payments to be made by bank cashier's checks, postal/bank money orders.

E. BREACH OF CONTRACT

If a breach of agreement occurs, your account will be turned over to a collection agency. In the event a trial ensues, the prevailing party will be entitled to reasonable attorney fees.

EXTENDED DAY SERVICE

A. HOURS

This service is available from 6:30 a.m. – 8:30 a.m., and from 3:00 p.m. – 6:00 p.m. Those enrolled for this service may come and go according to their needs. Students not registered in day care will be charged \$3.00 per hour or fraction thereof.

B. CHARGES

An extended day care fee will be added to and paid with the tuition.

A \$1.00 fee will be charged for each additional day after the 15th of the month. (Report cards will not be given out if account is delinquent).

ARRIVAL AND DEPARTURE

- A. All 2, 3, and 4 year olds must be signed in and out each day by a parent/guardian or someone designated on the application. The sign in/out sheet will be in the Pre-school building next to the church.
- B. All K-5 through 6th grade students must check in and out with a staff person on duty.
- C. Please notify the office immediately of any change of emergency information or change of home or work numbers.

SCHOOL HOURS

- A. Class time – 8:30 a.m. – 3:00 p.m. (K-5 – 6th grade).
- B. Extended Day Time – 6:30 a.m. – 8:15 a.m. and 3:15 p.m. – 6:00 p.m.
Students not enrolled in extended daycare, arriving before 8:15 a.m. and present after 3:15 p.m., **WILL BE CONSIDERED TO BE IN EXTENDED DAYCARE.**

A. REGISTRATION FEE

- 1. Paid each school year
- 2. Non-refundable unless the school fails to accept a student
- 3. See Parental Agreement for details

B. TUITION PAYMENTS

All payments are made in the office or by mail. (Office hours are 8:00 a.m. to 5:00 p.m.) All payments made after 4:00 p.m. will be credited the following day.

Tuition payments may be paid bi-monthly or by the month for students in the Pre-K-2, K-3, or K-4 Classes. (Included in the tuition for the Pre-K-2, K-3, and K-4 Classes will be a hot lunch, snacks, and extended day care for each day.) However, tuition payments must be paid by the month for students in the K-5 – 6th Grade Classes. (Daycare, hot lunch, and snacks are not included in the tuition payment for the students in the K-5 – 6th Grade Classes.)

Bi-monthly: If you choose the bi-monthly plan, your tuition is due on the 1st and 15th of every month. A late fee of (\$15.00) will be charged after the 5th and 20th.

Monthly payments are due the 1st of each month. A late fee of \$25.00 will be charged if payment is not made by the 5th of the month. Should the 5th of the month fall on a weekend or holiday, the tuition payment must be paid on the day before the 5th. **ALL PAYMENTS MADE AFTER 4:00 P.M. WILL BE CREDITED THE FOLLOWING DAY.**

C. DELINQUENT ACCOUNTS

Monthly or bi-monthly statements **will not** be sent out unless your account is past due.

Students will not be permitted to attend class after payments are ten (10) days delinquent, unless prior arrangements are made with the office.

D. RETURNED CHECKS

A charge of \$25.00 will be added for returned checks. After one (1) returned check all future payments will have to be made by a bank cashier's check, postal/bank money order.

E. LATE PICK-UPS

A late fee of \$10.00 will be charged for each 15 minutes or fraction thereof after 6:00 p.m. Three late pick-ups during the year will require a parent conference or a student suspension.

COMPUTER LAB FEES

There is a \$75.00 Computer Lab Fee for computer class. This is a required class for students in the K-5 through 6th grade classes.

ATTENDANCE AND ABSENCES

Education requires regular attendance if best results are to be expected. **Absences of 40 days or more during the year may cause a student to be retained at his/her present grade level.** Local and state laws will be observed.

- A. When a student is absent from school, the parent or guardian is to call the office before 10:00 a.m.
- B. A written note, signed by the parent or guardian indicating the reason for absence must be sent with the student upon his/her return to school. Children will not be admitted to class without clearance through the office.
- C. Absences due to any contagious disease (other than a cold will require a **health clearance from a doctor or the County Health Department.**
- D. All assigned work must be made up.

