

# New Life Christian School

2024 - 2025 Student Handbook



**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  
Chelsey Sanford, Treasurer  
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Justin Robinson  
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## **Head of School**

Tami Cleveringa

## **Intervention Specialist**

Dawn Heer

## **Teachers**

### *KinderPrep*

Savannah Brewer

### *Kindergarten*

Jada Latimer

### *First Grade*

Ginny Sieverkropp

### *Second Grade*

Holly Van Dyke

### *Third Grade*

Hillary Coomes

### *Fourth Grade*

Melisa Bayley

### *Fifth Grade*

Kristin Leslie

### *Sixth Grade*

Nicole Fitts

### *Teacher Aides*

Kathryn Arriola

Kelly Hussey

### *Middle through High School*

Heidi Gales

Hannah Klempel

Samuel Gregg

Anya Grieser - *K - 4 Music*

Samuel Gregg - *5 - 12 Music*

Bethany Gregg – *Librarian, Sr. Thesis, Advisory*

Jerome Fox– *Physical Education*

Sharma Williamson – *Yearbook, Art, ASB*

## **Other Staff**

*Office & 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."

*This handbook does not contractually bind New Life Christian School in any way.*

*The handbook is subject to change without notice by the organization's governing body.*

# 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.

## 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).
- 2020 Board approves the creation of a high school beginning with 9<sup>th</sup> grade.

## NLCS Statement of Faith

New Life Christian School exists to serve Christian parents in disciplining their children *in the nurture and admonition of the Lord (Eph. 6:4)*. This means the statement of faith is critical to our mission and vision of education. From the board to staff and our families, there is no part of our school culture or curriculum where we do not want to see the gospel of Jesus Christ flourishing. We unapologetically teach key elements of Protestant Christianity. Secondary or divisive doctrine and issues will not be presented as primary doctrine. If you are seeking the services of NLCS and hold to a worldview that is contrary to the one below, our school may not be the best fit for your family.

- We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
- We believe in one God, eternally existent in three persons: Father, Son, and 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 that salvation is by grace alone, through faith alone, and in Christ alone.
- 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, and that faith without works is dead.
- We believe in the spiritual oneness of believers in our Lord Jesus Christ.
- 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.
- We believe that God immutably creates each person to reflect His image as male or female.
- As a member of the Association of Classical, Christian Schools (ACCS), NLCS also subscribes to the ACCS statement of faith, which is found in that association's bylaws.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of NLCS's faith, doctrine, practice, policy, and discipline, the Board of Directors is NLCS's final interpretive authority on the Bible's application.

# Statement of Purpose

**VISION:** New Life Christian School equips students to Learn, Love, and Live Christ.

**MISSION:** New Life Christian School cultivates generations of life-long learners and lovers of Christ. Using the Classical method, we strive to equip a wise and virtuous community for God's glory alone.

These are the five core values of New Life Christian School. We seek to glorify God by:

## **Community:**

Surrounding each other with transformational love.

- John 13: 34
- Ephesians 4: 32
- Ephesians 4: 29

## **Discipleship:**

Advancing hearts and minds in the image of Christ.

- Colossians 2: 6 - 7
- Romans 12: 2
- Ephesians 5: 1

## **Adoration:**

Loving God above all else, and loving all that God loves.

- Mark 12: 30
- Revelation 4: 11

## **Truth:**

Submitting to God's word as the source of all truth.

- John 14: 6
- 2 Timothy 3: 16 - 17

## **Academic Excellence:**

Upholding a high educational standard.

- 2 Corinthians 8: 7
- Proverbs 2: 1 - 5

## Philosophy of Education

NLCS has been established to provide parents and students in the Columbia Basin area with a classical Christ-based education. We believe that all Christian parents are commanded by God to give their children a thoroughly Christian education (Eph. 6:4; Deut 6:4-8) and we exist to partner with parents to achieve this weighty command. While we seek to be at peace within our community as much as possible (Rom. 12:18), NLCS is ideologically opposed to modern progressive educational philosophy. There can be no compromise in our belief that Christ is the source of all wisdom and knowledge (Col. 2:3). Our primary goal is to shape the hearts and minds of our students to love God and love their neighbor (Mark 12:28-34).

