

# New Life Christian School

2019-2020 Student Handbook

*"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4*



**New Life**  
**CHRISTIAN SCHOOL**

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**A Classical Christian School**

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

## Directory

### **Board of Directors**

Aimee Dubbs, Chair  
Deanna Dymarkowski, Treasurer  
Adriana Escalante  
Aaron Hintz  
Derek Olson  
Brook Otis  
Andrew Schopf

### **Other Staff**

*Office Manager*  
Lorraine Kooy  
*Secretary*  
Kelly Hussey  
  
*Business Manager*  
Lorraine Kooy

### **Headmaster**

Nathan Dowd

### **Teachers**

*Preschool*  
Tanya Lee  
Kristine Warnock

#### *Kindergarten*

Dawn Heer

#### *First & Second Grade*

Roxanne Lennon

#### *Third & Fourth Grade*

Hillary Coomes

#### *Fifth & Sixth Grade*

Erika Johnson

#### *Seventh & Eighth Grade*

Heidi Gales  
Tami Cleveringa  
Nathan Dowd

Allison Pheasant - *Music*

Kelly Hussey – *Librarian*

Nathan Dowd – *Physical Education*

Sharma Williamson – *Yearbook*

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 partnering with parents to classically educate generations of students with academic rigor and a Christ-centered worldview to shape culture and cultivate servant leaders.

**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 12<sup>th</sup> 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).

## NLCS Statement of Faith

The following is the foundation of beliefs on which NLCS is based. They are also key elements of Protestant Christianity that will be unapologetically taught in various ways through all grade levels. Secondary or divisive doctrine and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. 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.
4. We believe because of the exceeding sinfulness of man; it's is absolutely necessary for each person to be regenerated by the Holy Spirit in order to receive eternal life.
5. We believe that salvation is by grace alone, through faith alone, and in Christ alone.
6. 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.
7. We believe in the present ministry of the Holy Spirit by who's indwelling the believer is enabled to live a Godly life, and that faith without works is dead.
8. We believe in the spiritual oneness of believers in our Lord Jesus Christ.
9. We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.
10. We believe that God immutably creates each person to reflect His image as male or female.
11. As a member of the Association of Classical, Christian Schools (ACCS), NLCS also subscribes to the ACCS statement of faith, which found in that association's bylaws.

## Statement of Purpose

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

**Christ-Centered:** We believe that Christ is the source of all truth (John 14:6), there is no source of knowledge that is apart from God; therefore, we seek to incorporate Christ in all aspects of shaping the heart and mind.

- John 14:6
- Colossians 1:16-17
- Proverbs 1:7

#### Intentionally Rigorous:

We believe that all wisdom leads to the gospel of Christ; therefore, we desire to train students and staff to diligently seek and desire wisdom. We accomplish this through lovingly challenging students outside of their comfort zone in an intentional way such that they learn perseverance and the Christian work ethic.

- Colossians 3:23
- Proverbs 2:1-9

#### Classical-Liberal Arts & Trivium

We believe the centuries old methodology of education, grounded in theology, employing the Great Books, studying Western Civilization, and utilizing the seven Liberal Arts to cultivate students of wisdom, eloquence, and virtue.

- Proverbs 9:1-6

#### Partnering with Parents

We believe the Biblical command for father's to train children in the love and admonition of the Lord. We desire a community that honors this mandate by partnering together to lovingly train Christ's disciples.

- Deuteronomy 6:1-9
- Leviticus 18
- Ephesians 6:4

## Philosophy of Education

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.

## LEARNING DISABILITIES

Children with a severe learning disability may not be admitted to NLCS due to the lack of adequate staff, funding, and facilities. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as the other children in their grade level and will be given as much individual instruction and encouragement as their classmates.

## Health and Immunization Requirements

### 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.

As of 2019, the only exemption for MMR vaccination accepted by the state of Washington is on religious grounds.