TARDINESS

When a student is late, a tardy slip must be obtained from the office and presented to the teacher. A note must accompany students who are late. Habitual tardiness will not be tolerated indefinitely. Habitual tardiness may result in children being dismissed from school.

HEALTH

- A. Students who are ill **WILL NOT BE ALLOWED TO REMAIN IN SCHOOL.**
1. Please do not send your child to school if she/he appears ill.
 2. Students with a temperature of 100 degrees or more will be sent home.
- B. If prescribed medication is necessary, a family member must come to the school office and dispense the medication to the child. (Asthma and seizure medication will be given according to doctor's direction. Check with the nurse for others.)
- C. California State Law requires that all children entering school for the first time furnish evidence of the required immunizations.
- D. Students entering first grade are required to complete the Certificate for School entry Form, which is verification that the child has received all, or the equivalent of all the required health screening assessments. All state regulations must be observed.
- E. Students already in school should be re-examined at least every two or three years.
- F. Please notify the school office of any information that should be included in the school health record of your child.
- G. First aid for minor injuries will be administered by school personnel.

DRESS CODE

- A. **PRE-SCHOOL – 2 and 3 YEAR OLDS**
1. Uniforms are not required.
 2. Children are to be clean, neatly dressed, showing good taste in personal appearance.
 3. Boy's hair must be neatly cut and combed. (No extreme haircut, i.e. ducktails, designs, ponytails, carvings, lines, braids, twists, curls, etc.) Extreme will be at discretion of administration.
 4. Girl's hair must be neatly combed at all times. (Braids are to be neatly kept.)
 5. A complete change of clothing in a plastic bag with child's name on each item must be provided. This is very important.
 6. A cover (sheet or blanket) for naptime should be provided. It should be washed weekly and returned.
 7. No sandals, thongs, jellies, platforms or gaudy shoe styles.

8. No T-shirts or jackets displaying names or pictures of movie or stage personalities.
9. Please mark all clothing as well as other personal items.

B. PRE- K-4 AND ELEMENTARY – K-5 – 6th Grade

1. UNIFORMS MUST BE WORN EVERY DAY: Our dress code will be strictly enforced.
 - a. Girls – K-4 through 3rd Grade – Navy blue jumper, white blouse w/peter pan collar, red tie, navy blue or white socks. SHOES: Navy blue, black, or white closed in shoe, oxford, or T-straps for girls. (Tennis shoes cannot be worn with this uniform.)
 - b. Girls – 4th through 6th Grade – Navy blue jumper or skirt, white blouse w/peter pan collar, red tie, and navy blue or white socks. SHOES: Navy blue, black, or white closed in shoe, or T-straps for girls. (Tennis shoes cannot be worn with this uniform.)
 - c. Boys – K-4 through 6th grade – Navy blue pants (no jeans or cords), white dress shirt, navy blue tie, and navy blue or white socks. SHOES: Navy blue, black or white closed in shoe. (Tennis shoes cannot be worn with this uniform.)
 - d. Girls and Boys – K-4 through 6th Grade – They may wear the navy blue walking shorts with the white polo shirt (no tie). Walking short uniforms may be worn every day, except on Chapel days, which will be Wednesdays for the K-2 through 6th grade classes. SHOES: White, black, or navy blue tennis shoes may be worn with the walking short uniform only.
 - e. Students must wear the regulation navy blue cardigan sweater, navy blue V-neck cardigan sweater, or navy blue V-neck cardigan sweater vest with a nametag. However, no other pullovers except the Cardigan V-neck sweater or vest will be permitted in K-4 through 6th Grade. **THEY ARE NOT ALLOWED TO WEAR SKORTS.**
2. Uniforms must be worn by all elementary students at all times unless special instructions are given by the school for a particular occasion.
3. Students are to be clean, neatly dressed, showing good taste in personal appearance.
 - a. Girl's hair neatly combed and styled. (Braids are to be neatly kept.)
 - b. Shoes that are comfortable and suitable for school wear. Colors are to be black, navy blue or white only.
 - c. No sandals, thongs, jellies, platforms, boots or gaudy shoe styles.
 - d. Blue jeans and cords are not allowed as a part of the uniform.
 - e. Boy's hair must be neatly cut and combed. (No extreme hair cuts, i.e. ducktails, ponytails, designs or carvings, lines, braids, French braids, twists, etc.) Extreme will be at the discretion of administration.
 - f. Boys must keep shirts inside trousers at all times.
 - g. No hats or caps may be worn inside buildings.
4. Please mark every piece of removable clothing with child's name. **VERY IMPORTANT!** School sweaters or jackets should have nametags.
5. Navy blue or white socks are to be worn.