We believe the ancients discovered that children move through biological developments where certain forms of learning are more joyful to them. Our desire at NLCS is to run with the grain of the child so that they develop a taste and joy for learning. To this end, we use a methodology based upon the ancient trivium: grammar, logic, and rhetoric. In the grammar phase (KinderPrep-6<sup>th</sup>), students prefer learning through songs, chants, repetition, and memorization. In the dialectic/logic phase (7<sup>th</sup>-9<sup>th</sup>), students prefer learning through debate and wanting further explanations for why things are the way they are. In the rhetoric stage, students desire to use what they have learned to express what they are passionate about in winsome and persuasive ways. Recognizing this means we can cultivate a love for learning in the student and equip them with the tools they need to be successful wherever God takes them.

NLCS believes that one of the primary reasons one should be educated is that an education provides freedom. Particularly, this means teaching the tools of learning so that our students can cope with all of life's circumstances rather than being intimidated by them. To this end, we desire to instill within our students a love of reading, a curiosity and wonder of the world around them, a virtuous character, an understanding of the process of learning, an ability to think deeply, and most importantly to be grounded in a Biblical worldview. We accomplish this through curriculum and teachers who are steeped in the Holy Scriptures, Liberal Arts Tradition, the Great Books, and the Great Ideas.

We also understand that education is not just a matter of the mind, but a matter of the heart (Luke 6:45). Therefore, NLCS seeks to cultivate the Medieval virtues into the life and character of our students. These virtues are grounded in the descriptions of godly character that we find in the Scriptures. NLCS seeks to shape our school culture around these virtues so that our students are more than just knowledgeable but can apply their knowledge toward the true, the good, and the beautiful.

## 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 of their children is respected.

The term, *loco parentis*, means "in the place of the parents." Teachers are to remember that they do not 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 do not receive any funding through state or federal sources as to be academically independent. This means we need help from our families to accomplish our mission. Each family is asked to provide 30 service hours per year. This involvement can take several forms:

- Support services as a teacher aide in the classroom
- Lunchroom or recess supervision
- Assist in ancillary classes such as music, art, PE, or library
- Attend NLCS Association meetings, Parent Volunteer Committee meetings, and workdays
- Assist with fund-raising events (Auction, Raffle, Feed the Need)

Please make arrangements with the office before coming in to volunteer. It may not be possible to have a volunteer opportunity ready immediately without prior arrangement.

## Standards of Personal Conduct

We consider attendance at NLCS a privilege that is chosen by each family voluntarily. This choice should be made because of what NLCS offers, such as quality Biblical instruction, concerned and qualified teachers, a 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 say, "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 ensure 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. Backtalk, 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. Periodically, eating will be allowed in the classroom if authorized by the teacher.

## RESPECT FOR SAFETY OF OTHERS

1. Observe all safety rules.
2. Matches, lighters, fireworks, etc. are strictly prohibited from school grounds.
3. All weapons, including pocket knives, are 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

1. Accept God’s Word as the standard for all behavior guidelines.
2. Be familiar with NLCS’s purpose and goals and realize God’s Word is our standard.

## General NLCS Guidelines

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 building.
3. No electronic devices are to be used during school hours unless authorized by a teacher.
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 alluding to something inappropriate.
5. 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** as directed by their teacher. All elementary and secondary students should display respect to guests. When a guest enters the room, the teacher will welcome the guest into their classroom. If directed by the teacher, the students will stand, greet the guest in unison, and then be seated.



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.
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 young men with humility and thankfulness. As some applications of this truth, we want 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 contact and verbal interchanges with each other and with students avoid even the appearance of impropriety.
3. Flirtation, sexual innuendos, casual disrespect toward authority, excessive familiarity, etc., are not 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 staff member to spend time alone with a student or staff member of the opposite sex, it should be arranged so 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 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 seats, 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. Alternatively, teachers may lead the class in prayer before dismissing students to the lunchroom.

## 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 reflective thinkers who know how to reason well and speak eloquently. Primarily, we use curriculum from recognized classical publishers and other classical sources.

