

New Life Christian School

2017-2018 Student Handbook

“Let the little children come to me and do not forbid them for such is the Kingdom of God” Matthew 19:14



*“In Christ are hidden all the treasures of wisdom and knowledge.” Colossians
2:3*

Directory

Board of Directors

Jeff Cleveringa, Chair
Aimee Dubbs, Secretary
Deanna Dymarkowski, Treasurer
Adriana Escalante
Derek Olson
Daniel Roberts

Headmaster

Nathan Dowd

Teachers

Preschool
Tanya Lee
Lisa Ponczoch

Kindergarten

Dawn Heer

First & Second Grade

Roxanne Lennon

Third & Fourth Grade

Hillary Coomes

Fifth – Eighth Grade

Joy Hatmaker
Tami Cleveringa
Nathan Dowd

Kelly Hussey – *Physical Education (K-8)*

Sharma Williamson – *Yearbook*

Lisa Ponczoch – *Elementary Music*

Kelly Hussey - *Librarian*

Other Staff

Secretaries

Lorraine Kooy

Lisa Garcia

Business Manager

Lorraine Kooy

NEW LIFE CHRISTIAN SCHOOL staff meets or exceeds State of Washington private school requirements and is approved as a private school by the Washington State Board of Education. Each person who works at New Life has accepted New Life Christian School's "Statement of Faith," "Statement of Purpose," and "Philosophy of Education".

About New Life Christian School

NEW LIFE CHRISTIAN SCHOOL is happy to share with you the opportunities and programs of Christian education. This parent-student handbook is provided to inform you as to the intent of our school and our expectations of you.

Mission Statement: A Christian community educating generations of students in academic excellence and Christ-centered living.

Motto: Love Him, Learn Him, Live Him

History

- 1980 Marc Clark starts Sunshine Pre-School with Barbara Suggs and Laurie Funk, teachers
- 1984 Our school changed its name to NEW LIFE CHRISTIAN SCHOOL
- 1988 First school bus was put into action
- 1989 Fifth grade was added. NLCS became a non-profit, tax exempt organization
- 1990 Sixth grade was added. Began looking to purchase property.
- 1991 Enrollment increased to 43 students. Agreement to purchase 16,000 square foot building at 911 E. Division was reached
- 1992 Enrollment increased to 58 students. A fourth faculty position and part-time administrator was added. A music program was started
- 1993 Seventh grade was added. Extended administrative position to full-time. Enrollment increased to 66 students
- 1994 Eighth grade was added. Another faculty member was added
- 1997 Enrollment reached 105 students
- 2000 Ninth grade was added. Building at 911 E. Division was paid in full
- 2001 Tenth grade was added. Interactive television begins. 114 students enrolled.
- 2002 Board purchases 5 acres with small building
- 2003 High school curriculum extended through 12th grade. Formal School Improvement Plan (SIP) begun
- 2004 NLCS receives NAAS accreditation
- 2008 Enrollment for K-12 grows to 92 students. Preschool has 28 students. NLCS purchased two portable classrooms for campus.
- 2014 NLCS discontinues the high school program and focuses on elementary and middle school programs.
- 2017 Board approves transition to becoming a Classical Christian School. NLCS becomes a member of the Association of Classical Christian Schools (ACCS).

Statement of Faith

We believe the Bible to be the only inspired, infallible, authoritative Word of God. In so stating this, we believe such things as the Biblical account of creation and that subsequent events are historically accurate and compatible with true science

We believe in one God, eternally existent in three persons: Father, Son & Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless and perfect life, His miracles, His substitution and debt-canceling death on the cross, His bodily resurrection from the dead, His ascension to His Father's right hand, and His future, personal return in power and glory.

We believe because of the exceeding sinfulness of man, it is absolutely necessary for each person to be regenerated by the Holy Spirit in order to receive eternal life.

We believe in the resurrection of both the redeemed and the lost: those who are redeemed unto resurrection life and those who are lost unto eternal damnation.

We believe in the present ministry of the Holy Spirit by whose indwelling the believer is enabled to live a Godly life.

We believe in the spiritual oneness of believers in our Lord Jesus Christ.

Because we are an interdenominational ministry, we believe certain topics should be left to the child's parents and pastor. Some examples are, but are not limited to:

- Church government and authority
- Baptism (time and mode)
- Believer's security, i.e. eternal security
- Second work of grace, i.e. Baptism and the Holy Spirit
- Spiritual gifts – we teach there are spiritual gives, but emphasize none
- Spiritual perfection

We believe it is the school's, parent's, and administrator's responsibility to keep denominationalism out of the school.

Statement of Purpose

These are the four broad purposes for which NEW LIFE CHRISTIAN SCHOOL exists:

FOR STUDENTS – provide a disciplined atmosphere where academics can be directed toward God.

Chapel each Wednesday and prayer each morning set the stage for a closer walk with Jesus

FOR PARENTS – provide a tangible resource to complement their responsibility in raising God-reliant children. Deuteronomy 6:5-7

FOR YOUR CHURCH – provide inroads into lives of families through which Jesus Christ may be granted access

FOR YOUR COMMUNITY – produce attentive, responsible citizens whose decision-making processes will stem from their moral fiber and spiritual insight, as well as their academic integrity.