### 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.

### GUIDELINES FOR KEEPING SICK CHILDREN HOME

- **Colds:** Please keep your child at home if he has a fever over 100 degrees or is experiencing discomfort that would interfere with his ability to perform in school (i.e. uncontrollable coughing, severe lack of energy).
- **Conjunctivitis (pink-eye):** Follow your doctor's advice for returning to school.
- **Diarrhea/Vomiting:** A child with diarrhea and / or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

- **Fever:** The child should remain at home with a fever greater than 100 degrees. The child can return to school after he has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

## 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.
- Crabby Christmas – A crab and prime rib feed in December.

### 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.

## Supplies

A school supply list will be given out to each student according their grade level. Teachers may ask that additional items to 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 Thursday 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 “NLCS News” 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.

## REMIND

NLCS also has a “Remind” account where messages will be sent via text.

“Remind” is a free, safe, and simple messaging tool that helps educators share important updates and reminders with students and parents. All personal information is kept private. Educators never see your phone number, you will not see theirs, and you will not see phone numbers of other subscribers.

NLCS uses this tool to share important reminders and to communicate information. There are several ways you can sign up for this service, and you can unsubscribe at any time.

Sign up by text – text @nlcsn to 81010

Opt-out at any time by replying ‘unsubscribe @nlcsn’

Sign up via email – send an email to nlcsn@mail.remind.com

Opt-out at any time by replying with ‘unsubscribe’ in the subject line

You are welcome to sign up as many phone numbers and email accounts as you would like – to ensure that everyone in your family is connected to this source of information.

## SYCAMORE EDUCATION

NLCS also utilizes a web-based school management system called “Sycamore Education.” It is an online program that is designed to help with communication between school and home. Once the school office has provided you with your login information, parents are then able to access their child’s grades, missing assignments, and are able to send notes to the teacher.

## Parent’s Role in NLCS

New Life Christian School acknowledges the biblical authority of parents over their children. NLCS acts as a support and tool for parents in the education and training of their children. We desire to ensure that parental authority over the education that parents have over their children is respected.

The term, *loco parentis*, means “in the place of the parents.” Teachers are to remember that they do no function above parental authority, but rather with delegated authority from the parents.

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 Ephesians 6:4 reminds us of the biblical primacy of the parents in the training of children. We seek to be a tool to help parents accomplish this high and godly calling.

We require 50 hours of volunteer time per family, and 15 hours of volunteer time per Preschool/KinderPrep 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, Crabby Christmas)

## Parent-Teacher Relationships and Conferences

*“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

Monday Schedule		Tuesday & Thursday Schedule		Wednesday & Friday Schedule	
8:10 – 9:00	Late Start	8:10 – 9:20	Block 1	8:10 – 9:40	Block 1
9:00 – 10:00	Chapel	9:25 – 12:00	Block 2	9:45 – 11:10	Block 2
10:00 – 10:55	Block 1	12:00 – 12:25	Lunch	11:15 – 12:00	Block 3
11:00 – 12:00	Block 2	12:30 – 2:00	Block 3	12:00 – 12:25	Lunch
12:00 – 12:25	Lunch	2:10 – 3:00	Block 4	12:30 – 2:15	Block 4
12:30 – 1:10	Block 3			2:20 – 3:00	Block 5
1:15 – 2:00	Block 4				
2:05 – 3:00	Elective				

### Recess Schedule

5 <sup>th</sup> – 8 <sup>th</sup> Grade Break	10:05 – 10:15
Preschool – 4 <sup>rd</sup> Grade	10:15 – 10:30

### Lunch Schedule

K – 4 <sup>th</sup> Grade	11:15 – 11:45
5 <sup>th</sup> – 8 <sup>th</sup> 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 <sup>st</sup> Period	10:10 -10:50
2 <sup>nd</sup> Period	10:55 -11:35
3 <sup>rd</sup> Period	11:40 -12:20
Lunch	12:20 – 12:45
4 <sup>th</sup> Period	12:50 – 1:30
5 <sup>th</sup> Period	1:35 – 2:15
6 <sup>th</sup> Period	2:20 – 3:00

## Arrival and Dismissal

Students 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 15 MINUTES after (3:15 PM) the close of the day. Students are to wait inside the building for their ride.

