



New Life Christian School

[www.newlifecs.org](http://www.newlifecs.org)

STUDENT HANDBOOK

## Table of Contents

---

<b>SECTION 1</b> .....	<b>1</b>
<b>1 Administration</b> .....	<b>2</b>
TO THE STUDENT (1.1) .....	2
TO THE PARENT (1.2) .....	2
ABOUT RIGHTS (1.3).....	2
ADMINISTRATIVE STRUCTURE (1.4) .....	3
MISSION STATEMENT (1.5).....	3
NON-DISCRIMINATORY STATEMENT (1.6).....	3
PHILOSOPHY (1.7) .....	4
STATEMENT OF FAITH (1.8) .....	4
THE PARENT CHURCH (1.9).....	5
IF YOU HAVE A CONCERN (1.10).....	6
<b>SECTION 2</b> .....	<b>7</b>
<b>2 Dates &amp; Times</b> .....	<b>8</b>
SCHOOL DAY SCHEDULES (2.1) .....	8
SPECIAL EVENTS (2.2) .....	9
SCHOOL CALENDAR (2.3).....	9
<b>SECTION 3</b> .....	<b>11</b>
<b>3 Attendance</b> .....	<b>12</b>
ABSENCES: EXCUSED AND UNEXCUSED (3.1).....	12
PROCEDURES FOR ONE OR MORE DAYS ABSENT (3.2) .....	13
LATE ARRIVALS AND PARTIAL DAY ABSENCES (3.3) .....	13
EARLY DISMISSAL (3.4).....	14
UNEXCUSED ABSENCES: .....	15
ACADEMIC CONSEQUENCES (3.5) .....	15
MINIMUM ATTENDANCE REQUIREMENT (3.6) .....	15
EXCESSIVE UNEXCUSED TARDINESS TO SCHOOL (3.7).....	16
<b>SECTION 4</b> .....	<b>17</b>
<b>4 Academic Life</b> .....	<b>18</b>
GRADING SCALE (4.1) .....	18
POLICY FOR LATE OR MISSING ASSIGNMENTS (4.2) .....	18
REPORT CARDS (4.3) .....	19
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (4.4).....	19
POLICY ON ELECTRONIC SUBMISSION OF WRITTEN WORK (4.5) .....	20
FINAL GRADE CALCULATIONS (4.6).....	21
FINAL EXAMS (4.7) .....	21
HONOR ROLL AND AWARDS (4.8).....	22
CLASS STANDING (4.9) .....	22
GRADUATION REQUIREMENTS (4.10) .....	23
STUDENT SCHEDULES (4.11) .....	24
LAST DATE TO DROP A CLASS (4.12).....	24
TRANSFER CREDIT (4.13).....	25
NATIONAL HONOR SOCIETY (4.14) .....	25
SERVICE LEARNING (4.15).....	25

GRADUATION FEE (4.16).....	26
MAKING UP COURSES FOR WHICH A STUDENT HAS RECEIVED A FAILING GRADE (HIGH SCHOOL) (4.17).....	26
<b>SECTION 5.....</b>	<b>27</b>
<b>5 Student Life.....</b>	<b>28</b>
CHAPEL (5.1).....	28
FIELD TRIPS (5.2).....	28
FIRE DRILLS (5.3).....	29
HOMEWORK (5.4).....	29
LIBRARY (5.5).....	29
LOCKERS (5.6).....	30
LOST AND FOUND (5.7).....	30
PLAYGROUND SAFETY RULES (5.8).....	30
SCHOOL CLOSINGS/DELAYS (5.9).....	31
STUDENT CLUBS AND ORGANIZATIONS (5.10).....	31
TELEPHONE USE (5.11).....	32
<b>SECTION 6.....</b>	<b>33</b>
<b>6 Rules and Procedures.....</b>	<b>34</b>
CODE OF STUDENT CONDUCT (6.1).....	34
UNIFORM AND DRESS CODE (6.2).....	36
MIDDLE/HIGHSCHOOL DRESSCODE/GUM VIOLATION PROCEDURES (6.3).....	41
DAMAGE OR LOSS OF SCHOOL MATERIALS (6.4).....	42
PROHIBITED ARTICLES (6.5).....	42
HALL PROCEDURES (6.6).....	43
LUNCH PROCEDURES (6.7).....	43
MEDICAL POLICIES (6.8).....	44
OFF-LIMITS AREAS (6.9).....	44
SYMBOLS & SLOGANS (6.10).....	45
VISITORS (6.11).....	45
BEFORE & AFTER SCHOOL (6.12).....	46
VANDALISM (6.13).....	46
CELL PHONE USE (6.14).....	46
<b>SECTION 7.....</b>	<b>48</b>
<b>7 Transportation.....</b>	<b>49</b>
ARRIVAL AND DISMISSAL (7.1).....	49
LOADING AND UNLOADING (7.2).....	49
INCLEMENT WEATHER (7.3).....	50
STUDENT DRIVERS (7.4).....	50
PARKING (7.5).....	50
A WORD ABOUT THE SPEED LIMIT (7.6).....	51
BUS POLICIES (7.7).....	51
PERMISSION TO RIDE WITH OTHER STUDENTS (7.8).....	51
<b>SECTION 8.....</b>	<b>52</b>
<b>8 Physical Education &amp; Sports.....</b>	<b>53</b>
P.E. DEPARTMENT POLICIES (8.1).....	53
SPORTS PROGRAM (8.2).....	54
<b>SECTION 9.....</b>	<b>56</b>

<b>9 For Parents</b> .....	<b>57</b>
ACCREDITATION (9.1) .....	57
CLOTHING AND BELONGINGS (9.2) .....	57
CONFERENCES (9.3) .....	57
DISCOVERY PROGRAM (9.4).....	57
HEALTH/SICKNESS (9.5) .....	57
LUNCH (9.6).....	58
SUPPLIES (9.7).....	58
MESSAGES TO STUDENTS (9.8) .....	58
VOLUNTEERS (9.9) .....	58
FINANCIAL POLICIES (9.10) .....	58
WITHDRAWAL FROM THE SCHOOL (9.11).....	60
RECEIPT OF STUDENT HANDBOOK.....	61

# Administration

## 1 Administration

---

### TO THE STUDENT (1.1)

This handbook is designed to make it easier for you to understand the rules and policies of New Life Christian School. The school's rules, policies, and procedures, as well as a great deal more information that will prove useful, are contained in these pages. We have also tried to include many of the reasons behind these rules. Our expectation is that you will do the following:

1. Learn our rules and procedures;
2. Form an appreciation of our reasons and the principles behind our rules;
3. Follow the rules and procedures, even those with which you might disagree.

If you are uncomfortable with any of our expectations, or if you do not understand any of our policies, make an appointment to see the Headmaster. The Headmaster will try to explain New Life's way of doing things. We need everyone's cooperation in applying Biblical principles of living to our time together at NLCS.

### TO THE PARENT (1.2)

This handbook is a guide to many of the policies and procedures that affect the life of your child here at NLCS. You should read it thoroughly and discuss with your child the sections that you feel will have the greatest impact, so that he or she understands the various rules and policies by which we operate.

There is a special section entitled "For Parents" (Section 9) that collects matters of school policy (such as finances and transportation) that are primarily of interest to parents. Please pay special attention to this section.

If anything in this handbook causes a question or concern, please contact one of the school Administrators. They will be happy to explain our policies in greater detail.