Philosophy of Education (1.008-1)

NEW LIFE CHRISTIAN SCHOOL has been established to provide parents and students in the Basin area with a Christ-based education. We do not aim to oppose or compete with public education; our philosophy of education rests upon the foundation of spiritual, eternal values, which cannot be addressed by public schools. We bear the responsibility of assisting in the development of God-consciousness in each individual, and we seek to integrate all subjects with Biblical principles.

NLCS recognizes that there are variations in motivation, aptitude, and achievement in individuals. Therefore, each student experiences the benefit of an educational program adapted to his/her capacity to learn. Cultivation of the student's potential is sought in the systematic development of intellectual, social, and occupational competence.

Learning is recognized as growth; therefore, our educational environment is designed to stimulate continued growth of the child. The philosophy of NLCS affirms the development of thinking skills so that students are encouraged to cope with life circumstances rather than being intimidated by them. Thus, armed with growth of learning and thinking skills, students become cognizant of God's hand in human culture and civilization and are enabled to evaluate past legacy, understand the present, and intelligently plan for the future.

The educational program of NLCS is intended to serve the spiritual needs of children and the ideals of liberty, justice, and the pursuit of academic excellence. We endeavor to provide the framework so that each child may prepare for his/her highest fulfillment as an individual and as a responsible member of our free society.

Health and Immunization Requirements (3.057-1)

STUDENT IMMUNIZATIONS

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against the following diseases as recommended by the State Board of Health: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, rubella, mumps, hepatitis B, and varicella (chickenpox).

Certificate of Immunization

Immediately upon enrollment at NLCS a certificate of immunization status, distributed by the Washington Department of Health, will be completed by the student's parent. The certificate will be made a part of the student's permanent record.

Exemptions from Immunization

Exemptions from one or more vaccines will be granted for medical reason upon certification by a physician that there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons will be granted upon request of the parent and authorized by a health care provider. A Certificate of Exemption, distributed by the Washington Department of Health, will be completed and signed by the student's parent and health care provider per Department of Health instructions.

Exclusion from School

Failure to maintain school required immunization schedules or failure to submit documentation will be sufficient cause to exclude the student from school. Signing an exemption based on personal, medical, or religious reasons with the full understanding, *that in the event of an outbreak of a disease, the Grant County Health District may exclude them from school activities until the threat of the disease spreading is curtailed.* The length of exclusion is determined by the Grant County Health Department.

Fundraising Events

NLCS has one of the lowest tuition rates in the Columbia Basin. This is due in part to our successful fundraising events.

Past Fundraising Opportunities

- Jog-A-Thon
- Auction – Occurring in the spring, the annual auction is our biggest fundraiser. There is a silent auction, followed by a live auction. The entire school is asked to participate by procuring donations and/or giving to class baskets.

Future Fundraising Ideas:

- NLCS board welcomes any ideas for successful fundraising.
- All hours volunteered planning and organizing fundraising events will be applied toward your Parent Volunteer Service Hours.

For more information on fundraising please see policy 2.001-1.

Supplies

A school supply list will be given out to each student according their grade level. Teachers may ask that additional items be supplied throughout the school year.

Insurance

You are covered with a minimal student accident insurance by NLCS. If you are hurt in an accident at school it is your responsibility to report the incident to the office. If it is determined you need emergency medical assistance, an insurance form from the office must be completed and given to your doctor or hospital.

Admissions Probation

If you are enrolling in New Life for the first time, you are accepted as a student on probationary status. This period lasts for the first nine weeks. During the probationary period, your academic, social, and spiritual performance is evaluated.

Communications

Notes from the office keeping the school families up to date on the latest happenings of the school are regularly sent home with the oldest child of each family. Most notes are sent home on Friday in an envelope, but will also be sent via email. Please watch for them. Occasionally an important note will be sent home at other times. We also have a "Remind" account that some messages will be sent via text.

The weekly "Friday Flyer" is another way the school gets information out. This newsletter contains information that keeps students and parents aware of school activities, schedule changes, calendar events, special announcements, and general school and classroom news.

Parent's Role in NLCS

By enrolling your child in NEW LIFE CHRISTIAN SCHOOL, you have entered a partnership to instruct and educate your child. Students, your parents will always remain your first and most preeminent teacher. NEW LIFE CHRISTIAN SCHOOL does not accept sole responsibility for your Christian education and instruction, but we share this with the home. The apostle Paul in Galatians 6:2 tells us, "Bear you one another's burdens, and so fulfill the law of Christ."

We require 50 hours of volunteer time per family. This involvement can take several forms:

- Support services as a teacher aide in the classroom
- Lunch room or recess supervision

- Assist in ancillary classes such as music, art, PE, or library
- Attendance at NLCS Association meetings, Parent Volunteer Committee and work days
- Assist with fund-raising events (Auction, Jog-A-Thon)

Parent-Teacher Relationships and Conferences (4.049-1)

“And let us consider how we may spur one another on to love and good deeds.” Hebrews 10: 24

NLCS believes it is very important for school and home to work together. We consider a strong parent/teacher relationship to be both desirable and necessary to our total program. Parents are encouraged to familiarize themselves with all school policies. Classroom observation by the parents is permitted and welcome when prior arrangements have been made. **YOU MUST SIGN IN AT THE OFFICE.** When arrangements have been made and you have signed in, parents, visitors, or board members (except class parties) are asked to sit quietly and not to walk about the classroom. This could create a distraction for the teacher and students alike. Please come to the office to pick up your child’s homework, unless arrangements are made for another student to bring assignments to you.