**If students are habitually late being dropped off or picked up, it may result in an office visit with the Headmaster.**

## Closed Campus

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

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. No electronic devices are allowed on the bus.

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

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 Tardy = Warning

5 Tardies = Office Visit

### Attendance Policy

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, vacation time, medical or dental appointments, court appearances, or absences due to providential hindrance.
- When a student will be out of school for any 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, such as an illness, will be given the same number of days that they were absent 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.

**Whenever 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

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.

## Curriculum

NEW LIFE CHRISTIAN SCHOOL is a Classical Christian School and has based its curriculum upon the Trivium, Western Civ tradition, the Seven Liberal Arts, the Great Books, 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, Classical Academic 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-8<sup>th</sup>

- 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

#### APPROX. HOMEWORK TIME PER WEEK NIGHT:

1. Kindergarten: None, except reading practice.
2. 1<sup>st</sup> and 2<sup>nd</sup> Grade: 20 minutes infrequently.
3. 3<sup>rd</sup> and 4<sup>th</sup> Grade: 30-60 minutes.
4. 5<sup>th</sup> and 6<sup>th</sup> Grade: 60 minutes.
5. 7<sup>th</sup> and 8<sup>th</sup> Grade: 60-90 minutes.

#### LATE HOMEWORK:

- Elementary students who turn in late homework will lose 10% every day until their grade reaches 0%.
- Middle Students who turn in homework one day late will lose 10% on their total grade. If homework is two days late 20% will be taken from the total grade. If homework is more than two days late it will be given a 0% in the gradebook.

### 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

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

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.

<b>Grades K-3</b>		<b>Percentage</b>
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

<b>Grades 4-8</b>	<b>Percentage</b>	<b>GPA</b>
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 may include art, music, 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 NLCS News envelope. Fourth quarter report cards are sent home through the mail.

## Academic Probation

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

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, arguing, and other forms of disrespect are considered serious and unacceptable. Quick and cheerful obedience is expected.
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 gum is allowed in the classroom.
3. No electronic devices are to be used or seen worn 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.

### Staff/Student Etiquette Guidelines

Culture is one of the most powerful tools we have to shape our students. What follows is a list of cultural elements or daily/yearly liturgies that help shape our students and our school:

#### CLASSROOM CULTURE

1. **Students will rise when an adult enters the room:** All elementary and secondary students should stand when an adult enters the room in order to display respect to the guest. The teacher will welcome the guest into their classroom and then direct their students to sit.
2. **Answer in complete sentences:** In an effort to help our students communicate clearly, teachers are to encourage their students to answer verbal questions in complete sentences and without the use of fillers such as ummm, ah, etc.
3. **Students are to thank their teacher/adult when leaving the classroom, after recess, or after lunch.**

#### HALLWAY CULTURE

1. **Elementary students are to walk in a straight line:** Elementary students are expected to walk in a straight line while in the hallway.
2. **Secondary students are to be mindful of others:** Though not required to walk in a straight line, secondary students are to be encouraged to be mindful of others while in the hallways. This means always being mindful of others who may want to pass through the hallway.
  - a. While waiting to enter their next class, students should make an orderly line by the door and not grouped in the hallway.

3. **Students speak in low, conversational tones:** Because class is almost always in session during the day, students are encouraged to speak in low, conversational tones while in the hallway so as to not distract others from learning.

## OBEDIENCE

1. Assembly chant: *Obey... right away, all the way, and with a good attitude every day.*
2. Students are to be taught godly obedience and to trust and respect the authority above them. True disciples of Christ love him by faithful obedience to his commands (John 14:15). This also means that those in authority should wield authority as God does with love, grace, and considering the heart rather than the letter of the law.
  - a. Right away. No lingering or putting the command off.
  - b. Do it the right way all the way through, no shortcuts.
  - c. According to love and not the letter of the law. No pouting, scoffing, or groaning.
  - d. Every day, no matter how we are feeling.