6. Uniforms may be purchased at Cambridge Uniforms, which is located at 220 S. Market in Inglewood, Hilda's Children's Shop at 1001 E. Compton Blvd. in Compton, or Michael's Uniform. Also, uniforms can be purchased at Target, K-Mart, and Fedco Stores.
7. Heavy coats or jackets. (BLUE ONLY)
8. Boys wear navy blue ties each day that they wear their navy blue pants, dress shirt, and dress shoes.
9. Girls wear red ties each day that they wear their formal uniform, or white blouse w/peter pan collar, navy blue uniform slacks, and dress shoes. (The girls are not allowed to wear their slacks to chapel.)
10. Child's name should be written on his/her lunch pail.
11. On Free Dress Days no short shorts are allowed.
(School T-Shirts and blue jeans are acceptable.)

BOOK BAGS

All elementary students (K-4 through 6th Grade) must have a book bag large enough to carry books, homework, etc. Be sure student's name is on the bag.

VISITING PROCEDURE

- A. Parents and other interested persons are welcome to visit school at any time.
 1. Visits should be limited to 15 minutes. Please clear with the office before going to any classroom. The office will issue a classroom pass.
 2. Teachers are not permitted to discontinue teaching their classes for parent conferences.
- B. An appointment with the teacher will be necessary to discuss your child or school matters.

HOMEWORK

Students are usually given homework Monday through Friday. Please check with your child to see that it is completed each day. If you wish your child to have more homework than is given, arrange this with his/her teacher.

FIELD TRIPS

1. As a learning experience, each year field trips are taken by each class.
 - A. Students may be asked to pay their own admission fees, if required, and assist with the transportation expense.
 - B. Parents may accompany their child's class with the approval of the teacher.
2. Uniforms are to be worn unless notification is sent home. Students will not be permitted to go on field trips if the dress code is not adhered to. If a child has problems with behavior, the parent or guardian will need to accompany him/her or the child may need to remain at school.

BIRTHDAY PARTIES

1. Birthday parties must be cleared two weeks in advance with the office and teacher, if you wish your child to celebrate his/her birthday at school. Please note the procedure below:

1. Parties may be scheduled in the afternoon only.
2. Parent or guardian must provide all needed supplies (cups, plates, napkins, etc.), and be prepared to provide all help for serving.
3. Plan celebration for Friday afternoons only, the last hour of the day.

TELEPHONE POLICY

1. The school phone is reserved for official school business and emergencies only. Emergencies will be determined by the office.
2. Teachers will not be called from the classroom or playground. Messages may be left with the office.
3. Students will not be permitted to use the phone.
4. CELLULAR TELEPHONES ARE NOT PERMITTED.

PARENT-TEACHER FELLOWSHIP

Woodcrest Nazarene Christian School has an active Parent-Teacher Fellowship, which meets monthly and sponsors various activities throughout the school year. This is the organization that ties the school, home, church, and community together. Officers are elected annually by the parents to give leadership and help meet the needs of students, parents and the school. Parents and teachers working together have been mutually beneficial. Regular attendance by parents and friends is important. (See dates on school calendar of scheduled meetings.)

MEDICAL INFORMATION

Only life saving medications can be given through the office, such as asthma, heart, etc. A medical form must be filled-out and signed by the parent and the child's physician before the office can administer the medication.

Also, any medical information required by the State Health Department must be submitted by the date requested, or the child will be excluded from school.