***Finally, enrollment at NLCS is by contract between parents and the school and carries as a condition the acceptance of the rules and policies stated in this handbook.***

### ABOUT RIGHTS (1.3)

A student at NLCS may ask, "What are my rights?" These fall into certain categories:

- Legal rights
- God-given rights
- Rights granted by school authorities

**Legal** rights are those guaranteed by the Constitution and the laws of the United States and of the State of Maryland.

**God-given** rights include:

1. The right to be treated according to the principles of Justice found in Scripture
2. The right to worship and express worship in all ways consistent with the teaching of God's Word
3. The right to privately hold differences of opinion in sincere matters of Faith with regard to NLCS' practices and teachings, so long as you conform to God's principle not to be a "stumbling block" to other Christians

Finally, there are rights granted by the Administration of this school, which are conditional (granted only to some, or in some cases, but not to others). These include privileges granted to upperclassmen, to those in certain areas of service, and to students in recognition of student achievement. In considering your rights and privileges, recognize that "fairness" is not the same as God's standard of rightness and lawfulness. We do seek fairness in appropriate situations (games, sports competition, providing equal access to school programs). Otherwise, we follow principles of Justice, that is, giving what is deserved in any situation. Students will be treated as individuals, with different backgrounds, needs, levels of maturity, etc. Our goal is to apply God's principles impartially in each case, treating similar cases in similar ways. At one time or another, this might look "unfair", but two students with situations that are alike will be treated alike, applying God's principles of Justice and Mercy.

## **ADMINISTRATIVE STRUCTURE (1.4)**

Our school operates as a ministry of New Life Foursquare Church, under the leadership of the **Pastor** and the school **Administration**. This leadership includes:

Rev. David A. Hendershot  
Pastor, New Life Foursquare Church

Mr. Jason D. Burrell  
Headmaster, New Life Christian School

Ms. Jeannie Hoffman  
Dean of Students, New Life Christian School

Mr. Darren Borg  
Athletic Administrator, New Life Christian School

## **MISSION STATEMENT (1.5)**

New Life Christian School's mission is to partner with families to provide a quality academic program with a distinctly Biblical worldview, in order to equip students with the tools to integrate their knowledge and faith into the church, community, and the world.

## **NON-DISCRIMINATORY STATEMENT (1.6)**

It is the belief of New Life Christian School that all people are created in the image of God and placed on earth to serve Him and our fellow men. Therefore, in the admission of students and in the employment of teachers and other staff members, no individual will be discriminated against on the basis of race, color, gender, or national or ethnic origin.

## PHILOSOPHY (1.7)

The Bible tells us "a threefold cord is not quickly broken." (Ecclesiastes 4:12) With regard to children, we believe the "threefold cord" represents the *home, church, and school*, working together to train the child to fulfill God's plan for his or her life. NLCS is therefore committed to high academic standards, support for the authority of the parents, and respect for the ministry, leadership and distinct character of the student's own local church body. Our curriculum is rooted in a God-centered world-view, implemented by qualified Christian faculty members, and founded on the truth of God's Word, the Bible.

We believe that the *responsibility* for educating children rests with the parents, and not the state. Godly training in the home is augmented and extended in the Christian school. Individual goals for students include the following:

1. To guide the student toward a personal commitment to Jesus Christ as Savior and Lord;
2. To give the student an understanding of the Bible and to present all subject matter in the light of God's Word;
3. To provide a sound academic education in appropriate content areas, emphasizing basic skills, good study habits, and creative and critical thinking;
4. To teach the essentials of effective Christian citizenship, and an appreciation of our Christian and American heritages;
5. To encourage in the student attitudes of love and compassion toward and respect for all men;
6. To develop in the student Biblical ethics and Christian standards of morality.

## STATEMENT OF FAITH (1.8)

All parties involved in the operation of New Life Christian School profess and promote the following basic statement of Christian beliefs:

1. We believe the Bible is God-inspired.
2. We believe God is Triune: Father, Son, and Holy Spirit.
3. We believe that man was created in the image of God, but that by voluntary disobedience he fell from perfection.
4. We believe that while we were yet sinners Christ died for us, signing the pardon of all who believe on him.
5. We believe that we have no righteousness and must come to God pleading the righteousness of Christ.
6. We believe that upon sincere repentance and a whole-hearted acceptance of Christ, we are justified before God.
7. We believe that the change, which takes place in the heart and life at conversion, is a very real one.
8. We believe that it is the will of God that we be sanctified daily, growing constantly in the faith.
9. We believe that baptism by immersion is an outward sign of an inward work.
10. We believe in the commemoration of the Lord's Supper by the symbolical use of the bread and juice of the vine.
11. We believe that the baptism of the Holy Spirit is to endue the believer with power; and that His in coming is after the same manner as Bible days.
12. We believe that it is the will of God that we walk in the Spirit daily.
13. We believe that the Holy Spirit has gifts to bestow upon the Christian, and that we should show spiritual fruit as evidence of a Spirit-filled life.
14. We believe that the experience and daily walk of the believer should never lead him into extremes of fanaticisms.
15. We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith.

16. We believe that the second coming of Christ is personal and imminent.
17. We believe it is our sacred duty to identify ourselves with the visible church of Christ.
18. We believe that all rulers should be upheld at all times except in things opposed to the will of God.
19. We believe that all shall stand some day before the judgment seat of God and there receive eternal life or death.
20. We believe that heaven is the glorious eternal home of born-again believers.
21. We believe that hell is the place of eternal torment for all who reject Christ as the Savior.
22. We believe that soul winning is the most important responsibility of the Church.
23. We believe that the method ordained of God for the support and spread of His cause is by giving of tithes and free-will offerings.

## THE PARENT CHURCH (1.9)

New Life Christian School is a ministry of *New Life Foursquare Church* of Frederick, Maryland. Students enrolled in New Life Christian School and their families will never be compelled to become members of New Life Foursquare Church, but it is our expectation that students and their families will regularly attend a church in which the Word of God is believed and taught.

The school is housed in several buildings adjacent to the Church auditorium, including the 11,000 square-foot brick school building, the 15,000 square-foot gymnasium and classroom building, and the 6,000 square-foot modular classroom building. We are located on 22 beautiful acres at 5909 Jefferson Pike, Maryland Route 180, 1¼ miles southwest of Frederick, Maryland.

### **The church: It's history**

New Life Foursquare Church was established in Frederick in 1972. Its parent organization, the International Church of the Foursquare Gospel, has its headquarters in Los Angeles, California.

In 1976, the local church purchased the farmland on Jefferson Pike, and the congregation began a reconstruction and renovation process. The existing farmhouse was remodeled and enlarged to serve as a parsonage, and several outbuildings were removed.

The barn, with its chestnut beams and sound foundational structure, was completely renovated, and now serves as a 275-seat auditorium and Sunday School/Christian Education complex. The former milking parlor was refurbished to function as an office suite for the church staff.

Most of the construction work on the buildings, and nearly all of the landscaping on the property, are the result of the sacrifice and hard work of the congregation.

### **The church: Its structure**

The pastor and an elected church business council govern the church locally. The Bylaws of the parent organization and local church policy combine to form the operating procedures. The system of checks-and-balances built into this structure enables the church to function properly and present a responsible, Christian testimony to the community.

Additionally, the church is accountable to its parent organization in matters of finance, property development, and future goals.

The church has been privileged to develop outreach ministries to such local institutions as the Frederick Union Rescue Mission, Faith House, Detention Center, area nursing homes, and the overall Frederick community through cooperation with other churches. The church offers leadership assistance to several Hispanic Foursquare congregations in the metropolitan Washington, DC, area, and supports Foursquare missionaries around the world.