## STUDENT/STUDENT RELATIONSHIPS

We train our young men to show consideration and respect for the ladies in the school. We want to train our young ladies to accept the sacrifice of the young men with humility and thankfulness. As some applications of this truth, we want the young men to do the following:

1. Open doors for all ladies - whether parents, teachers, or students. Always allow the ladies to exit the room (or the bus) first.
2. In the hallways, men are courteous and defer to the ladies by giving them space and avoid running into them.
3. In all events where food is served, the women are to be served and seated first.
4. NLCS is not the place in which romantic relationships between students should be cultivated. Public displays of romantic affection are unacceptable.

## STAFF/STUDENT RELATIONSHIPS

In order to facilitate proper, professional relationships and inhibit potential sinful, destructive behaviors between staff and students, the following guidelines are to be understood as representative of the practices and philosophies of New Life Christian School. The appropriate administrators, as necessary may issue more specific guidelines conforming to this policy.

1. Staff members are to remember that they serve as professional, adult role models before the students. Relationships between staff and students are to be friendly and courteous, not familial and intimate.
2. Staff members are to be careful that any physical contacts and verbal interchanges with each other and with students avoid even the appearance of impropriety.
3. Flirtation, sexual innuendoes, casual disrespect toward authority, excessive familiarity, etc. are not to be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately and individually taken.
4. If it is necessary for a male staff member to spend time alone with a female student or staff member, it should be arranged that they are easily visible to the public (e.g. an open door, windowed room, etc).
5. Staff members should not travel alone in a car with one student.
6. Employees may not initiate friend requests to students on social media.

7. Employees may not accept friend requests from students in grades below 8<sup>th</sup> grade.
8. Employees may not initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional.
9. NLCS has zero tolerance for inappropriate interactions between staff and students.

## MEALTIMES

Students are to file-in quietly and stand behind their seat, with ladies going first. Before anyone begins preparing lunch a teacher or a selected student is to give the blessing for the food. After prayer students may begin preparing and eating their lunches.

## Cell Phone/Electronics

The use of cell phones and electronics (i.e. hand-held game devices, cell phones, 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

Our development of a uniform policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process based on the following principles:

1. Our goal is to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices.
2. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one uniform policy rather than seeking to anticipate and curb the numerous manifestations of it that surface throughout the year with a looser dress code.
3. Clothing represents the vocational calling of a person, and inherent in the uniform policy is a desire to create an environment where undue attention is not drawn to specific students. The neat appearance created by a uniform enhances a ready-to-learn atmosphere.
4. Uniforms help engender a cohesive presentation of the students in our school. When our students are in uniform, it communicates, aesthetically, that they are part of the same team, working toward the same goals. The student is part of a group identity that strives for excellence, and the code establishes a tradition toward that end.
5. The uniform code should save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues.
6. The uniform code addresses security. On field trips, students in uniform aid the teachers in keeping track of everyone. On the playground or in the school, teachers and staff can clearly identify students from outsiders.

Students are expected to be in uniform while on campus unless specified otherwise by the administration. The administration is responsible for the interpretation of the policy, and the enforcement of the policy is the responsibility of parents, administration, and staff. If a student comes to school out of uniform five times in a year, it will result in an office visit.

MEN		
	Elementary	Secondary
Pants	Blue jeans or khaki	Blue jeans or khaki
Shorts	Blue jeans or khaki	Blue jeans or khaki
Shirts	Green, black, or white polo or button up with NLCS logo	Green, black, or white polo or button up with NLCS logo
Sweaters	Green, black, or white pullover, vest, cardigan with NLCS logo	Green, black, or white pullover, vest, cardigan with NLCS logo
Shoes	conservative athletic, dress shoe or boot	conservative athletic, dress shoe or boot

WOMEN		
	Elementary	Secondary
Pants	Blue jeans or khaki	Blue jeans or khaki
Shorts	Blue jeans or khaki	Blue jeans or khaki
Skirts/Jumpers	Khaki	khaki
Shirts	Green, black, or white polo or button up	Green, black, or white polo or button up
Sweaters	Green, black, or white pullover, vest, cardigan	Green, black, or white pullover, vest, cardigan
Shoes	conservative athletic, close toe, dress or dress boot	conservative athletic, close toe, dress or dress boot

#### MONDAYS

Students are to be in chapel dress. This means no blue jeans allowed, only khaki pants or slacks.