STUDENT CONDUCT

1. Each student is expected to observe high standards of good conduct, to have respect for the property of others, and to comply with the regulations of Woodcrest Nazarene Christian School.
2. By virtue of enrollment at W.N.C.S., students agreed to live within the framework of the school's standards of conduct.
3. Fighting will not be tolerated. Students caught fighting will be dealt with firmly, but in love. The school will notify the parents in an effort to work together. The student will be suspended if negative attitudes and behavior continue.
4. Our standards do not tolerate profanity, obscenity in words, pictures or actions. Disobedience or disrespect towards school personnel will not be tolerated. Suspensions will be made after fair warnings.

Special attention should be given to developing the following disciplines at school and at home:

1. Reverence toward the sanctuary and other things of God
2. Respect for authority – courtesy
3. A positive attitude
4. Health relations – student/staff and student/student
5. High standards of academics, self-control, safety, personal hygiene and posture
6. Keep school grounds clean. This school belongs to God
7. Honesty
8. Cooperation
9. Fair play in all situations
10. Friendly to all

“Obey them that have the rule over you, and submit yourselves: for they watch for your souls as they that must give account.”

Hebrews 13:17

SCHOOL RULES

1. Before school and at recess, always play in playground areas in sight of the teacher on yard duty.
2. During school hours, a student may not leave the school grounds without written parental permission.
3. Food is to be eaten in designated areas only, and each student must clean up after himself/herself. (Each teacher is responsible for the supervision of his/her class.)
4. Special permission from a teacher or Extended Day Director is necessary for going to the office.

OFF LIMITS TO STUDENTS:

- a. Restrooms in the church
- b. Kitchen
- c. Pre-School

5. POSITIVELY FORBIDDEN:

- A. Running or playing in restrooms and classrooms (Only one person in a stall at a time). Do not turn lights off or close doors.
- B. Throwing of rocks or dirt.
- C. Playing with a hard ball or playing football, unless supervised.
- D. Throwing of balls against the church or school buildings.
- E. Climbing on or over the fence, on the roof or in the trees.
- F. Fighting, pushing, or “rough-housing.”
- G. Swearing, telling “dirty jokes.” Singing songs of disrespectful character.

6. DO NOT BRING TO SCHOOL:

- A. Toys (guns, stuffed animals, etc.)
- B. Knives or any other sharp articles
- C. Any personal articles from home (The school will not be responsible for any such articles).
- D. Toys confiscated will be returned at the end of the school year.

7. AVOID:

- A. Bringing candy or sweets. Pre-school students are given snacks each day. Elementary students may bring nourishing snacks for the morning recess (fruit, crackers, etc.).**
- B. Wearing buttons or garments that do not represent our Christian Philosophy.**

CHAPEL

At the heart of our Christian School is the spiritual dimension. Regular chapel services are held once each week on Thursday morning. Chapel is compulsory for all students. The administrator, the principal, teachers, and guest speakers are in charge of the program. Parents are welcome to join us each week.

THE BIBLE

The Bible will be our primary textbook. It will be read daily in class. Every student is encouraged to read his/her Bible as well as pray. Chapel times will be used to teach the Word of God.

SPIRITUAL EMPHASIS

A Special Fall and Spring Spiritual Emphasis Week will be times set aside to help each student come to know Christ personally, as well as encourage spiritual growth in others.

SUNDAY SCHOOL AND CHURCH

REGULAR ATTENDANCE IN SUNDAY SCHOOL AND CHURCH IS REQUIRED. THIS WILL COMPLEMENT THE PURPOSE IN SENDING YOUR CHILD TO A CHRISTIAN SCHOOL. THE SCHOOL IS NOT MEANT TO REPLACE THE SUNDAY SCHOOL OR CHURCH.

GRACE CHURCH OF THE NAZARENE WELCOMES ALL CHILDREN AND PARENTS NOT ACTIVELY INVOLVED IN ANOTHER CHURCH, TO SUNDAY SCHOOL AND CHURCH. TRANSPORTATION TO SUNDAY SCHOOL IS PROVIDED IF NEEDED.

STUDENT ACCIDENT POLICY

Student Liability Insurance is provided through the Preferred Risk Mutual Insurance Company. A portion of the premium is included in the registration fee. Under this policy, there is a deductible clause which parents are responsible to meet. The student accident policy provides secondary coverage.