### **The church: It's authority**

New Life Foursquare Church established New Life Christian School as a ministry to families in the local community, as well as, to meet the educational needs of children from its own congregation. Therefore, the church offers a covering of legal and spiritual authority to the school.

## **IF YOU HAVE A CONCERN (1.10)**

From time to time you might have a question or concern about life at NLCS that seems so important that you want to share it with someone else. If the problem relates to our rules or policies and procedures, or their interpretation or application, you should share your concern with the appropriate person in authority. Please do not spread discontent or bitterness by complaining to others. Instead, go to the source of the trouble and seek a solution. That is the Biblical approach as found in Matthew 18.

*<sup>15</sup>"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. <sup>16</sup>But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'<sup>[c]</sup> <sup>17</sup>If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

If your concern is a problem with a teacher, coach, staff member, or student, go to that person first. Go to them privately, at the right time, without anger and with the right attitude. If this meeting does not produce a solution you should then "go higher" and share your concern with the Headmaster. Remember, students must show respect for those in authority. Present the facts as you see them, and accept the school authorities' right to render a decision that may not please you. In so doing, you invite God to lift you up, as you have "humbled yourself in the sight of the Lord."

# Dates & Times

## SCHOOL DAY SCHEDULES (2.1)

The following information presents two school day schedules. **Schedule 1** is for a regular day, operating from an 8:20 a.m. opening until 3:20 p.m. dismissal. **Schedule 2** will be used for Chapel days on Wednesdays.

**Note:** *New Life Christian School will always announce its school delays and/or closings due to inclement weather. Listen to the following local radio stations for announcements: WFMD 930 AM, WFRE 99.9 FM, and WCRH 90.5 FM. Also, watch the television channels 25 Hagerstown, NBC 4, WUSA 9, and Fox 5, or visit the school website at [www.newlifecs.org](http://www.newlifecs.org). If the school closes early due to inclement weather, please be prepared to pick up your children as announced.*

## BELL SCHEDULE

### Monday, Tuesday, Thursday, Friday

BLOCK	Begins	Ends
1a	8:20	9:13
1b	9:16	10:01
2a	10:04	10:49
2b	10:52	11:37
Elem. Lunch	11:00	11:30
HS Lunch	11:37	12:10
MS 3a	11:40	12:22
MS Lunch	12:25	12:55
HS 3	12:14	1:44
MS 3b	12:58	1:44
4a	1:47	2:32
4b	2:35	3:20

# BELL SCHEDULE

## Wednesday

BLOCK	Begins	Ends
1a	8:20	9:08
K – 2 Chapel	8:31	9:08
3 – 5 Chapel	9:11	9:51
1b	9:11	9:51
2a	9:54	10:34
2b	10:37	11:17
Elem. Lunch	11:00	11:30
HS Chapel	11:20	12:00
HS Lunch	12:03	12:31
MS 3	11:20	12:43
HS 3	12:34	1:54
MS Lunch	12:43	1:11
MS 4a	1:14	1:54
MS 4b		
HS 4a	1:57	2:37
MS Chapel		
HS 4b	2:40	3:20

## SPECIAL EVENTS (2.2)

During the school year, there are special events that may be of interest to all students. These may include: Spiritual Emphasis Days, Field Days, Christmas Programs, the Talent Show, and the Carnival. The scheduling of these activities will be announced throughout the year. Students are encouraged to participate fully in all these special events.

## SCHOOL CALENDAR (2.3)

Please see the annual school calendar for dates to be noted for each school year. This is available from the main office or on the school website. Dates will vary from year to year for important academic activities and programs.

Please note that the NLCS calendar is set prior to the beginning of each school year, and parents are expected to consult the calendar before planning special family events that might require a request for student absences.

**Personal or vacation days will not be granted to high school students on any day that is a scheduled exam day.**

# Attendance

## 3 Attendance

---

### **ABSENCES: EXCUSED AND UNEXCUSED (3.1)**

We must account for the daily presence or absence of each NLCS student. Attendance at school is compulsory by state law, and each absence must be determined by the school to fall into a category (according to the reason for the absence), some EXCUSED and others UNEXCUSED.

For attendance purposes 45 minute class = period, 90 minute class = a block

Absences for these reasons are considered **EXCUSED** when documented by a note from the Parent or Legal Guardian within five days of return to school:

1. Illness of student
2. Death in the family
3. Quarantine\*
4. Court appointment\*
5. Transportation emergency\*
6. Mental incapacity\*
7. Violent storm\*
8. State emergency\*
9. Medical appointment
10. College visit – Junior and Senior students only and no more than three (3) days per year\*

*\*Requires approval from the Administration*

11. Vacation/Personal days – limited to five (5) per school year\*+
12. Religious holiday\*+

*+To be excused, these require approval from the Administration in advance. Please see the more specific policy below.*

These categories are **UNEXCUSED**:

1. Indifference (student is improperly absent with parent knowledge/consent)
2. Truancy (student is improperly absent without parent knowledge/consent)
3. Illness in the family or illness of parent
4. Employment during school hours
5. Unapproved vacation
6. Uncertified illness (more than 3 days without doctor's note if requested)
7. Lack of transportation

**The Administration will make the final determination in all cases of the correct status (excused or unexcused) for each absence.** For further explanation of the categories above, consult the school office.

For planned absences such as allowed vacation/personal days, parents must contact the office in writing, explaining the reason for the proposed absence. Some instances of family vacations, participation in county and state fairs, church-related trips and activities, family activities, and religious observances will receive approval **if** the request is made in advance. The Administration reserves the right to refuse approval for these cases if notice is not given in advance. Any such case may be determined UNEXCUSED at the discretion of the Administration.

***In the category vacation/personal days the school will grant excused status for no more than five (5) days per school year. Subsequent absences in this category will be ruled unexcused.***

Please note that these reasons for absence will be considered **UNEXCUSED** by the Administration:

1. oversleeping
2. unspecified "family business"
3. non-approved employment
4. "rest" days or student fatigue
5. college visits if not approved in advance
6. vacation or personal days if not approved in advance
7. vacation or personal days in excess of five (5) days per year
8. lack of transportation to school, non-emergency

## **PROCEDURES FOR ONE OR MORE DAYS ABSENT (3.2)**

### **For Elementary Students (K-5):**

When returning to school, an elementary student must give his or her teacher a note from the parent explaining the reason for the absence. If a note is not submitted by the fifth (5<sup>th</sup>) day after returning to school, the absence will be considered UNEXCUSED regardless of any future notes from the parent.

### **For Middle School and High School Students (6-12):**

When returning to school, the student must present to his or her 1<sup>st</sup> period teacher (*not to the office*) a note from the parent explaining the reason for the absence(s). The office will make the status determination (EXCUSED or UNEXCUSED) based upon the published guidelines. Absences convert to UNEXCUSED status if a note is not turned in by the fifth day of the student's return to school, regardless of any notes submitted after this date. All parents' notes relating to student absences will be kept in the main office for future reference.

### **UNEXCUSED ABSENCES--MIDDLE AND HIGH SCHOOL:**

**A Middle or High School Student will be allowed no more than three (3) UNEXCUSED ABSENCES from any class within a quarterly marking period. More than three will result in a *failing grade* for that class for the quarter. See SECTION 3.5 below.**

**Also, please note that *each* unexcused absence will also have academic consequences. See SECTION 4.2a below.**

## **LATE ARRIVALS AND PARTIAL DAY ABSENCES (3.3)**

**For Elementary Students (K-5): *All students arriving to school after 8:20 a.m. must report to the office before going to class.***

When a student arrives late to school, he/she should bring a note to the office explaining the reason. The office will record the reason for lateness and send him/her to class. If there is no note, the parent (or the carpool driver) must sign in at the office *in person* and list the reason for the lateness before the student(s) will be sent to class. Excessive tardiness is to be avoided.