#### FRIDAYS

Fridays are “NLCS Wear” days. Students may wear specified NLCS shirts or sweatshirts. Grades 5<sup>th</sup> – 8<sup>th</sup> must still tuck in their shirts and wear a belt.

**The following types of clothing and shoes are unacceptable:** leggings, jeggings, athletic shorts, sweats, yoga pants, flip flops, shoes with lights, or slides.

#### CLARIFICATIONS

1. Skirts must be at least knee-length as measured by the line at the back of the knee.
2. Pants must have a dark neutral belt (black or brown) and be tucked in for boys grades 5<sup>th</sup> - 8<sup>th</sup> grade. Secondary girls do not need to tuck in their shirts.
3. 5<sup>th</sup> – 8<sup>th</sup> grade P.E. students will be ordered an NLCS P.E. shirt which will be billed to their account. Black neutral athletic shorts and athletic shoes are required for P.E.
4. Blue jean or khaki shorts may be worn 1<sup>st</sup> quarter (August - October) and 4<sup>th</sup> quarter (April – May). Shorts must reach the middle of thigh (no short shorts).
5. Jackets and non-uniform sweaters may not be worn in the classroom but may be worn for recess.

## FREQUENTLY ASKED QUESTIONS

1. What do you mean by “neutral athletic shoes”? *Most of the shoe is a neutral color, that is brown, black, white, or gray. We understand that even neutral shoes may have some accent colors, and these are acceptable as long as the dominant color is neutral. This does rule out any kind of light-up shoes.*
2. Can my student wear snow boots or hiking boots during the winter months? *Yes, as long as they are neutral in color.*

### 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.

All students are to thank the teacher or adult supervisor after recess is over.

### Lunches/Lunch Rules

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:

- Ladies are to enter the lunch room first and then boys.
- 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

New Life Christian School strives for corrective discipline through a process of reconciliation and restoration. 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 administrator 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 administrator (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 administrator 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 principal.
- 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 administrator 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 administrator 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 administrator, 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 administrator 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 administrator, 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 administrator, will make a decision based on the student's attitude and circumstances.

## Student Grievance Procedure

#### GENERAL

1. It is understood that if any disputes arise which are not covered by this policy, the Headmaster will decide what procedures to follow based upon procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

#### STUDENTS/PARENTS TO TEACHERS

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Headmaster. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still unresolved, the parents should appeal the decision to the Headmaster.
4. If there is still no resolution, they should request a hearing from the NLCS Board.

#### PARENTS/PATRONS TO ADMINISTRATION

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classroom), they should bring their concerns to the Headmaster.
2. If there is no resolution, they should request a hearing from the NLCS Board.
3. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

#### VOLUNTEERS TO STAFF/ADMINISTRATION

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight (teacher, staff member, etc.).
2. If the problem is not resolved, then the concern should be presented in writing to the Headmaster followed by a meeting with him in discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be passed through the Headmaster. The Headmaster is required to pass the request on to the 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** (no F's in any class) and they must maintain a good report in the area of discipline.

#### ASSOCIATED STUDENT BODY (ASB) 6<sup>TH</sup> – 8<sup>TH</sup>

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 6<sup>th</sup> – 8<sup>th</sup> 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.

### Pre-School & KinderPrep

Pre-School at NEW LIFE CHRISTIAN SCHOOL is offered to children who are three years old on or before June 1<sup>st</sup>. Admission is based on a “first come first serve” basis. Preschool is held on Tuesday and Thursday mornings.