The following subjects are taught:

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

## 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 a 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 that 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. Know the due date of the assignment

## 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 WEEKNIGHT

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: maximum 60 minutes.
4. 5<sup>th</sup> and 6<sup>th</sup> Grade: maximum 60 minutes.
5. 7<sup>th</sup> and 8<sup>th</sup> Grade: maximum 90 minutes.
6. 9<sup>th</sup> and 10<sup>th</sup> Grade: maximum 120 minutes.
7. 11<sup>th</sup> and 12<sup>th</sup> Grade: maximum 150 minutes.

## LATE HOMEWORK

- Elementary students who turn in late homework will lose 10% every day until their grade reaches 0%.
- Middle School and High School Students who turn in homework one day late will lose 10% of 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 59% in the grade book, and it still must be completed. All work assigned must be completed.

## Learning Disabilities

### DEFINITIONS

1. Severe Learning Disability: Any condition in a potential student that would require a separate classroom, program, and staff to provide the educational services desired by the parents. (e.g., Down's syndrome, deaf/mute, blind, etc.)
2. Learning Disability: Any condition in a potential student or student that does not require a separate classroom, program, and staff to provide the education services desired by parents. (e.g., Hyperactivity, Attention Deficit Syndrome, dyslexia, etc.)
3. For the purpose of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

## GUIDELINES

1. Children with a severe learning disability will not be able to be admitted to New Life Christian School due to the lack of adequate staff, funding, and facilities.
2. Children who have been diagnosed as having a learning disability may be admitted to New Life Christian School. Based on resources available, efforts will be made to teach each student according to their learning level. Modifications and accommodations may be made and will be noted on all communication (report cards, progress reports, etc.). Admission of these students will be made on a case-by-case basis.
3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

## Grading

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

<b>Grades K-2</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 3-12</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.

## 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 through the first quarter. During the probationary period, your academic, social, and spiritual performance is evaluated.

## Report Cards

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

## Parent-Teacher Relationships and Conferences

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.

Parent/Teacher conferences will be scheduled at the end of the first and third quarters. At least one parent or guardian 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.

## Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to inform 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 Head of School will decide if the student can 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 Head of School to give an explanation of the probation and suggestions for remediation.
4. The Head of School 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 Head of School 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.*

## School Hours

### KINDERPREP

Monday & Wednesday 8:10 – 11:30

Friday 8:10 – 11:45

### KINDERGARTEN-12TH GRADE

Normal School Hours 8:10 – 3:00

Half Days 8:10 – 12:00

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

Monday Through Thursday		Friday	
8:20 – 9:20	1 <sup>st</sup> Period	8:20 – 9:20	1 <sup>st</sup> Period
9:25 – 10:20	2 <sup>nd</sup> Period	9:25 – 10:20	2 <sup>nd</sup> Period
10:25 – 11:10	3 <sup>rd</sup> Period	10:25 – 11:10	3 <sup>rd</sup> Period
11:15 – 12:00	4 <sup>th</sup> Period	11:15 – 12:00	4 <sup>th</sup> Period
12:00 – 12:30	Lunch	12:00	Dismissal
12:35 – 1:25	5 <sup>th</sup> Period		
1:30 – 2:10	6 <sup>th</sup> Period		
2:12 – 3:00	7 <sup>th</sup> Period		

### Lunch Schedule

K – 2 <sup>nd</sup> Grade	10:55 - 11:30
3 <sup>rd</sup> – 6 <sup>th</sup> Grade	11:30 - 12:00
7 <sup>th</sup> – 12 <sup>th</sup> Grade	12:00 - 12:30

## 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, KinderPrep will be canceled for the day.**

### SCHEDULE FOR 2-HOUR DELAY:

Opening	10:00 – 10:07
1 <sup>st</sup> Period	10:10 -11:00
2 <sup>nd</sup> Period	11:05 - 12:00
Lunch	12:00 - 12:25
3 <sup>rd</sup> Period	12:30 - 1:15
4 <sup>th</sup> Period	1:20 - 2:05
5 <sup>th</sup> Period	2:10 - 2:55

## Arrival and Dismissal

Students may not arrive at school no earlier than 7:45 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 Head of School. Parents may also be assessed a fee if students are habitually late in being picked up.**

## 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 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 to be admitted to class. Secondary students are to be in their seats when the tardy bell rings for each class.