After 8:20, students arriving at the office are marked late for the day, which counts as statistically present in the master attendance record. They are considered statistically absent for the day if arriving after 11:50 am. When elementary students arrive late after 8:20, a status in the office of EXCUSED or UNEXCUSED for the instance of lateness will be established. This status will be available in RenWeb for teachers to see. The elementary department (K-5) will have in place a corrective system to discourage unexcused lateness. Currently, this is:

*An elementary student (K-5) who is recorded UNEXCUSED LATE to school 4 times in one month shall forfeit his or her next NUDD\*. Subsequent UNEXCUSED LATE DAYS will incur additional corrective measures, to include losing another NUDD, recess time, or other measures as determined by the staff and Headmaster.*

*\*Non-Uniform Dress Day*

#### **For Middle and High School Students (6-12):**

**All students arriving to school after 8:20 a.m. must report to the office before going to class.**

When a student arrives late to school, he/she should bring a note to the office explaining the reason. The office will record the reason for the lateness before the student is sent to class. Students arriving after 8:20, and who check in at the office, will not be admitted to their respective buildings until 8:25. Such students are expected to report to period 1 on time. Students arriving after 8:20 and coded EXCUSED or UNEXCUSED will be admitted upon arrival.

1. When a MS/HS student is recorded UNEXCUSED LATE to school five (5) times in a quarter, their 1<sup>st</sup> period class will be deducted 5% from the final quarter average. When a MS/HS student is recorded UNEXCUSED late ten (10) times in a quarter, their 1<sup>st</sup> period class final quarter grade will be deducted 10%.
2. MS/HS students will not be allowed to participate in the next eligible N.U.D.D. once they reach five (5) UNEXCUSED LATE tardies for a quarter.

## **EARLY DISMISSAL (3.4)**

#### **For Elementary Students (K-5):**

Students may only leave school early with parent permission. This should come in the form of a note to the classroom or homeroom teacher. The teacher will notify the office of the early dismissal and make sure the child is ready at the appropriate time. The parent or the person authorized to pick up the child must sign out the child *personally* at the office at the prearranged time.

#### **For Middle and High School Students (6-12):**

The student must provide a note from a parent to the school office authorizing the early dismissal and giving the reason for leaving school early. The student's early dismissal will create class absences requiring determination as to their status (EXCUSED or UNEXCUSED). Follow the procedure described in section 3.3 above. The parent or the person authorized to pick up the student must sign the student out at the office at the time of departure. Students who drive to school must sign out personally before departing, with a parents' or guardians' permission.

## UNEXCUSED ABSENCES: ACADEMIC CONSEQUENCES (3.5)

In any quarterly marking period, students in grades 6-12 will be assigned a **failing grade** in any class missed with 3 or more unexcused absences. ***Upon the third unexcused absence, a failing grade of "F" (averaged at no higher than 64%) will be recorded, regardless of academic progress, for that class for that quarter.*** The quarter will be averaged with the other quarter grades and the average of the final exam grades, possibly causing the student to have a lower final grade or to fail the entire course. *Students should be warned not to risk academic failure: avoid unexcused absences.* Also remember that excusable absences become unexcused if no note is brought in by the fifth day after returning. They may remain unexcused even if a note is brought in later.

## MINIMUM ATTENDANCE REQUIREMENT (3.6)

### **For Elementary School Students (K-5):**

If, over the course of the school year (175 days or longer), a student misses more than 20 days in any class, either for excused, unexcused, or a combination of excused and unexcused reasons, he or she will have failed the NLCS MINIMUM ATTENDANCE REQUIREMENT (The 20-day limit will be pro-rated by the administration for students who are enrolled for less than the full school year). The following will then apply:

He or she will be required to repeat that grade level. Final records will indicate that the child has not passed the grade, and that he or she is not eligible for promotion to the next grade. *The student will be dismissed from the school for the remainder of the school year.*

### **For Middle and High Students (6-12):**

If, over the course of the school year (175 days or longer), a student misses more than 20 days (10 Block) in any class, either for excused, unexcused, or a combination of excused and unexcused reasons, he or she will have failed the NLCS MINIMUM ATTENDANCE REQUIREMENT (The 10/20-day limit will be pro-rated by the administration for students who are enrolled for less than the full school year). The following will then apply:

45 minute class = 20  
90 minute class = 10

1. Middle School students (6-8) will be considered to have *failed the course for the year*. The grade reported for the quarter during which the 10-20-day limit was exceeded will be "F" with no percentage listed. The same will be the case with any subsequent quarter grade and the final course grade for the year. No previous quarter grades will be averaged or in any way count towards the final course grade.
2. High School students (9-12) will have the grades they earn reported, but will receive NO CREDIT for the entire course(s), and will have to repeat the course(s) for credit.

### **MIDDLE SCHOOL:**

Failure for the year due to failing the minimum attendance requirement in *two or more core academic classes* (math, science, history, English) may result in the determination that the student will not be promoted to the next grade level. If this determination is made, the student will be dismissed from the school for the remainder of the school year.

\*Special consideration will be given by the Administration for cases of chronic illness and hospitalization.

In such cases, an appeal letter will be required from the parent(s) with supporting documentation from a physician with sufficient information to establish grounds for an exception. In all cases, however, students who fail the MINIMUM ATTENDANCE REQUIREMENT will have to make up all missing work in order for the requirement to be waived by the Administration. This may involve the need for special tutoring, testing, or summer school.

*Any student who fails the MINIMUM ATTENDANCE REQUIREMENT and who has no exception granted will be immediately dismissed from the school. Such students will be eligible to re-enroll at the start of the next school year at the previous year's grade level.*

## **EXCESSIVE UNEXCUSED TARDINESS TO SCHOOL (3.7)**

Lateness to school is defined as arrival at school after 8:20 a.m. Procedures to be followed when arriving late are discussed in SECTION 3.3 above.

For the purpose of determining compliance with the minimum attendance requirement, a Middle School or High School student will be considered absent if he or she misses more than 45 minutes in a 90 minute block or more than 23 minutes in a 45 minute block. Absences will be pro-rated on days with shorter periods.

SECTION 4

---

# Academic Life

## 4 Academic Life

---

### GRADING SCALE (4.1)

NLCS uses the following standard grading scale at all grade levels:

<u>Quality Points</u>			
90-100	A	4.0	Superior
80-89	B	3.0	Above Average
70-79	C	2.0	Average
69-65	D	1.0	Below Average
64-Below	F	0.0	Failing

<u>Quality Points-AP Classes</u>			
90-100	A	5.0	Superior
80-89	B	3.75	Above Average
70-79	C	2.50	Average
69-65	D	1.25	Below Average
64-Below	F	0.0	Failing

In the elementary grades (K-2), the following “skill” marks are sometimes used (without numerical equivalents):

- O Outstanding
- S Satisfactory
- N Needs Improvement

Student conduct and behavior is reported with these marks:

- E Exemplary
- P Praiseworthy
- N Needs Improvement
- U Unacceptable

### POLICY FOR LATE OR MISSING ASSIGNMENTS (4.2)

The following standard has been developed for assessing late assignments.

1. When a student is absent and the status is **EXCUSED**:

*Assignments due the day of absence will be accepted on the day of return with no penalty.*

Tests and quizzes given on the first day of the absence (for which the student should have been prepared had he or she been at school) *may be given* on the day of return. For absences of several days, allowance will be made for lack of student preparation. Teachers will give at least one extra day for each day absent in scheduling make-up tests and quizzes and in expecting homework and class assignments.