Parent/Teacher conferences will be scheduled at the end of the fall quarter. At least one parent is required to attend those conferences. We feel this is essential for the effective training of our children. We will do our best to keep you informed of what is going on in the classroom, especially if it concerns your child. In turn, we ask that you come to us when you feel there is a problem with the way things are handled at school or if you have a concern regarding your child. Our school is here to assist the parents, not replace them! Working together with good communication will help us best meet the needs of you and your child.

School Hours

Kindergarten-8th grade

Normal School Hours 8:10 – 3:00

Half Days 8:10 - 11:45

School Staff are available from 7:45 -8:10 AND 3:00 – 3:20 OR by appointment

Regular Schedule		Monday Schedule	
Opening	8:10 – 8:20		
1	8:20 – 9:10	Opening	9:00 – 9:10
2	9:10 – 10:05	1	9:10 – 9:55
Break	10:05 – 10:15	2	10:00 – 10:45
3	10:15 – 11:25	3	10:50 – 12:00
4A	11:30 – 12:00	Lunch	12:00 – 12:25
Lunch	12:00 – 12:25	4	12:30 – 1:30
4B	12:30 – 1:00	5	1:35 – 2:35
5	1:05 – 2:05	6	2:40 – 3:00
6	2:10 – 3:00		

Recess Schedule

5 th – 8 th Grade Break	10:05 – 10:15
Preschool – 4 rd Grade	10:15 – 10:30

Lunch Schedule

K – 4 th Grade	11:15 – 11:45
5 th – 8 th Grade	12:00 – 12:25

School Closure

Should weather conditions cause a school closure or delay, NEW LIFE CHRISTIAN SCHOOL closures will normally coincide with the Ephrata Public School District. For information tune your radio to KULE 730AM, WWW 96 FM, KMBI 91.7 FM, KW3 89.9FM or try channel 6 KHQ-TV. **In the event of a two-hour delay, preschool and KinderPrep will be cancelled for the day.**

Schedule for 2-hour delay:

Opening	10:00 – 10:07
1 st Period	10:10 -10:50
2 nd Period	10:55 -11:35
3 rd Period	11:40 -12:20
Lunch	12:20 – 12:45
4 th Period	12:50 – 1:30
5 th Period	1:35 – 2:15
6 th Period	2:20 – 3:00

Arrival and Dismissal

Students who do not ride the bus are to arrive at school no earlier than 15 minutes before (7:55 AM) the start of the school day to allow teachers to complete preparations. Any special arrangements are to be made through the office. ALL students should be out of the building NO LATER THAN 20 MINUTES after (3:10 PM) the close of the day. Students are to wait inside the building for their ride.

Closed Campus (4.100-1)

NLCS is a closed campus. This means no visiting students are allowed in or around the school during normal school hours of 7:30 am to 5:00 pm unless given prior permission by the Administrator.

All grades are under the “closed campus rule.” Closed campus means you are confined to the school grounds during the regular school day. You are restricted to the campus from the time you arrive at school by car, bus, bike, or on foot until after the bus leaves in the afternoon. If you want to leave campus during the school day, please present to the office a signed note from your parent or guardian so indicating. The note must state the reason that you must leave the campus. Unexcused absences will result in disciplinary actions.

Bus Service (3.094-1)

Students who walk or ride their bicycles to school are not allowed to ride their bicycles in the parking lot during the normal times that students are being delivered to, or picked up from school. Bicycles must be walked off the school grounds before a student may ride them.

Parent(s) who transport their children to and from school must park in designated areas to avoid blocking the bus loading area. While waiting for a ride, students may not play in the parking lot. Students should walk to their driver's car, not run, to avoid the possibility of an accident.

For safety reasons, if you ride the bus you should go from your last class directly to the bus. Students must check out with the teacher on Bus Duty before getting on the bus. If the teacher is not there to check you off, form a line by the door and wait patiently for them to arrive. In the event of a bus delay, students must remain on the sidewalk in an orderly fashion, or follow the direction of the duty supervisor. Once a student has boarded the bus they must not leave unless given special permission.

If you are going to leave early or are going to ride home with your parents or someone else that your parents have given you permission to ride home with, inform the teacher that is on duty that day before you leave school.

Bus Regulations

1. The driver is in full charge of the bus and its passengers. Students must obey the driver promptly and willingly.
2. Passengers must remain seated at all times when the bus is moving. Feet should be on the floor (not on the seat,) back must be against the back of the seat and passengers should be facing forward at all times. The seats on the bus are designed to simulate the action of an air bag if the students are seated properly.
3. There is to be NO loud talking or distracting noise. The driver must be able to hear horns, sirens, and train whistles.
4. Drivers have the right to assign seats when necessary.
5. Students are to assist in keeping the bus clean. New Life Christian School does not allow eating any food or candy items or drinking any beverage in the bus. The only exception is water in a plastic bottle.
6. Absolutely nothing may be thrown in the bus or thrown out of the bus windows at any time.
7. For safety, students must keep their heads, arms and feet inside the bus windows at all times.
8. Students must cross the highway only in front of the bus when getting on in the morning or getting off in the evening. They must wait for a clear hand signal from the driver indicating that it is safe to cross.
9. Anything which may cause injury to a passenger must not be taken on the bus. This includes, but is not limited to, any glass items.
10. Students may leave the bus only at their regular stops, unless the bus driver has received written permission from the passenger's parent or legal guardian, or the office (via the telephone).
11. Passengers shall use appropriate language and refrain from harassing others.
12. The owner and his/her seatmate may use small electronic games only. A personal music player may be used with earphones only. Students are responsible for their own property. NLCS or the bus driver is not responsible for lost or stolen items.