REPORT CARDS

Report cards are given out four times during the school year. See the school calendar for dates. The first report card requires a conference with one or both parents. This is planned to help you and your child. Please sign and return on the following day. There will be a \$4.00 charge for lost report cards.

Parents desiring conferences thereafter will need to make an appointment with the teacher.

CHANGE OF ADDRESS OR PHONE

It is the responsibility of the parent/guardian to notify the school office of any changes in address or phone numbers. This applies to place of employment also. This is very important for emergency purposes and normal school/parent communication.

PLAYGROUND

The playground is supervised by staff members or extended day care personnel at all times. Parents are welcome to assist on a voluntary basis from time to time. The gate on 109th Place off Normandie Avenue is open each morning from 6:30 a.m. – 9:00 a.m. and 3:00 p.m. – 6:00 p.m. Please use this gate for bringing and picking up your Pre-school and K-4 child. The gate on 110th Street is open each morning from 6:30 a.m. – 9:00 a.m. and 3:00 p.m. – 3:15 p.m. Please use the buzzer on 109th Place when the gate is locked. Please do not allow your child to cross the street alone. **DO NOT LEAVE YOUR CHILD UNATTENDED AT ANY TIME.**

Remember – 2 and 3 year olds must be signed in and out in the Pre-school building, K-4 in classroom and all other children on the south side.

TESTING

Stanford Achievement Tests are administered to all elementary children, K-5 – grade six in the spring. Results may be discussed with the principal and teacher. A copy will be available for parent's file.

PLEDGES

Students begin the day with pledges, Bible reading and prayer. The pledges are as follows:

American Flag: “I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.”

Christian Flag: “ I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior crucified, risen and coming again, with life and liberty for all who believe.

Bible: “I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its word in my heart that I might not sin against God.

SPECIAL PROGRAMS

1. **Back-To-School Night:** Teachers and parents meet – visit classrooms – general information given to new and returning parents – a time of prayer for the new school year and a spiritual challenge.
2. **Open House:** Children and parents are invited to visit classrooms and view their child's work. (See calendar for date).

3. **Christmas Programs:** An evening program with the children telling the Christmas story. (See calendar for date).
4. **Easter Programs:** Programs telling the story of Easter and the events of the week leading up to it. (See school calendar for date).
5. **Graduation:** The final school events are the Pre-school and sixth grade graduations. Parents and friends are invited to any and all of these special events.
6. **School Picnic:** The annual school picnic is always a fun time for all. (See school calendar for date).

CURRICULUM

Our curriculum is designed to meet the requirements of the State of California Department of Education. It is one consistent with an over-all Christian philosophy of education as expressed in the statement of faith. It is our desire to help each student grow as spoken of in Luke 2:52: "And Jesus grew in wisdom and stature and in favor with God and man."

Distinct difference: Every subject is taught from a Biblical prospective.

DISMISSAL/WITHDRAWAL PROCEDURES

<p>Your actions and attitude as a parent can be the cause for your child(ren) being dismissed from Woodcrest Nazarene Christian School.</p>
--

If a child must withdraw from the school during the school year for any reason, these steps should be followed:

1. Submit a written notice 30 days prior to the withdrawal. **Charges will be made until the withdrawal is officially made.**
2. Financial obligations must be cleared before report cards are issued.
3. Leave name and address of new school.
4. Records will be forwarded to next school as soon as request is received from the classroom.
5. Pick up all personal belongings of student from the classroom.
6. Meet with the principal, who will help in this transfer, if possible.

FIRE DRILLS

Fire drills will take place once a month. Ten long continuous rings will be the signal to go quickly and quietly outside to designated areas. Two short rings will signal return to the classroom.

LOST AND FOUND

Unidentified articles will be put in the lost and found box. Students or parents may claim any lost item before or after school. Articles left indefinitely will be given to a non-profit organization.

EARTHQUAKE DRILLS

Earthquake drills will be conducted each semester (2). The children will be instructed on the earthquake emergency procedures of the school.