\* For students who are taking planned vacation days, it is the student’s responsibility to arrange assignment due dates with the teachers prior to leaving.

2. When a student is absent and the status is **UNEXCUSED**:

- a. A "daily grade", if given, will be a zero.
  - b. Homework will be counted late for the day missed.
  - c. Project, tests, and quizzes will be made up or accepted, then 30% subtracted from the actual grade.
3. If students are in attendance and know they will be dismissed early, students are still responsible for handing in assignments that are due that day in ALL classes (even classes that will be missed due to absence-excused or unexcused)
  4. When assignments are simply **late**, unrelated to an absence, the student's grade on that work will be reduced as indicated on the following schedule:

### NLCS LATE WORK SCHEDULE

1. Graded class assignments and graded homework:

(Actual score, then penalized as follows)

1 class late	=	- 10%
2 classes late	=	- 20%
3 classes late	=	- 30%
4 classes late	=	- 40%
>4 classes late	=	"0"

2. Homework where content is not graded (completion or diligence grade):

Given "0" when 1 day late, may be made up for less than full amount at teacher's discretion, no more than 2 classes late.

3. Class Projects:

1 class late	=	-15%
2 classes late	=	-25%
3-5 classes late	=	-35%
>5 classes late or never turned in	=	"0"

- All assignments eligible to be handed in must be done so before the last day of each marking period – 3:20 p.m.

## REPORT CARDS (4.3)

Teachers will report on student progress four times throughout the school year. Grade report envelopes must be returned signed by parents or guardians within one week of the date they are issued. **Students who fail to return these envelopes signed by the parents within this time frame will be subject to disciplinary measures.** Please return signed report envelopes to the homeroom teacher or classroom teacher.

If you suspect an error in one of the reported grades, contact that teacher immediately for a correction.

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (4.4)

These are the minimum standards for academic and behavioral eligibility (for participation in sports, clubs, and activities):

***As evaluated at the five eligibility checkpoints:***

**No grade of "F" in any subject.**

**No "U" behavior mark in any subject.**

**Students who have two (2) "D" in any two classes. 2 D's = F**

**Students who have two (2) "N" in any two classes. 2 N's = U**

All students start the year eligible for sport and extracurricular activities.

The five (5) checkpoints on the calendar are:

Q1 report card date of issue

Q2 report card date of issue

Q3 report card date of issue

½ way point of Q4

At these five points, each student's eligibility will be determined. If he or she falls below the above standard, he or she will be immediately dropped from the team or activity, effective that day. Such ineligible status will last until the date of the next checkpoint when the student meets the standard. Eligibility will be restored effective the date of that checkpoint but not before.

**Ineligible Status:**

A student who is *ineligible* will forfeit the privilege of participation on the athletic team or in the club or activity for the specified period. This includes: no participation in games or contests, not traveling with the team to away games, no participation in practices or other activities, and not being included with the team, club, or activity for ceremonial or statistical purposes. *Students are effectively dropped from the team or club until eligibility is restored.*

*Please note that restored eligibility does not carry the guarantee of being allowed back onto any team or into any club or activity. The Athletic Director, coach, sponsor, or other leaders in consultation with the Headmaster, will make such decisions.*

## **POLICY ON ELECTRONIC SUBMISSION OF WRITTEN WORK (4.5)**

### For High School only:

Written work may be submitted only under these conditions:

1. The teacher must invite electronic submission by announcing that such submission is welcomed and appropriate in his or her class. There is no blanket assumption that electronic submission is permitted in every class. It is up to each teacher to decide whether it is appropriate.
2. An *attempt* at submission is not sufficient to protect a student from the consequences of late/no submission. Students must obtain a written receipt (a return e-mail would suffice) that the electronic submission has been successful. A student's own evidence of "sent" status on his or her own equipment shall not demonstrate submission of work. The work must have been actually received by the teacher. The burden remains on the student who elects to use electronic submission to ascertain that the work was indeed received by the teacher.
3. Students having difficulty with home equipment must make their circumstances known to the teacher if assistance in developing an alternative submission mechanism is desired. Students may have recourse to these options: print work at school in the computer lab, use the public library, or use electronic submission as the teacher deems advisable. There is, however, no *entitlement* to print written work at NLCS; such responsibility will, in the end, always reside with the student/family.

## FINAL GRADE CALCULATIONS (4.6)

### For Middle School (grades 6-8):

Quarterly letter grades for the four academic quarters are averaged using the quality points system. The average must be C or higher to pass any class. (see above, **ACADEMIC LIFE, GRADING SCALE, 4.1**)

### For High School (grades 9-12):

Each quarterly letter grade will be assigned 20% of the final total. The average of the semester 1 exam and the semester 2 exam grade will be a letter grade and 20% of the final grade. The average of these five letter grades must be D or higher using the quality points system, to receive credit for that course.

#### 45 Minute Classes:

1st quarter grade	=	20%
2nd quarter grade	=	20%
3rd quarter grade	=	20%
4th quarter grade	=	20%
Average of exams	=	20%

#### 90 Minute Block Semester Classes:

1 <sup>st</sup> Quarter grade	=	40%
2 <sup>nd</sup> quarter grade	=	40%
Average of Exams	=	20%

## FINAL EXAMS (4.7)

Students in grades 9-12 will take exams in two portions: a **semester 1 exam** and a **semester 2 exam**.

These exams are scheduled on special **exam days** on which students will come to school according to the exam schedule. These exams are mandatory and will count 20% toward the final grade for the course.

**Vacation/Personal days will not be granted for these exam days. Please consult the school calendar at the beginning of the school year and make note of these important dates. The only exams permitted to be rescheduled are exams missed due to the illness of the student, or to circumstances beyond the family's control (e.g. death in the family, court summons, etc.).**

At the mid-year point, and after the last regular day of classes in May (consult the school calendar for exact dates), students will prepare for their exams. Midterms for Block classes will be between the 1<sup>st</sup> and 2<sup>nd</sup> Quarters as well as between the 3<sup>rd</sup> and 4<sup>th</sup> Quarters. Material from the first two quarters will be placed on the semester 1 portion of the exam, and material from the third and fourth quarters will be placed on the semester 2 exam. Teachers may provide study guides to assist students in their preparation.

Students will take their January and May final exams under very formal conditions in the gymnasium and other locations. Students will arrive for only those exams which they themselves are taking, and must leave at the completion of their exam time. Loitering on school grounds during exam days will not be permitted.

## HONOR ROLL AND AWARDS (4.8)

Students may earn placement on one of three honor rolls during any marking period. Students on the *Principal's Honor Roll* are those who have maintained a 4.0 grade point average during the marking period, having earned straight A's on their most recent report card. Those on the *Scholar's Honor Roll* maintain a 3.5 cumulative grade point average during the quarter. *Honor Roll* awardees are those who have carried a 3.0 cumulative grade point average.

Awards will be presented to students at the end of the school year for accomplishments in the following areas:

1. **Honor Rolls** - Principal's (4.0), Scholar's (3.5), Honor (3.0)
2. **Attendance** - for perfect attendance\*
3. **Academic Excellence** - for superior performance in various subjects (NLCS' Highest Honor)
4. **Outstanding Improvement** - for significant development in a subject area
5. **Scripture Character** - for traits representative of Biblical role models
6. **Athletics** - for outstanding sportsmanship and ability

\*Perfect attendance is awarded to students who have attended ALL classes, EVERY day, unless the absence is related to a school activity.