Failure to comply with the above regulations could result in suspension of bus privileges. Please note that many of the regulations above come from State regulations and are related to safe riding practices.

Tardy Rules (4.025-1)

A student who comes into class tardy interrupts the normal flow of the class period. The late arriving student distracts others, misses directions given prior to their arrival, and cuts into the teacher's lesson motivational time.

A Student who arrives after the late bell but before the attendance slip has been filed is to be marked tardy by the teacher on the attendance slip. Students who arrive after the slip has been sent must report to the office so the slip can be corrected. The student who is tardy should have a note from the office in order to be admitted to class. Secondary students are to be in their seats when the tardy bell rings for each class.

Middle School Tardy Policy

1-2 Tardies = Warning

3-5 Tardies = Lunch time with a designated teacher in his/her classroom.

6 or more Tardies = ½ hour detention before or after school

Attendance Policy (4.022-1)

The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused. An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. When a student will be out of school for another reason, and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the administrator and teachers, and secure the class assignments for that period of time. All course work and homework assignments are due on the day of return to class. The teacher, within three (3) school days, must schedule any make-up exams after the student returns. Failure on the part of the student to meet this requirement will result in an unexcused absence for the days missed. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence. The authority for determining the legitimacy of an absence rests with the school administration. If a student receives an unexcused absence, all course work, and homework assignments are due and no grade higher than a 70 may be received. After three (3) unexcused absences in a nine-week grading period, the letter grade of the course will be dropped one letter grade per unexcused absence.

Upon returning to school after an absence, the student is to bring a signed note from the parents detailing the cause of the absence. The student must present the note to the school office before returning to class. The office will give an admit slip to the student. This dated slip will permit the student to return to class and will indicate to the teacher(s) whether the absence is excused or unexcused.

When a student is absent from school a phone call from a parent is required. If the parent does not respond verbally or by note to the attendance person, the absence will be considered as an unexcused absence and will result in the consequences that come with an unexcused absence.

Absences:

1. Will be reported and documented at the office
2. Require doctor's note after 3 continuous days of absence

Family Vacations (4.023-1)

In the event that a student must miss school due to a family trip, the teacher will use his/her discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in on the day the student returns; otherwise no credit will be given for assigned work. Further, if it is decided that no homework is given prior, than all work should be completed within one week that the student returns to school.

Curriculum

NEW LIFE CHRISTIAN SCHOOL is a Classical Christian School and has based its curriculum upon the Trivium, Western Civ tradition, and foundationally the Christian Scriptures. This means students will be constantly immersed in the great books, ideas, and worldview that has shaped the western world. Our goal is not to tell students what to learn, but how to become a learner. This goal manifests itself throughout our curriculum in making students critical thinkers who know how to reason well and speak eloquently. Primarily we use curriculum from Veritas Press and Canon Press, but ultimately, we believe that teachers are what make the greatest difference in a child's educational experience.

Kindergarten through Grade 8

Kindergarten through 8th grade classes are taught in self-contained classrooms with some multi-grade combinations. Combination classrooms are used to meet either school fiscal or curriculum needs. The following subjects are taught in Grades K-8th.

- Art
- Bible
- English
- Handwriting
- History
- Latin
- Library
- Logic
- Mathematics
- Music
- Physical Education
- Reading
- Science
- Spelling
- Technology

Homework

The NEW LIFE CHRISTIAN SCHOOL homework policy and procedures are used to enhance and extend the learning, which takes place in the classroom. Homework will never be assigned as “busy work” but will have definite purpose in the total educational program of your child. Self-discipline, good study habits, and management of time are important skills, which need to be extended beyond the school day. Specifically, homework at New Life may include daily work which has not been completed or is not acceptable and/or special assignments such as reports or projects. Teachers are encouraged and/or may be asked to provide students with weekly classroom assignment forms to assist in monitoring homework

TEACHER RESPONSIBILITIES:

1. Share his/her homework expectations with parent(s)
2. Establish neatness/acceptability criteria
3. Give clear directions and specific due dates
4. Provide extra help when necessary

STUDENT RESPONSIBILITIES:

1. Work consistently during class time
2. Before leaving school:
 - a. Understand requirements for homework
 - b. Make sure you know the due date

PARENT RESPONSIBILITIES:

1. Be interested/concerned and ask your child each night if he/she has homework
2. Provide encouragement, help, time, and space for your child to do his/her homework

Library

The Library is a quiet place for research and is a store house of books, magazines, and other media materials. The students are given time in the library once a week to check out and renew books. If a book is lost or destroyed, the student must pay the depreciated value of the book.