KinderPrep at NEW LIFE CHRISTIAN SCHOOL is offered to children who are four years old on or before June 1<sup>st</sup>. Admission is based on a “first come first serve” basis. KinderPrep is held on Monday, Wednesday, and 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. When given the all clear, normal classroom activities will resume.

If the “all clear” is given and evacuation is necessary, 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 or Community Church of Ephrata. 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.
- Review what you did right and what you could improve upon.

## 2019-2020 Tuition Schedule

Preschool and Kindergarten Prep

Class	Days	Yearly Rate	Monthly Rate
3-Year Old Preschool	Tuesday and Thursday	\$945	\$105
KinderPrep	Monday, Wednesday, and Friday	\$1,323	\$147

**Tuition must be prepaid or paid by automatic withdrawal September through May. In addition to tuition, each family is responsible for providing 15 hours of volunteer service.**

Kindergarten-8th Grade<sup>1</sup>

Child	1 <sup>st</sup> -8 <sup>th</sup> Grade Yearly Rate	1 <sup>st</sup> -8 <sup>th</sup> Grade Monthly Rate	Kindergarten Yearly Rate	Kindergarten Monthly Rate
1 <sup>st</sup> Child	\$6,195	\$517	\$4,956	\$413
2 <sup>nd</sup> Child	\$4,956	\$413	\$3,965	\$331
3 <sup>rd</sup> Child	\$3,717	\$310	\$2,974	\$248
Additional Children	Free	\$0	Free	\$0

**In addition to tuition, each family is responsible for providing 50 hours of volunteer service.**

For returning students (Pre-School through 8<sup>th</sup> Grade), a re-enrollment fee of \$125 is due on May 24, 2019, increasing to \$200 after May 24. An enrollment fee of \$125 is due with the application for all new students.

Kindergarten Incentive Program:

The total amount of money that was paid to NLCS for preschool enrollment in the Preschool and KinderPrep classes will be used as credit towards your child's tuition during their Kindergarten year at NLCS. The credit will be divided in 12 equal amounts and applied equally to each month's tuition of the payment plan while your child is enrolled and attending NLCS. This credit will begin after the application and enrollment process is completed and your child has been accepted into the NLCS Kindergarten program.

Financial Assistance

We understand a Christian education can be a financial burden for your family, but the rewards for your sacrifice are great! It is our hope and desire that all families who are committed to an academically rigorous, Christ-centered education can join us at New Life Christian School. To achieve that goal, New Life Christian School provides variable tuition based on your family's ability to pay. If your family can benefit from variable tuition, please complete a variable tuition application.

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<sup>1</sup> If your family has more than one child in Kindergarten through 8<sup>th</sup> grade at New Life, the Kindergarten tuition will be at the lowest child rate for your family (e.g. if you have three children, you will pay the First-Eighth grade rate for the first two children and the 3<sup>rd</sup> child Kindergarten rate)

Additionally, New Life Christian School provides an interest-free 12-month payment plan. We are unable to provide variable tuition for Preschool and Kindergarten Prep students. Variable tuition applications are completed through the FAST program.

Please visit <https://newlifeephata.com/FinancialAid>. Variable tuition applications are due on **July 12, 2019**, with decisions announced by August 1. No financial aid will be awarded to continuing students after school commences, unless extenuating circumstances are presented.



**New Life Christian School Payment Authorization**

Agreement to Preauthorize Withdrawals (Debits)

(Complete only if you selected **Plan 3** as your payment option)

I (we) hereby authorize New Life Christian School to initiate debit entries to my (our) Checking/Savings account at the financial institution listed below, and if necessary, initiate adjustments for any transactions debited in error. This authority will remain in effect until my (our) tuition account is paid in full or until New Life Christian School is notified by me (us) in writing to cancel it 3 days prior, or in such time as to afford New Life Christian School and the financial institution a reasonable opportunity to act on it. I understand that thirty (30) days notice, in writing, to New Life Christian School is required if I change banks and/or accounts.