## CLASS STANDING (4.9)

For high school students, class standing will be determined by cumulative credits earned:

Completed 8th grade	=	Freshman
6 credits earned	=	Sophomore
12 credits earned	=	Junior
18 credits earned	=	Senior

## GRADUATION REQUIREMENTS (4.10)

(Classes 2012-2014)

Students must earn a minimum of **twenty-five (25)** credits beyond eighth grade.

English	4 credits
History	4 credits (American Government, at least 1 each of U.S. History & World History)
Bible	4 credits (transfer students must have 1 credit each year at NLCS)
Science	3 credits
Mathematics	3 credits
Physical Education	1 credit
Fine Arts	1 credit (Art, Music, Drama)
Practical Arts	1 credit (Computer, Business/Vocational courses)
Electives	4 credits

## GRADUATION REQUIREMENTS

(Classes 2015-beyond)

Students must earn a minimum of **twenty-seven (27)**. Students may earn 1 credit in Algebra I at the Middle School level. 26 or more credits must be earned during the High School years.

1. **English** 4 credits
2. **History** 3 credits  
(US History or AP US History, Government or AP Government and World History)
3. **Bible** 4 credits (transfer students must have 1 credit each year at NLCS)
4. **Science** 3 credits
5. **Mathematics** 4 credits: (1Algebra, 1 Geometry, 2 other courses)
6. **OPTION 1:**
  - a. Foreign Language – 2 credits in the same language (NOT English)
  - b. Electives – 4 credits
  - c. Technology Education – 1 credit
7. **OPTION 2:**
  - a. Advanced Technology – 2 credits
  - b. Electives – 4 credits
  - c. Technology Education – 1 credit
8. **Physical Education** 1 credit
9. **Fine Arts** (Art, Music, Drama) – 1 credit
10. **Service Learning** – 100 hours (prorated for time at NLCS)

Participate in school sponsored Mission Trip (Junior/Senior year)

*NLCS grants and recognizes credit towards graduation in full units only. We offer no part-year courses and accept transfer credits in less than full units only for application to the 25-credit total requirement but not towards fulfillment of any specific course or distribution requirement.*

*The Administration will evaluate a transfer student's academic record and determine how to apply previous course work to NLCS' graduation requirements. The decision of the Administration in these matters is final.*

There is also a mandatory Service Program requirement. See also **SCHOOL SERVICE PROGRAM (SECTION 4.15)**

## **GRADUATION HONORS**

To be eligible to be Class Valedictorian or Salutatorian from NLCS a student must meet the following criteria:

1. Grades earned at other educational institutions will be used to determine class rank and Valedictorian or Salutatorian status.
2. Must meet the honor standards based on cumulative GPA derived from final course grades for all high school subjects taken at NLCS.

The above criteria apply only to these two honors. All others (National Honor Society and Graduating with Honors 3.5 GPA) must fulfill the minimum of 1 year in attendance at NLCS.

\*Students must meet ALL NLCS graduation requirements to be eligible to participate in graduation ceremonies and graduation weekend activities.

## **STUDENT SCHEDULES (4.11)**

Middle and high school students will receive their course schedule information before the first day of classes. Every effort is made to schedule students into classes they need to stay "on track" for graduation. Individual differences (repeating courses, transfers from other schools, etc.) may require schedule alternatives that sometimes separate students from their grade-level peers.

Where elective choices are available, students and parents will be consulted for their preferences. Every effort will be made to satisfy these requests. Scheduling decisions will be made based on priorities that include seniority and class and room size. If you have questions about your schedule, please contact the office for an appointment with one of the Administrators.

Some courses have specific prerequisites or require teacher permission to enroll. Consult the office for details.

## **LAST DATE TO DROP A CLASS (4.12)**

The last date to drop a class (MS/HS) for a 45 minute class will be the last day of the first quarterly marking period. The last day to drop a 90 minute block class will be the midway points of the 1<sup>st</sup> or 3<sup>rd</sup> quarters. This is the last date to change to another class or be released from a class with no academic penalty or failing grade. An exception to this is when a student changes from Formal Geometry to Informal Geometry. AFTER this date, a dropped class will be recorded as "F", no credit earned, and averaged as 0 points into the student's GPA for the year and cumulative GPA.

## **TRANSFER CREDIT (4.13)**

NLCS shall accept credits towards graduation from other similar institutions, provided that these credit units represent an acceptable level of achievement in similar course areas, in courses that met for instruction a minimum of 5 full periods per week, and not less than 40 minutes per class period for one full academic year *or the equivalent as determined by the NLCS Administration*. Transfer credits reflecting course work that took place before freshman status has been attained will be accepted only if first granted by the previous institution and specifically recorded on the high school transcript from that institution.

## **NATIONAL HONOR SOCIETY (4.14)**

The NLCS chapter of the National Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas) of evaluation: scholarship, leadership, service, and character. These are to be demonstrated in a Christ-honoring and Biblically centered manner. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected by the five-member Faculty Council, which is appointed by the Headmaster. The council bestows this honor upon qualified students on behalf of the faculty of NLCS each year.

Students in the 10th, 11th, and 12th grades are eligible for membership. For the scholarship criteria, a student in these grades must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet these criteria are invited to complete a Student Activity Information Form that provides the faculty council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input:

1. School disciplinary records are reviewed.
2. Members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character, and leadership.

These forms and Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined method and schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year and participation in the chapter service project(s).

The National Honor Society has set procedures for disciplinary actions taken for current and invited members of the society. Please see the NHS advisor for details of such procedures.

## **SERVICE LEARNING (4.15)**

Each year, all students in grades 9-12 must complete 25 hours of service (as described in the Service Learning Program brochure) by the end of the school year. Students who fail to fulfill this requirement will not be permitted to re-enroll for the next school year. All service activities must be pre-approved as detailed in the brochure.

The requirement for graduation is a total of 100 hours, which translates to 25 hours per year.

**Options include:**

1. Credit for missionary trips and other ministry projects
2. Credit for service in the local church (teaching, leading worship, outreach ministries)
3. Credit for service in community programs (hospital, charity, rescue mission, etc)
4. Credit for service on school projects (approved by administration)

*To encourage real “outreach,” only limited service hours will be granted for participation in activities that take place here at NLCS as part of the school’s program. (See the Headmaster for more information)*

Information on this requirement is provided in greater detail in the brochure called **New Life Christian School Senior High Service Learning Program**, available from the school office.

## **GRADUATION FEE (4.16)**

There is a fee for graduation, which must be paid before the diploma is issued. The amount of this fee will vary, and this amount is available in the school’s main office.

## **MAKING UP COURSES FOR WHICH A STUDENT HAS RECEIVED A FAILING GRADE (HIGH SCHOOL) (4.17)**

1. Since a minimum grade of “D” is required for credit to be granted for a course taken at NLCS, students who fail a course for the year are faced with the necessity of *making up the missed credit*. Students must replace the missing credit when:
  - a. The course is a *required course*, and/or
  - b. The course is needed to meet the 25 credit total for graduation, or
  - c. The course is needed to satisfy an *area requirement* (e.g. math, science).
2. These are the possible options for replacing the failed course:
  - a. Take the course over again at NLCS and pass it, during a subsequent school year (minimum grade “D”);
  - b. Take a course determined by the administration to be an acceptable replacement during a summer session offered by a public school (if available), and pass it with a minimum grade of “C”, documented by an official transcript;
  - c. Take a course determined by the administration to be an acceptable replacement from a recognized, credit-granting institution or agency (e.g. The American School, A Beka Home Study Program, SevenStar Online, etc.), and pass it (minimum grade “C”), as reported on an official transcript. This course may be taken during the summer, or on the student’s own time away from school during the regular school year. (Individual study)
3. NLCS does not offer a summer school program or provide supervision for students electing option (c) above.
4. The administration will in all cases make the final determination about the suitability of the option or course chosen, the documentation necessary to establish credit, and the final granting of credit towards graduation. Options (b) and (c) will be regarded as *transfer* credit situations.