Books are to be kept in good condition. The following process will be used when using a book from New Life Christian School:

- When a book is checked out at the beginning of the year, the student will fill out a check-out form. It will be signed by the student and the teacher.
- Book covers are required at all times.
- When books are checked back in at the end of the year, they are to be inspected for any damages that may have caused by the student.
- Fees will be paid by the student if more than normal “wear and tear” occurs.

Chapel (4.079-1)

Chapel is held once a week. Chapel service is designed to give every student the opportunity to corporately worship God in singing, scripture study, and practical lessons. This time of worship can and should be a time to spiritually renew and refresh one another. It is our desire that the students come to chapel with a worshipful heart and attitude. Appropriate chapel attire is required on chapel day (see dress code section).

Computer Lab

Student Computers and the computer network are the property of NLCS and are available to all students during supervised time. The network and its files, including files students may create, will be subject to inspection at any time there is good reason to believe they should be inspected or delete, in the best interest of NLCS and/or the student body. The internet cannot be used unless permission has been granted by a NLCS teacher/staff member. It is expected that the computer lab will be respected and not abused by any student at NLCS.

Computer Rules and Regulations:

1. Students are to access a computer only with adult supervision.
2. School computers are not for play. Do not put games on school computers.
3. Do not bring software from home to use on a school computer.
4. Do not change the appearance or settings of a school computer.
5. Students are not to remove software from a computer unless specifically asked to do so by a NLCS teacher or staff member.
6. Do not download software from the internet.
7. The internet should only be used for assigned tasks. Student should not “roam” the internet.
8. Students may print their work only if they are given permission by an instructor.
9. The computer room is for work only. Students are not to visit with their neighbors in the computer room.
10. If your computer does not work properly, inform your teacher. The teacher will leave a note for the computer technician.

Grading (4.054-1)

The following letter grades are used in reporting student progress. Pluses and minus marks may be used at the teacher’s discretion to further refine his/her grade reporting.

Grades K-3	Percentage
O Outstanding	100-89.5
S+ Satisfactory Plus	89.49-79.5
S Satisfactory	79.49-69.5
S- Satisfactory Minus	69.49-59.5
N Needs Improvement	59.49-0

Grades 4-8	Percentage	GPA
A+	100	4.0
A	94-99	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 and below	0.0

Some classes only offer pass or fail grades. These classes include art, music, computer, health, home economics, and PE.

Report Cards

Report Cards are issued after each grading period. They are given to the parent(s) at Parent-Teacher Conferences after the first quarter. Second and third quarter report cards are sent home in the Friday Flyer envelope. Fourth quarter report cards are sent home through the mail.

Peer Tutoring

NLCS offers peer tutoring to help fellow students. Peer tutors are selected from grades five through eight that have maintained satisfactory grades and demonstrate an interest in serving other students. Teachers often request identified peer tutors to help in their classroom. Parents or guardians can request a tutor to help their child or a student can even request a peer tutor. Contact your homeroom teacher for more information on the informal program.

Academic Probation (4.064-1)

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student that a mutual effort on the part of both school and home may be needed to correct the academic deficiency. Hopefully the deficiency will be improved to a satisfactory or passing level. If not, the administrator will decide if the student will be able to continue at NLCS.

Academic probation will be invoked in the following manner:

1. A student who received one "F" at the conclusion of a grading period will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities during this grading period.
2. A letter of notification will be sent to the parents or legal guardians.
3. A conference will be held with the parents, the student, the teacher(s), and the Administrator to give an explanation of the probation and suggestions for remediation.
4. The Administrator will review the academic status at the end of the next grading period.

5. After being placed on probation, a student who receives no F's the next grading period will be removed from probation. Extracurricular activities may be resumed.
6. After being placed on probation, if the student receives one "F" the following grading period, the Administrator will decide if the student will be allowed to remain in the school.
7. Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:
 - A. The student has attended another school for one full semester
 - B. The student has completed a full academic load for the semester
 - C. The student received no grade lower than a "C" in any subject

Retention (4.028-1)

Students will be required to repeat the year if they earn three or more F's for the year in major subjects (Bible, English, Reading, Math, Science and Social Studies). A student at this level who fails less than three courses would be encouraged to attend summer school and/or receive tutoring to strengthen skills prior to the next school year.

For more information about student retention please see the NLCS Policy Manual, policy #4.028-1.

Standards of Personal Conduct

"Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." II Timothy 4:12

We consider attendance at NLCS a privilege which is chosen by each family voluntarily. This choice should be made because of what NLCS offers, such as quality Bible instruction, concerned and qualified teachers, Christ-centered curriculum, fellowship with other Christians, and higher standards of behavior. At NLCS we have set our standards above those of most schools. When a student and their family select NLCS, they are saying, "The standards of this school are the same high set of standards I have set for myself." Below are some of the basic standards of conduct to which all students will be expected to adhere. It is very important that you review these with your child to assure his/her understanding.

Respect for other people

1. Respect for fellow students. Every student deserves courteous and kind treatment. The Bible tells us to "be kind one to another."
2. Respect for teachers and others in authority by being attentive, courteous, and cheerful. Back talk and other forms of disrespect are considered serious and unacceptable.
3. Respect for parents, always acknowledging God's command to honor and obey fathers and mothers. Attitudes of disrespect in the classroom toward parents are unacceptable.