DISCIPLINE POLICY

All parents must sign a Discipline Policy Form, and return it to the office.

P.T.F. NON-PARTICIPATION FEE

There will be a \$50.00 fee for non-participation per mandatory fundraiser for the year. There are two mandatory fundraisers per year. One takes place in the Fall, and the other takes place in the Spring. This fee will be applied to your account, if you chose not to participate in the fundraiser.

CRYSTAL STAIRS

All Crystal Stairs Forms for childcare must be completely filled-out and signed by the last school day of the month, so that they can be submitted to the Crystal Stairs Office by the 5th. The Crystal Stairs Forms will be located in Hoover Hall in the K-2 – K-3 Pre-School Classroom. Those that fail to do so will be charged a \$25.00 late fee.

Statement of Cooperation to the Parents

Enrollment of children in Woodcrest Nazarene Christian School is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

Section III – Local Expense

Necessary funds may be allotted to each committee by school board action, and each committee shall keep accurate records of all expenses incurred.

Section IV – Disposition of Funds

Disposition of P.T.F. funds shall be determined by the needs out of which the projects arise.

ARTICLE VI – AMENDMENTS

This constitution may be amended by action of the School Board, with a recommendation from the P.T.F. Council.

Section I – The Council

The P.T.F. Council shall meet monthly to plan for the activities of the P.T.F. They shall cooperate with the principal, school administrator/pastor and all major decisions are subject to the approval of the school board. The work of the council will be under the direct supervision of the president.

Section II – The President

The president shall preside over all regular and special meetings and shall have general supervision of the work. He/She shall be a member ex-officio of any committee and work closely with all committees. He/She shall submit a report to the school board monthly. He/She will be a member of the school board. The president should be well informed of the school's needs and should work closely with the principal/school administrator/pastor, teachers and board. He/She should above all things live a Godly and exemplary life.

Section III – Vice President (Program Chairperson)

The vice-president shall perform all the duties of the president in his/her absence. He/She shall act as program chairperson and plan the programs for the P.T.F. meetings and present them to the council for approval by October. He/She shall supervise the readiness of the auditorium for each P.T.F. meeting.

Section IV – Recording Secretary

The recording secretary shall: 1. Keep all the statistical records and minutes of the P.T.F. meetings. 2. Keep accurate minutes of all regular and special meetings. 3. File a duplicate copy of the minutes in the school office. 4. Act in the absence of the treasurer.

Section V – Treasurer

The treasurer shall maintain all records of the funds of the P.T.F., shall keep a full and accurate account of receipts and expenditures; and make disbursements as authorized by the Executive Board. The Treasurer shall present a financial statement at every meeting. All funds shall be deposited into a designated bank account and financial records/checkbooks shall be kept in the school office.

Section V – Historian

The Historian shall keep a record of all events of the school and P.T.F.

Section VI – Ways and Means Chairperson

The Ways and Means chairman shall supervise all activities pertaining to the provision for the needs of the school, and with his/her committee shall work out projects and activities for the purpose of raising funds to meet these needs. All projects proposed are to be approved by the school board. He/She should keep all records of monies received and disbursed.

Section VII – Corresponding Secretary

The corresponding secretary shall conduct the correspondence for the P.T.F. and shall keep a copy on file.

Section VIII- Publicity Chairperson

The publicity chairperson shall seek to create enthusiasm concerning the meetings of the P.T.F. and shall be responsible for the announcement of regular and special meetings and other publicity. He/She shall also be responsible for the invitation for P.T.F. events.

Section IX – Room Parent Chairperson

The Room Parent Chairperson shall plan and coordinate the activities of the room parents. He/She shall submit a schedule and plan of activities for the school year to the P.T.F. Council at the October council meeting for their approval.

The Room Parent Chairperson shall have charge of classroom social functions, shall conduct the May Parent's Tea, and shall cooperate with the other chairperson in room activities.

Section X – Hospitality Chairman

The Hospitality Chairperson shall serve as host/hostess at all regular and special meetings of the P.T.F. He/She shall cooperate with the Room Parent Chairperson in providing refreshments for the meetings and he/she shall plan and supervise the teacher's luncheon in the spring.