***It is strongly advised that students and parents discuss each situation individually with the administrator or Dean of Students before adopting a strategy to make up failed courses.***

# Student Life

## 5 Student Life

---

### CHAPEL (5.1)

Chapel is held once a week at NLCS. Chapel services are a time for refocusing our energy and attention on Our Lord and spiritual things. Our Chapel services may be different from a student's own Church services, youth meetings, or other similar experiences. Please have in mind the following expectations:

Students should...

1. Be **reverent**. In chapel it is important to observe the traditional methods of showing respect for God's house. Students should be quiet as they enter, bow for prayer, listen attentively, etc.
2. Be **respectful**. Our guest speakers give their time to come and share with us. Not all speakers are equally entertaining, and not all have the same style, yet all have something to bless us with from God. Students should show appreciation for their efforts through respectful attention and enthusiasm.
3. Be **open**. This is a time to honestly re-examine our lives and be willing to experience change. We should be moving towards God, not away from Him. We are never "standing still" spiritually!

Chapel services are held in the Church auditorium. Entrance is through the front doors. Students should leave any books, book bags and coats neatly in the foyer. **Every student must bring his or her Bible.** Both male and female students must be in their "Class A" uniform all day, including the school blazer, and, for boys, the necktie. Students must let a faculty member know if they need to leave Chapel for any reason. Students have an opportunity to minister to their peers through music and leading worship. Interested students should see one of the Administrators if they have an interest in this.

### FIELD TRIPS (5.2)

Trips away from the NLCS campus are among the highlights of the school year. There are several **general rules** that will be followed on all field trips:

1. NO STUDENT WILL EVER BE ALONE during an off-campus trip. Teachers and chaperones will always be responsible for student safety. Students will be assigned to small groups with their chaperone present at all times.
2. Volunteer chaperones are to be respected and obeyed the same as full-time school staff.
3. The school **dress code** will be followed as it refers to off-campus activities (see **SECTION 6.3, DRESS CODE**). We will emphasize modesty in dress at all times and will tailor the dress code to the purpose of each specific trip. Some trips may require "dress up" instructions, and for others more casual clothes will be appropriate. The teacher organizing the trip will make this known.
4. Students must remember that they are representing the school, their family, their class, and most importantly, Our Lord Jesus when attending a NLCS field trip. **A high standard of personal behavior will be expected!**
5. Rules for riding the school bus are contained in **SECTION 7.7**. All students must follow them carefully. Students will sit as assigned, and obey all instructions from chaperones and the driver.

*There will be a transportation charge for each field trip to help cover the cost of the school bus. This will be in addition to any other participation or admission charges.*

## **FIRE DRILLS (5.3)**

During the year we will have several fire drills to prepare students to evacuate the buildings quickly and safely. **We always treat the fire alarm as if it signals a real emergency.** We never assume that the alarm is a drill.

These basic rules must be followed:

1. Students leave the buildings observing **strict silence**. This is to ensure that everyone can hear directions.
2. Students leave their area of the building in an orderly line, going out the proper exit, and lining up according to the class they are in at the time. In the event the alarm sounds at lunch or in between classes, students assemble according to the class they most recently left.
3. Lights must be turned off, windows closed, and doors closed in designated areas. Obey all instructions from the school staff to accomplish this without confusion.
4. Students are to wait in silence until the "all clear" signal is given. Then they must return to class as directed by their teachers. This process is to be orderly and quiet.

## **HOMEWORK (5.4)**

NLCS students should expect a reasonable amount of homework. Homework will be given in varied amounts on a daily basis. If this workload becomes too extensive, parents are to contact the teacher(s) involved to request adjustments. Homework is important because it reinforces learning on a daily basis, and it is expected that our faculty will include homework in figuring student grades.

Students should record homework assignments in a daily assignment book. **All homework should be completed and handed in on time. Please be aware of the academic penalties assessed to assignments that are late.**

## **LIBRARY (5.5)**

The school library offers a growing collection of books for students at all levels. Students should come to the library with a pass from their classroom teacher. Library hours will be posted and no student should attempt to use the library without library staff present. Please learn and follow the established procedures in checking out books.

The library staff also oversees the use of our audio-visual equipment. Such items (TV/VCR/CD, tape players, etc.) may be obtained by arrangement with the librarian. The library staff can also assist in developing research skills and in gaining access to materials in the public library system. Ask for more details.

## LOCKERS (5.6)

Lockers are provided for students in grades 6-12. Student lockers are assigned by seniority, the largest ones being offered to upper-classmen. Specific rules are as follows:

1. Prohibited items are never to be placed in lockers. The school reserves the right to inspect any locker at any time if we suspect a violation of this rule. See the list of **PROHIBITED ARTICLES** in **Section 6.5** of this handbook.
2. There are to be no inappropriate decorations on or in the lockers. This includes photos or other pictures, slogans, advertisements, drawings or any other decorations that have a questionable theme or topic.

*Symbols, slogans, and cartoons with inappropriate jokes as their message, are forbidden. A student's desire to express his or her personality and interests must be balanced against our responsibility to honor God and His principles in all we do or promote. Also, anything displayed in the lockers must not damage or deface them when removed. Tape of any kind cannot be used.*

3. Lockers are to be kept clean. No food or drink is ever to be left overnight. Lockers are not to be overstuffed; the door must always close properly.
4. Lockers must be operated as designed. Students may not insert paper or other objects into the locker mechanism to prevent the operation of the lock.

Any violation of these rules may result in the suspension of locker privileges. Locker problems should be reported to the office. If a student needs assistance in opening or closing his or her locker, he or she must get a pass from the teacher and report to the office.

## LOST AND FOUND (5.7)

When the school staff finds items that are lost or left out where they don't belong, they will typically be forwarded to the office. When you have a missing item, check with the office. Every attempt will be made to reunite owners with their clearly labeled property.

## PLAYGROUND SAFETY RULES (5.8)

1. All students must be under the *direct watchful supervision* of a staff member at all times when using the playground or at recess.
2. Students must be visible to the supervising teacher at all times.
3. Rules for the swings (all ages):
  - *No jumping from the swings*
  - *No twisting of the swings*
  - *No risky play at or near the swings*
  - *One student per swing*
4. Rules for the enclosed play yards:
  - *Play yards are intended for K-5 during the school day*
  - *Ladder rungs are to be used for hanging only--no climbing on top*
  - *Bark chips are not to be thrown at any time.*

5. Rules for the pull-up bars:
  - *Do not stand on these bars.*
6. Students must not dig in the dirt anywhere in the play area. This causes erosion and excessive dirtiness to uniforms.
7. Students should stay away from the gym classroom wing, where students may be in class and noise would be a disruption.
8. The pump house is strictly off limits.
9. The lower parking lot behind the church building is not a play area and is off limits except for special, supervised events.
10. Students must keep their shoes *on at all times!*

Not following any of the above rules could result in loss of playground/recess privileges and multiple infractions could lead to more severe disciplinary consequences.