Respect for others' property and belongings

1. Never take anything belonging to someone else without permission.
2. Promptly return in good condition anything borrowed.

Respect for the School Grounds/Equipment

1. No littering, defacing or risking damage to the building, grounds or equipment will be tolerated.
2. Eating will be allowed only in the lunchroom area at appropriate times. Chewing gum is prohibited.

Respect for Safety of others

1. Observing all safety rules given, i.e., no running in the building, except during appropriate recess or physical education periods in designated areas.
2. Matches, lighters, fireworks, etc. are strictly prohibited from school grounds.

Respect for learning

1. Practice punctuality and dependability by being on time for all classes and never lowering the standard by "cutting class."
2. Practice attentiveness and self-control so as not to disrupt classes and prevent others from learning.
3. Develop integrity and refuse to lower the standard by inappropriate speech, actions, or attitudes. Profanity, coarse language, "shady jokes," etc. will not be tolerated.
4. Practice preparedness for class by completing all homework and assignments to the best of your ability prior to class time.

Respect for spiritual standards

Acceptance of God's Word as the standard for all behavior guidelines. Students and parents should be familiar with NLCS's purpose and goals and realize God's Word is our standard.

General NLCS Rules

The following are some of the general expectations for an NLCS student:

1. No hats are allowed in the building.
2. No food or gum is allowed in the classroom.
3. No electronic devices are to be used or seen during school hours.
4. No clothing with slogans that represent inappropriate advertising (such as alcohol, tobacco, gangs, etc.) is to be worn. This also includes clothing that is eluding to something that is inappropriate
5. There is to be no romantic displays of affection, wanted or unwanted, seen on campus at any time.
6. Always walk in the halls.
7. No skateboards or roller blades are to be played with or ridden on school property during school hours.
8. Treat others with respect at all times.
9. Obey those placed in authority over you.

Cell Phone/Electronics

The use of cell phones and electronics (i.e. hand-held game devices, MP3 players, iPods, etc.) is strictly prohibited during school hours (including lunch time). If brought to school, they must remain in the “off” position during school hours. If used during school hours without permission, items will be confiscated and returned to the parent only.

Dress Code

NLCS dress code is grounded in the Biblical understanding that what we do, say, or think is connected to the attitudes of our heart (Matt. 15:18). For this reason, we want a culture that communicates non-verbally love for the Lord, learning, our school, and each other.

To accomplish this, NLCS has the following standard of dress:

<u>Boys Standard of Dress K-8</u>	<u>Girls Standard of Dress K-8</u>
<p>Tops: Monday through Thursday</p> <ul style="list-style-type: none"> • Collared polo or button-up shirt with NLCS logo <ul style="list-style-type: none"> ○ <i>Colors: green, black or white</i> • Sweater or sweater vest optional for winter months with NLCS logo • Shirts must be tucked in <p>Friday</p> <ul style="list-style-type: none"> • NLCS Logo wear 	<p>Tops: Monday through Thursday</p> <ul style="list-style-type: none"> • Collared polo or button-up shirt with NLCS logo <ul style="list-style-type: none"> ○ <i>Colors: green, black or white</i> • Cardigan with NLCS logo optional for winter months • Shirts must be tucked in <p>Friday</p> <ul style="list-style-type: none"> • NLCS Logo wear
<p>Bottoms:</p> <ul style="list-style-type: none"> • Blue jeans in good repair <ul style="list-style-type: none"> ○ <i>No denim on Wednesdays</i> • Khaki slacks or pants • Belt worn with pants (5th-8th) • 1st and 4th quarter: khaki shorts 	<p>Bottoms:</p> <ul style="list-style-type: none"> • Blue jeans in good repair <ul style="list-style-type: none"> ○ <i>No denim on Wednesdays</i> • Khaki slacks or pants • Khaki scooter or skort (skirt with built-in shorts) or jumper • Belt worn with pants (5th-8th) • 1st and 4th quarter: khaki shorts or capris
<p>Socks:</p> <ul style="list-style-type: none"> • Solid colors that match dress 	<p>Socks:</p> <ul style="list-style-type: none"> • Solid colors that match dress • Tights, nylons, knee socks that match dress with scooters and jumpers
<p>Shoes:</p> <ul style="list-style-type: none"> • Neutral athletic shoes • Brown dress shoes • Brown square-toed or cowboy boot 	<p>Shoes:</p> <ul style="list-style-type: none"> • Neutral athletic shoes • Brown dress shoes • Closed toed sandals (Mary Janes, etc.) • Brown boot or cowboy boot
<p>Athletic/P.E.</p> <ul style="list-style-type: none"> • Standardized NLCS shirt <ul style="list-style-type: none"> ○ <i>Purchased by NLCS and billed to your account (K-8th)</i> • Black athletic short of your choosing grades 5th-8th • Appropriate shoes for physical activity 	<p>Athletic/P.E.</p> <ul style="list-style-type: none"> • Standardized NLCS shirt <ul style="list-style-type: none"> ○ <i>Purchased by NLCS and billed to your account (K-8th)</i> • Black athletic short of your choosing grades 5th-8th • Appropriate shoes for physical activity

The following types of clothing and shoes are unacceptable:

- Leggings
- Jeggings
- Athletic shorts
- Sweats
- Yoga pants
- Flip flops
- Slides

Preschool

- Black or white polo with blue jeans or khaki pants.