### MIDDLE SCHOOL AND HIGH 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 Head of School and teachers and secure the class assignments for that period of time. Students will have the amount of time they were absent to make up their work. For example, if a student is gone for three days, they have 3 days to complete and turn in their work. 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 to determine 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.
- If a parent or guardian wishes to stop by school to pick up schoolwork for their child, the teacher will do their best to gather the appropriate materials. However, teachers are very busy during the day and may not be able to gather everything within a short period of time. Teachers will do their best to fulfill each request, but 4 - 5-hour notice is best.

**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

If a student will miss school due to a family trip, teachers may be asked to gather work for the student to complete while they are gone. If given enough advance notice, the teacher will use his/her discretion regarding the issuing of homework before the trip. Students will have the amount of time they were absent to make up their work. For example, if a student is gone for three days, they have 3 days to make up the missing work.



## 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 Head of School.

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 dismissal 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.

## Supplies

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

## School Textbooks

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. The student and the teacher will sign it.
- Book covers are recommended.
- When books are checked back in at the end of the year, they are to be inspected for any damages that the student may have caused.
- The student will pay fees if more than normal “wear and tear” occurs.

## Chapel

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

## Library

The Library is a quiet place for research and is a storehouse 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.

## Computer Lab

We currently do not have a designated computer lab, but there are a limited number of computers available for students to use. Computers and the computer network are the property of NLCS and are available to students only 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 deleted, 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. Students 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.
11. Social media may not be accessed on NLCS devices.
12. No food or drink is allowed in the general vicinity of computers.

## 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, flag football, basketball, drama club, and much more. For a student to participate in such events, they cannot be on **academic probation** (no D's in any class), and they must maintain a good report in the area of discipline. A student taking classes at NLCS through the Ala Carte program must be taking the equivalent of two full-time classes to be eligible to participate in extra-curricular activities.

## Field Trips

Teachers at both the grammar and secondary level are strongly encouraged to seek opportunities to extend classroom learning by organizing field trips that meet curricular goals and objectives. Teachers should seek prior approval from the Head of School prior to confirming the trip. As a general goal, NLCS will seek to organize at least two field trips per year, one in the Fall and another in the Spring.

Because NLCS seeks to be a parent-partner school, parental involvement in field trips is encouraged. Sometimes, parental involvement will only be possible when parents bring along younger siblings, and this will be allowed if it does not distract from the field trip. We encourage parents to find childcare when possible so they can fully focus on participating in the field trip with their student whose class is on the trip.

At no point should a sibling be pulled from another class to attend a field trip.

To be considered a true chaperone, parents must be able to assist the teacher with supervising children (other than their own) and drive if applicable. Parents unable to serve in this capacity are still welcome to attend, but will attend as parent guests, not chaperones. In such a case, parents are expected to ensure that their younger children can handle the pace and rigor of the trip without distracting from the learning experiences or safety of the students.

## Insurance

You are covered with 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.

## Communications

### FROM THE OFFICE

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.

The weekly “NLCS News” is another way the school distributes information. 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 which allows messages to 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.

## Health and Immunization Requirements

### IMMUNIZATIONS

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 reasons upon certification by a physician stating there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons will be granted upon the parent's request 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 healthcare provider per Department of Health instructions.

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

#### STAYING HOME WHEN SICK

1. If a student has any of the following symptoms, they will not be able to enter the building and must return home. Additionally, if any of these symptoms are present while your child is at school, your child will be send home:
  - A temperature of 100.4 degrees Fahrenheit or greater
  - Coughing
  - Sore throat
  - Chills
  - New loss of taste or smell
  - Body aches
  - Nausea
  - Vomiting
  - Diarrhea
  - Congestion or runny nose outside of typical seasonal allergies for the child
  - Unusual fatigue
  - **Conjunctivitis (pink-eye):** Follow your doctor's advice for returning to school.
  - **Head Lice:** If a student has live lice, they may not come to school. Once treatment has started, and there are no longer live lice present, the student may return to school; however, treatment of the student must continue until all nits are gone.