Name of Financial Institution

Address of Financial Institution  
(Branch, City, State, Zip)

Financial Institution Routing Number/Account Number (Attach Voided Check)

Names on the Bank Account

Home Address

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payment will be deducted on the (check one)  5<sup>th</sup> or the  20<sup>th</sup> of the month.

Important: Please attach a voided check from your checking account, or a voided deposit or withdrawal slip from your checking or savings account.

Example:	<u>Routing #</u>	<u>Account #</u>	<u>Check#</u>
	123000521	254125634655	2626

## Signature of Agreement

I hereby declare that I have **read and agree** to the policies and procedures within the NLCS Student Handbook. I understand that it is my responsibility to review these policies and procedures with my student and make sure they comply with them. I agree to cooperate and support NLCS in the fulfillment of these policies and procedures.

I understand that both this Agreement and the Emergency Contact form must be signed and returned to the NLCS Office no later than August 28<sup>th</sup>. Failure to do so will result in my student being unable to attend class until this document is signed and returned to the office.

Parent/Legal Guardian Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

# Emergency Contact

## 1. Student Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Home tel. # \_\_\_\_\_ Birth date \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_ School year \_\_\_\_\_

## 2. Parent/Guardian Information

Father's/Guardian's name \_\_\_\_\_ Home tel. # \_\_\_\_\_

Work tel. # (w. ext.) \_\_\_\_\_ Cell tel. # \_\_\_\_\_

E-mail \_\_\_\_\_

Mother's/Guardian's name \_\_\_\_\_ Home tel. # \_\_\_\_\_

Work tel. # (w. ext.) \_\_\_\_\_ Cell tel. # \_\_\_\_\_

E-mail \_\_\_\_\_

**Parents or guardians listed above have permission to pick up the child, unless otherwise indicated. Notify the head of school immediately if there are any court orders restricting noncustodial parents or others from contact with the child. Provide the head of school with a copy of the order.**

## 3. Childcare Provider Information

Those designated below are authorized to pick up my child from school in an emergency:

Childcare provider's name \_\_\_\_\_

Tel. # \_\_\_\_\_ Cell tel. # \_\_\_\_\_

## 4. Local Contact information (Designate 2 Parents in Our School)

Those designated below are authorized to pick up my child from school in an emergency:

1. Local contact's name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home tel. # \_\_\_\_\_ Work tel. # (w. ext.) \_\_\_\_\_

Cell tel. # \_\_\_\_\_ E-Mail \_\_\_\_\_

2. Local contact's name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home tel. # \_\_\_\_\_ Work tel. # (w. ext.) \_\_\_\_\_

Cell tel. # \_\_\_\_\_ E-Mail \_\_\_\_\_

## 5. Out of Town Contact Information

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home tel. # \_\_\_\_\_ Work tel. # (w. ext.) \_\_\_\_\_

Cell tel. # \_\_\_\_\_ E-Mail \_\_\_\_\_

## 6. Medical/Physician Information

List student's known allergies or medical condition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's name \_\_\_\_\_ Tel. # \_\_\_\_\_

Hospital preference \_\_\_\_\_

Insurance company \_\_\_\_\_

Dentist's name \_\_\_\_\_ Tel. # \_\_\_\_\_

In a medical emergency, we hereby authorize the school to seek emergency medical assistance for our child if we cannot be reached.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Please keep a copy of this form for your records. Important: Please update your school immediately if any information changes.

## In Town Field Trip

I give permission for \_\_\_\_\_ to go on any field trips in the Ephrata area for the 2019-2020 school year.  
(Student's Name)

The field trips will be supervised by a teacher(s). We are releasing New Life Christian School from any liability that may result during these trips.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

## Release of Information

New Life Christian School is permitted to publicly release certain information about students such as name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, diplomas and awards received, and honor roll. If parents or guardians do not wish such information released, they should notify the school in writing. If there is no response, New Life Christian School will assume that there is no objection to the limited release of such information. We will make every reasonable effort to protect the privacy of students.

I have read and agree with the Release of Information.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)