Chapel:

- All students will be expected to wear khaki bottoms (see above) on Wednesdays for Chapel.

Violations: Students who arrive to NLCS with inappropriate dress will be sent to the office to call home and inform their parents. Parents will be responsible to bring to the school the correct clothing for their child as soon as possible. If there develops a pattern of failure to comply with the dress code, student will be sent to the principal for an office visit.

Playground rules

Because the NLCS playground is small and because of the wide range of ages of students who use our playground, it is imperative that you use the area in a wise, safe manner. Rough play, climbing school fences, throwing gravel or rocks, or throwing other objects in a dangerous manner are examples of the type of play that will not be tolerated. If an activity is determined to be unsafe by the teacher, or common sense tells you it is harmful, the behavior is not appropriate on the playground. The adult supervisor has the last word in what you can and cannot do on the playground.

Lunches/Lunch Rules (4.110-1)

NLCS does not have a hot lunch program. Students are to bring their own lunches to school each day. Students are not permitted to make arrangements for delivery of lunch from local restaurants.

At NEW LIFE CHRISTIAN SCHOOL, lunchtime is to be an orderly time when you eat wholesome food, practice proper etiquette, and improve your positive interpersonal relation skills.

Expectations for you are:

- Form an orderly, quiet line in front of the counter if your food needs to be heated, or anytime food is served
- Be seated in an assigned table or seat after you have washed appropriately and entered the lunchroom
- Wait for prayer before you eat
- Stay seated the first fifteen minutes or until given permission to do something other than to stay seated
- Finish eating lunch and then, if there is time, talk with a neighbor quietly
- Never throw food or drop food or paper on the floor on purpose

- Clean up under your table even if the student sitting there did not create all the mess (Be a good servant).
- If liquid is spilled on the floor, inform the person on duty
- Stay seated until dismissed by the person on duty
- Go directly to the designated play area. Do not go back to the classroom during lunch period unless the teacher has asked you to come in during playtime

Gymnasium Play Rules

Our basic rule is to “PLAY SAFE.” This means do only those activities that will not hurt another student or yourself. Tackling another person, throwing another person down, throwing a ball in such a way that it could seriously hurt another student, and jumping on or pushing another person are all prohibited because they have the potential of hurting someone. Even if an activity is not listed above, if it is basically unsafe as determined by the teacher or common sense, it is not appropriate for play in the gym. Remember that the adult supervisor has the last word in the play area.

If someone is injured on the play area, immediately notify the nearest adult. Someone needs to stay near the injured student, but do not touch or otherwise move the injured student. Students are to have fun, but play safely. Flagrant and/or persistent violations by a student will result in loss of lunch period or recess break.

Corrective Discipline (4.058-1)

New Life Christian School strives for corrective discipline through a process of reconciliation and healing. We recognize that the home has the primary responsibility for discipline and teaching correct social behavior. The responsibility of NLCS is to assist in the efforts of true discipleship. It is our desire to participate in the corrective process through the following guidelines.

Comforting in Love: To use discretionary firmness in admonition, the purpose of the chastisement being to redirect the student toward a more positive behavior.

Reasoning Together: To speak the truth in love, making no excuses, but rather expressing righteous indignation – slow and tempered by love and peacemaking.

Exercising Justice and Mercy: To prescribe restitution fitting to the offence and to seek scriptural directed equity (Matt. 18 and Gal. 16).

Restoration Process as Obedience: To seek cleansing through confession of sin, to forgive the offense, and to accept the forgiveness, then pray for healing and celebrate God’s grace-victory as a sign of the Kingdom.

Discipline System

The kind and amount of discipline will be determined by the teachers, and if necessary, the headmaster and the NLCS Board. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems will be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of the student.

Office Visits

There are five basic behaviors that will automatically necessitate discipline from the headmaster (and not from the teacher). Those behaviors are the following:

- **Disrespect** shown to an adult (staff member, parent, etc.)
- **Dishonesty** in any situation, including lying, cheating, and stealing
- **Rebellion**, i.e. outright disobedience in response to instructions
- **Fighting**, i.e. striking or kicking in anger or with the intention to harm
- **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain

The principal will determine the nature of the discipline. He may require restitution, janitorial work, parental attendance during the school day, or any other measures consistent with biblical guidelines which may be appropriate. If a student receives an office visit, the following accounting will be observed within the school year:

- The first two times a student has an office visit the student's parents will be contacted afterward and given the details. Their assistance and support in averting further problems will be sought.
- The third office visit will be followed by a meeting with the parents and headmaster.
- Should the student require a fourth office visit, he will be suspended for two days.
- If a fifth office visit is required, the student will be expelled from the school.

Serious Misconduct

If the headmaster deems it necessary, the office-visit process may be by-passed and suspension or expulsion imposed immediately.

- Examples of such misconduct include, but are not limited to: acts endangering the lives of others, gross violence, theft, vandalism, violations of civil law, or drug abuse, whether it happens on campus or off, during school hours or outside of the school day.
- If the headmaster desires to pursue expulsion, he will meet with the NLCS Board who will make the final decision.