**PARENTS WILL BE RESPONSIBLE TO SCREEN THEIR CHILDREN BEFORE THEY COME TO SCHOOL. BY AGREEING TO THIS STUDENT HANDBOOK, YOU AGREE TO THIS POLICY.**

## Cell Phone/Electronics

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

## 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 regarding 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 an orderly time when you eat wholesome food, practice proper etiquette, and improve your positive interpersonal relations skills.

Expectations for you are:

- Ladies are to enter the lunchroom first and then the boys.
- Stand behind your seat after you have washed appropriately and entered the lunchroom.
- Wait for prayer before you eat (unless prayer has been offered in the classroom).
- 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 .
- 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 in 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.

## Standard of Dress

Our development of a Standard of Dress 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. Parents are asked to support, encourage, and foster the standard of dress and never be an advocate for their student being out of compliance.

<b><u>Boys Standard of Dress Kindergarten-12</u></b>	<b><u>Girls Standard of Dress Kindergarten -12</u></b>
<p><b>Tops</b></p> <p><b>Monday through Thursday</b></p> <ul style="list-style-type: none"> <li>● Collared polo or button-up shirt with NLCS logo <ul style="list-style-type: none"> <li>○ <i>Colors: green, black or white</i></li> </ul> </li> <li>● Sweater or sweater vest optional for winter months with NLCS logo</li> <li>● Shirts must be tucked in (5<sup>th</sup>-12<sup>th</sup>)</li> </ul> <p><b>Friday</b></p> <ul style="list-style-type: none"> <li>● NLCS Logo wear</li> <li>● Shirts must be tucked in (5<sup>th</sup> - 12<sup>th</sup>)</li> </ul>	<p><b>Tops</b></p> <p><b>Monday through Thursday</b></p> <ul style="list-style-type: none"> <li>● Collared polo or button-up shirt with NLCS logo <ul style="list-style-type: none"> <li>○ <i>Colors: green, black or white</i></li> </ul> </li> <li>● <u>Cardigan</u> with NLCS logo optional for winter months.</li> </ul> <p><b>Friday</b></p> <ul style="list-style-type: none"> <li>● NLCS Logo wear</li> </ul>
<p><b>Bottoms:</b></p> <ul style="list-style-type: none"> <li>● Blue or black jeans in good repair (no holes, has a hem) <ul style="list-style-type: none"> <li>○ <i>No denim on Mondays</i></li> </ul> </li> <li>● Tan slacks or dress pants - Mandatory on Monday</li> <li>● Belt worn with pants (5<sup>th</sup>-12<sup>th</sup>)</li> <li>● 1<sup>st</sup> and 4<sup>th</sup> quarter: denim or tan shorts (knee length)</li> </ul>	<p><b>Bottoms:</b></p> <ul style="list-style-type: none"> <li>● Blue or black jeans in good repair (no holes, has a hem) <ul style="list-style-type: none"> <li>○ <i>No denim on Mondays</i></li> </ul> </li> <li>● Tan slacks or dress pants - Mandatory on Monday</li> <li>● Knee-length khaki scooter or skort (skirt with built-in shorts) or jumper</li> <li>● 1<sup>st</sup> and 4<sup>th</sup> quarter: denim or tan knee-length shorts or capris</li> </ul>
<p><b>Socks:</b></p> <ul style="list-style-type: none"> <li>● Black, white, gray, or brown ankle length socks</li> </ul>	<p><b>Socks:</b></p> <ul style="list-style-type: none"> <li>● Solid colors that match dress <ul style="list-style-type: none"> <li>○ black, white, gray, or brown</li> </ul> </li> <li>● Socks that match dress with scooters and jumpers <ul style="list-style-type: none"> <li>○ black, white, gray, or brown</li> </ul> </li> </ul>
<p><b>Shoes:</b></p> <ul style="list-style-type: none"> <li>● Athletic shoes (no light-up shoes, character shoes, neon/flourescent, or heelies)</li> <li>● Black or brown dress shoes</li> <li>● Black or brown square-toed or cowboy boots</li> </ul>	<p><b>Shoes:</b></p> <ul style="list-style-type: none"> <li>● Athletic shoes (no light-up shoes, character shoes, neon/flourescent, or heelies)</li> <li>● Black or brown dress shoes</li> <li>● Black or brown boots or cowboy boots</li> <li>● Closed toed sandals (Mary Janes, etc.)</li> </ul>
<p><b>Athletic/P.E.</b></p> <ul style="list-style-type: none"> <li>● Appropriate shoes for physical activity</li> <li>● 5<sup>th</sup> – 12<sup>th</sup> Grade Students <ul style="list-style-type: none"> <li>○ Standardized NLCS shirt (<i>bulk school order to be placed in September</i>)</li> <li>○ Black athletic short or pant of your choosing</li> </ul> </li> </ul>	<p><b>Athletic/P.E.</b></p> <ul style="list-style-type: none"> <li>● Appropriate shoes for physical activity</li> <li>● 5 – 12<sup>th</sup> Grade Students <ul style="list-style-type: none"> <li>○ Standardized NLCS shirt (<i>bulk school order to be placed in September</i>)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Black athletic short or loose-fitting pant of your choosing (may not be leggings or yoga pants)</li> </ul>
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Basic guidelines: dress neatly, be clean, be modest. A student should not wear anything which draws attention to oneself.

The following types of clothing and shoes are unacceptable: leggings, jeggings, athletic shorts (other than for PE), sweats, yoga pants, flip flops, crocs, slides, and hoodies or crewnecks that do not have the NLCS logo. **For all outerwear, if it does not have buttons or a zipper, then it must have the NLCS logo.**

OTHER GUIDELINES:

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 beginning in 5<sup>th</sup> grade. Girls are not required to tuck in their shirts.
3. 5<sup>th</sup> – 12<sup>th</sup> grade P.E. students must order an NLCS P.E. shirt. NLCS will place a bulk order for PE shirts at the beginning of the school year. Black athletic shorts, of an appropriate length, and athletic shoes are required for P.E.
4. Blue jean or tan 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 the thigh (no short shorts).
5. Jackets, coats, and non-uniform sweaters may not be worn in the classroom but may be worn for recess.
6. No hats are to be worn in the building.
7. Hair must be clean and well-groomed. It must be kept out of the student’s face. Additionally, it may not be dyed an unnatural color.
8. No tattoos, permanent or temporary, may show.
9. Hoodies or crewnecks that do not have the NLCS logo must not be worn to school.
10. Boys may not have any piercings. Girls may have up to 3 piercings per ear and no other body piercings.

FREQUENTLY ASKED QUESTIONS

1. Can my student wear snow boots or hiking boots during the winter months? Yes.

## 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 offense 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 teachers will determine the kind and amount of discipline, and if necessary, the Head of School and the NLCS Board. The discipline will be administered in light of the student's behavior and attitude. All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), swift consequences, restoration of fellowship, no lingering attitudes, etc. Most discipline problems will be dealt with at the classroom level. Love and forgiveness will be an integral part of the student's discipline.

## OFFICE VISITS

Five basic behaviors will automatically necessitate discipline from the Head of School (and not discipline 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 Head of School will determine the nature of the discipline. He/She may require restitution, janitorial work, parental attendance during the school day, or any other measures consistent with biblical guidelines that 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. Assistance and support in averting further problems will be sought.
- The third office visit will be followed by a meeting with the parents and the Head of School.
- Should the student require a fourth office visit, s/he will be given in school suspension for two days. Any work submitted during a suspension period will only be eligible for 70% maximum credit. Because the school will have to hire an employee to manage the student during the in school suspension, parents/guardians will be responsible to pay that employee's fee.
- If a fifth office visit is required, the student will be expelled from the school.

## Check Marks:

For behavioral issues that distract from class, K - 6 will follow these guidelines:

1. First incident, the student receives a warning from the teacher, either verbal or nonverbal.
2. Second incident, the student's name is written on the board. This is a second warning to the student. Teachers will check in with the student at this point, encouraging them to remember the classroom guidelines.
3. If the student continues to misbehave, a checkmark will be placed behind the student's name. This first check will mean the student must miss 5 minutes of their next recess. During this recess time, the teacher will have a more in depth conversation with the student.
4. Another check means that the student will have to miss 10 minutes of their next recess. During this time the teacher and the student will work through a Behavior Reflection Sheet. This sheet, along with an email, will be sent to the parents, explaining the situation.
5. If the behavior has not improved, and a third check is added behind the student's name, the student will be sent to the Head of School for an office visit. The Head of School will contact the parents via email or phone call, the Behavior Reflection sheet will be sent home for the parents to sign, and the student will miss 15 minutes of their next recess.