School Culture

If in the judgement of the headmaster, a student's continued enrollment is a significant negative influence on other students, s/he has the right to seek to expel the student for that reason, and apart from the process of office visits.

- Examples of such misconduct include, but are not limited to: student romances, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of scriptural standards.
- If the headmaster exercises this option, s/he will meet with the parents and the NLCS Board. The NLCS Board will make the final decision. The parents will then have the option to withdraw their student to prevent expulsion.

Re-enrollment

At the discretion of the headmaster, in consultation with the NLCS Board, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of a suspension or expulsion.

Re-admittance

Should a student who was expelled, or who withdrew to prevent expulsion, desire to be readmitted to New Life Christian School at a later date, the NLCS Board, in consultation with the headmaster, will make a decision based on the student's attitude and circumstances.

Student Grievance Procedure (4.062-1)

In the event that any student or group of students shall feel aggrieved on account of any policy of NLCS or actions or its agents or employees, said student or students shall be entitled to use the following method of obtaining redress:

1. The student or students or parent or their agents shall file a written request with the Administrator of NLCS setting forth in detail the action or policy which is the basis of the grievance. NLCS may initiate a hearing or discussion on the basis of this written request.
2. If the grievance is not settled after being filed with the Administrator, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the headmaster, file a written notice or copy of said grievance with the secretary of the NLCS Board requesting that the Board review same. The NLCS Board or committee appointed by it shall determine within thirty days whether a formal hearing shall be held.
3. During the time period of any grievance the policy or action being appealed shall be enforced except if as it may be modified by order of the NLCS Board.

Extra-Curricular Activities

NEW LIFE CHRISTIAN SCHOOL tries to provide its students with different extra-curricular activities throughout the year. These may include intramural sports, ski PE, after school movie time, choir tour, and much more. In order for a student to participate in such events, they cannot be on academic probation and they must maintain a good report in the area of discipline.

Associated Student Body (ASB) 6th – 8th

The ASB is a group of students that are elected to coordinate different activities and projects for the school. This sometimes includes assemblies, sports events, or just fun activities. They also raise money to help make the school a better place. The different positions that are held in the ASB are president, vice president, secretary, treasurer, and class representatives. Each position has different responsibilities throughout the year. Elections are held at the beginning of the year. It is expected that those in an ASB positions will be a role model to the rest of the school. They should have a GPA of no less than 2.5. Those who do not meet these expectations will have to step down from their position as a New Life ASB leader.

Yearbook

A committee creates a NLCS Yearbook each year. If you are a student in 7th – 8th grade you are eligible to participate with teacher permission. Talk to your homeroom teacher to find out whom specifically is in charge of our yearbook this year.

See policy 4.119-1 for participation requirements in extra-curricular activities.

Pre-School

Pre-School at NEW LIFE CHRISTIAN SCHOOL is offered to children who are three years old on or before August 31st. Admission is based on a “first come first serve” basis.

3-year-old Pre-School is on Tuesday and Thursday

4-year-old Kinder Prep is on Monday, Wednesday, & Friday

Emergency Procedures

You are encouraged to study the following emergency procedures and in the event of an emergency, please follow the rules outlined.

Fire, earthquake, and/or emergencies requiring evacuation:

In the event of a fire or even a potential fire in our building, the building should be evacuated immediately. Remember, if classes are in session, use the exit posted in your classroom and follow your practiced fire drill procedure. If a fire emergency occurs between class times, use the nearest exit and find your way to your regular station when it is safe to do so.

If a situation occurs that demands we move away from the premises, classes led by an adult, a teacher preferably, will quickly move to the middle of the Columbia Ridge School playground area. You are to find your group. Teachers are to take roll. No one is to leave the group. If a child is missing, the teacher will immediately notify the person in charge. The person in charge at the time will be responsible for taking necessary action.

Intruder-at-large:

Should an outsider endanger you, or any other student, as soon as all of your classmates are in your room, the exit door will be locked, and you will wait for further instructions. Crouch or sit on the floor away from the door and out of sight from your outside windows.

If the fire drill bell rings three times, come out of your room and quickly follow your fire drill exit route to your designated waiting area. Wait there for further instructions from your administrator or, if danger is still present, you will be moved across the street and into Columbia Ridge School itself. Wait there for further instructions from the police or your administrator.

Fire Drill

The following points are made to assist you in the case of a fire or fire drill while you are in the NCLS building. Teachers are to go over these points with you to assure your safety in case of a threat, a disturbed person, chemical exposure, or any number of other potentially dangerous situations that may arise unexpectedly in our school.

Remember to:

- Practice orderly exit of the building
- Take the drills seriously
- Close your door behind you. If you are close to a window, close it if you can, easily and quickly
- Walk directly to the spot where you are to congregate and don't look back. Students line up facing away from the building
- Teachers, remember to bring your attendance book and specifically check off students so you know if someone is missing
- Return when you hear three bells
- Review what you did right and what you could improve upon.

Signature of Agreement

I hereby declare that I have read and agree to the policies and procedures within the NLCS Student/Parent Handbook. I understand that it is my responsibility to review these policies and procedures with my student.

I understand that this agreement must be signed and returned to the NLCS Office no later than September 11th. Failure to do so will result in my student being unable to attend class until this document is signed.

Parent Signature: _____

Date: _____