**K - 2:** Students' names and checks will be erased once recess time is served.

**3 - 6:** Students' names and checks will be erased at the end of the day.

Behavior plans may be implemented on a case by case basis.

If a student receives a name and a checkmark 3 of the 5 days in one week, the teacher will reach out to the parents.

If a student completes 3 Behavior Reflection sheets, the student will go visit with the Head of School to discuss repeated disruptive behavior. This may be considered an official Office Visit.

## Specialists' Discipline:

If a student misbehaves during a specialist's class time, the specialist will give a yellow note to the student's homeroom teacher. That yellow note indicates that the student has disrupted the classroom, and the student will move 1 place on the "Check Marks" procedure outlined above.

If the student is so disruptive that they have had to be removed from the specialist's classroom, the specialist will give a red note to the student's homeroom teacher. That red note indicates that the student has been removed from class, and the student will move 2 places on the "Check Marks" procedure outlined above.

## 7 - 12 Discipline:

Each teacher of students in grades 7 - 12 may set their own discipline procedure, provided they are in line with the cultural norms of the school, they follow the Student Handbook Secondary Addendum, and the guidance for an immediate office visit is followed.

## Staying in for Recess:

If a student has received a check mark or has been late turning in homework, a teacher may keep the student in for recess. If the teacher makes such a decision, the parents will be notified.

## Clear Classroom Guidelines:

God is a lawgiver. Humans experience freedom not with the absence of rules but rather with rules for their good. With that said, staff should consider a short, simple, list of rules that help students understand what is permitted and what is not in the classroom and the school as a whole.

## SERIOUS MISCONDUCT

If the Head of School deems it necessary, the office-visit process may be bypassed, 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, drug abuse, or harassment, whether it happens on campus or off, during school hours, or outside of the school day.
- If the Head of School desires to pursue expulsion, he will meet with the NLCS Board, who will make the final decision.

## SCHOOL CULTURE

If, in the judgment of the Head of School, 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, 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 for scriptural standards.
- If the Head of School 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 Head of School, 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 Head of School, will make a decision based on the student's attitude and circumstances.

## Hazing/Harassment

Hazing is defined as subjecting someone to an indignity, fright, abuse, or threat. Harassment is generally defined as a course of conduct that annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. This behavior may include but is not limited to, derogatory comments, assault, impeding or blocking movement, and visual insults. Violators are subject to disciplinary action.

## Sexual Harassment

Sexual harassment is generally defined as any unwelcome sexual advances, verbal or physical contact of a sexual nature, and lewd written and electronic harassment. Incidents of sexual harassment can be reported to any teacher or the Head of School. An investigation of the incident will begin immediately. If the incident is deemed to be sexual harassment, the offender will meet with the Head of School and the NLCS Board. Appropriate disciplinary action will be taken. Due to

the range of ages and maturity of the school community, disciplinary action will reflect the severity of the incident as it relates to the age and experience of the offender. Consequences can range from a reprimand to expulsion from school. State or local authorities will be contacted as deemed appropriate.

### Plagiarism

Plagiarism involves taking another person's ideas and expressions and presenting them as your own. Students are taught how to correctly cite their sources. These skills should be applied appropriately according to grade level. If a student commits plagiarism, they will receive a zero on the assignment.

## Student Grievance Procedure

### GENERAL

1. It is understood that if any disputes arise which are not covered by this policy, the Head of School 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 Head of School. 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 Head of School.
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 Head of School.
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 Head of School followed by a meeting to 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 Head of School. The Head of School is required to pass the request on to the board.

# 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 Head of School 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 Head of School.

## FIRE DRILL

The following points are made to assist you in the case of a fire or fire drill while you are in the NLCS 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.

# Fundraising Events

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

## FUNDRAISING OPPORTUNITIES

- 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.
- Raffle
- Feed the Need

# Secondary Addendum

Grades 7 – 12

## 1. **Standard of Dress**

### **Clothing**

- Only logo sweaters, vests, and polos inside and outside the classroom.
- Long sleeve shirts can be worn under the polo, as long as it is the same color.
- PE Clothes are required, no exceptions.
- NLCS Logo hoodies are only to be worn on Fridays.
- Coats may only be worn outside the building. When the student enters the building, the coat must be placed in the student's locker.

### **Accessories**

- Natural hair colors.
- Gentlemen may not wear earrings or piercings of any sort.
- Ladies may have up to three ear piercings per ear only and no other body piercings.
- No visible tattoos.

## 2. **Computer Use**

- No food or drinks in the general area of the computers.
- Students may not use the computers before school, after school, or during lunch without permission from a teacher.
- Students may not download any game software (including STEAM) onto the computers.
- Students may not access social media.

## 3. **Dining**

- Water bottles must be brought from home, or the student must use the drinking fountain.
- Before school recess will be provided as the only option for students to drink open cups of coffee in the cafeteria.
- No open drink containers downstairs (Monster drinks, sodas, or others).
- The kitchen is off-limits to all students, INCLUDING secondary students.

## 4. **Downstairs/ Classroom Behavior**

- Students are expected to be at their appointed place inside the classroom before the bell rings, otherwise, they will receive a tardy.
- At the end of class, the teacher will stand by the classroom door, and each student will thank the teacher as they leave the classroom.
- When the upper school students leave the bottom floor, they will be expected to walk orderly and quietly as an example to the lower grade students.

5. **Secondary Discipline Policy**

In class policy:

- 1st behavior violation = nonverbal warning
- 2nd behavior violation = verbal warning
- 3rd behavior violation = Yellow card, and sent to the Head of School

3 yellow cards = a reflection sheet (not an official office visit)

A “red card” (straight office visit) = a reflection sheet

2 Reflection sheets = an official office visit and after school detention (45 minutes)

Office visits will be accrued according to the policy in the Student Handbook

- Additionally:
  - 3 tardies = a yellow card
  - 1 phone violation = a yellow card
  - 3 dress code violations = a yellow card
  - Other staff members may issue yellow cards/red cards to secondary students; those yellow cards will be given to Mrs. Cleveringa or to one of the secondary teachers

I have read and agree to abide by the policies as stated above as well as the policies stated in the handbook. Further, I understand this handbook does not contractually bind New Life Christian School in any way and is subject to change without notice by the organization’s governing body.

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Secondary Student Signature

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Date

# Signature of Agreement

I hereby declare that I have read and agree to the policies and procedures within the New Life Christian School (NLCS) Student/Parent Handbook. I understand that it is my responsibility to review these policies and procedures with my student(s) and make sure they comply with them. I agree to cooperate and support NLCS in fulfilling these policies and procedures.

**Symptoms that exclude a child from attending school include, and my child will be sent home if s/he is exhibiting these symptoms at school:**

- A temperature of 100.4 degrees Fahrenheit or greater
- Coughing
- Sore throat
- Chills
- New loss of taste or smell
- Body aches
- Nausea
- Vomiting
- Diarrhea
- Congestion or runny nose outside of typical seasonal allergies for the child
- Unusual fatigue
- Conjunctivitis
- Live lice

**I understand that both this Agreement and the Emergency Contact form must be signed and returned to the NLCS Office no later than August 30, 2024.** Failure to do so will result in my student being unable to attend class until this document is signed. Both parents or guardians must sign this agreement unless there is a sole custody agreement.

*Further, I understand this handbook does not contractually bind New Life Christian School in any way and is subject to change without notice by the organization's governing body.*

Children's Name: \_\_\_\_\_

**Father** (or Guardian 1): \_\_\_\_\_

*Signature*

*Date*

**Father** (or Guardian 1): \_\_\_\_\_

*Printed Name*

**Mother** (or Guardian 2): \_\_\_\_\_

*Signature*

*Date*

**Mother** (or Guardian 2): \_\_\_\_\_

*Printed Name*



## 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 2024-2025 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, 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.

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