## SCHOOL CLOSINGS/DELAYS (5.9)

Delays or closings due to bad weather will be announced on local radio stations. *NLCS does not always follow the Frederick County Public Schools in their decision!* On some days the conditions here on our property are more severe than those experienced by the county as a whole. Stay informed:

1. Listen to:
  - **WFMD 930 AM**
  - **WFRE 99.9 FM**
  - **WCRH 90.5 FM**(Other stations will not carry specific up-to-date information about our school)
2. TV Stations: Cable 25 (NBC Hagerstown), FOX 5, and Washington NBC 4
3. Visit our web site at [www.newlifecs.org](http://www.newlifecs.org)
4. RenWeb notification (email)

We should have the proper information out by 6:00 a.m., but if school is *delayed*, stay tuned in case worsening conditions make a change to a *cancellation* necessary. Delayed openings will usually put us on the two-hour late schedule (see **SECTION 2.1**).

## STUDENT CLUBS AND ORGANIZATIONS (5.10)

Student clubs will be organized according to student interest and sponsored by a faculty member or parent appointed by the Administration to function in accordance with the ministry goals and philosophy of NLCS. These clubs may raise and spend money, plan activities, hold retreats and trips, etc.

Students may petition the school administration for the creation of a specific club. Requirements for a club to exist in any given year include:

1. A dedicated faculty advisor

2. A statement of the goals and proposed activity of the club
3. Elected leadership and a defined membership
4. Membership commitment requirements/profile

All club finances will be held and managed by NLCS.

## **TELEPHONE USE (5.11)**

The school will provide telephone use for students during the school day If it is determined that a student has a legitimate need to make or receive a call. The school will make the necessary arrangements for the call to take place under supervision in the school office. Students should use the phones during class breaks, during lunch or before and after school. If the school cancels after school activities, times for phone usage will be adjusted accordingly to accommodate students and families.

# Rules and Procedures

## 6 Rules and Procedures

---

### CODE OF STUDENT CONDUCT (6.1)

". . . whatsoever you do, do all to the glory of God." (I Corinthians 10:31)

Students at NLCS are expected to exhibit high standards of Christian morality and decency in appearance, actions, speech and attitude. In addition to displaying a Christ-like lifestyle, we must live in such a way as to encourage others to follow Christ. Rules are not made to imprison students but rather as guides in developing the right attitudes and behavior, those of which God and their parents approve. We are a strict school in the sense that **we will follow and enforce our code of conduct**. More importantly, we encourage our students to be motivated from within to become, every day, more like our Savior.

There may be differences in each home about the interpretation of God's commands, rules, and expectations. Nevertheless, we require that all students respect and follow (and all parents agree to and support) the following **NLCS CODE OF STUDENT CONDUCT**:

1. Students will at all times show reverence for God and respect for the Christian Church as an institution. This will be demonstrated in respect for the Pastors and leadership of our local Churches.
2. Students will be active participants in the life of a local Christian church, in submission to that church's leadership, regular in attendance, and involved in its youth programs.
3. Students will be in submission to their parents or to their guardians as appointed by law. They will speak respectfully of their parents, and carry home any notices from the school as expected.
4. Students will show respect for and obedience to all NLCS staff members at all times. Students will practice a Godly and proper approach in making an appeal to authority. Public challenges to instructions and directions will result in disciplinary action.
5. Students will show respect, courtesy, and compassion to each other. There will be absolutely no gossip, slander, or other hurtful talk circulated at NLCS.
6. Students will have no participation in behaviors that compromise the witness of a believer in Jesus Christ. They will abstain from the use of drugs, alcohol, tobacco, and other controlled or dangerous substances. They will not indulge in immoral behavior or present themselves as those who do.
7. Students are expected to work hard and display the virtues of responsibility and diligence in completing their schoolwork.
8. Students will be good stewards of all that God has provided. This includes their own health, cleanliness, proper care of personal and school property, and attention to safety.
9. Students will commit themselves to a life of spiritual growth. They will be open to receive from God what the Holy Spirit teaches through Chapel services, Bible class, and interaction with teachers and each other. They will apply Christian principles in dealing with life's problems, disappointments, and opportunities.
10. Students will familiarize themselves with all of the rules at NLCS including those designed to promote orderliness, safety, cleanliness, and a businesslike atmosphere. All students will be expected to abide by such rules.

This honor code provides a general framework for the attitudes and behavior of New Life Christian School students. Other specific rules are listed in various places throughout the student handbook. An important summary of actions, which will result in disciplinary consequences follows:

#### **THESE ACTIONS ARE MAJOR VIOLATIONS:**

1. Smoking or possession of tobacco products on school grounds or during any school event
2. Use or possession of drugs, drug paraphernalia, alcoholic beverages, and other controlled or dangerous substances on or off of school grounds

3. Possession of weapons (of any description) on school grounds or at school events, explosives, and possession of any form of pornographic or obscene material
4. Violent conduct, fighting, assault on or intimidation of any person at NLCS
5. Disrespectful speech or gesture, disobedient conduct or rebellion
6. Destruction of property, vandalism, or damage to the possessions of any student, staff member, or the school
7. Unauthorized leaving of campus
8. Cheating or other form of academic dishonesty
9. Lying to school staff, stealing, or other forms of deceptive behavior
10. Use of profane, vulgar, or obscene language, symbols, or gestures

Many forms of disciplinary actions may occur for the above infractions including suspensions and or expulsion from NLCS. The Headmaster will make the final determination on such disciplinary actions.

**THESE ACTIONS ARE ALSO VIOLATIONS:**

1. Disruption of class, rowdy behavior in the halls, restrooms or grounds of NLCS
2. Violations of the terms of the *permission to drive to school* agreement
3. Violations of the dress code
4. Gum chewing on school property or eating candy on school property without permission  
***There is an enforcement procedure in effect in the school, which results in parent notification, and academic and disciplinary penalties for students who break this rule. At the third offense in any quarterly marking period, students may be subject to suspension from school for gum chewing.***
5. Excessive tardiness to class (see **SECTION 3.8**)
6. Possession of prohibited articles not mentioned above (see list in **SECTION 6.5**)
7. Argumentative behavior, rude or contentious responses to faculty instruction or correction
8. Inappropriate displays of affection between students
9. Conduct with inappropriate sexual content or overtones

**Suspensions/Expulsions** may occur for students who demonstrate repeated and willful acts of disregard for school rules and regulations, or whose attitude and behavior is in blatant opposition to the spirit of the school.

**After-school detention** will be served from 3:20 - 4:20 pm. Detention is to be served in the presence of the staff member issuing the correction unless other arrangements have been made and approved by the administration.

**In-school suspension** may be assigned in more serious cases. The student will report to the main office at 8:30 to be placed in the detention location by the Administration.

**Suspension from school, though statistically an excused absence, carries certain academic penalties for missed work. Consult the teacher for more specific information. Also, students serving suspension (in or out-of-school) will be ineligible to participate in or attend as a spectator any extra-curricular activity that day.**

As a final note, the Administration realizes that the above rules and penalties do not necessarily cover every type of behavior that may be disruptive or injurious to the smooth, efficient running of the school. The Administration reserves the right to make new rules, modify the rules, and make exceptions to the rules to meet any such situations for the health, safety, and well-being of all students and staff members involved.

## **UNIFORM AND DRESS CODE (6.2)**

It is our conviction that the decision to require the wearing of uniforms will be of great benefit to both parents and students and to the atmosphere and overall disciplinary climate of the school.

### **Girls: Elementary (Kindergarten-5<sup>th</sup> Grade)**

Plaid Jumper  
Khaki Jumper  
White peter pan blouse (short/long sleeve)  
Black or khaki slacks  
Black and khaki walking shorts  
Khaki skort  
Polos: maroon, black or white (short/long sleeve) with NLCS emblem

Solid maroon, black, gray, or white/ Knee or crew socks or tights

Black, brown, navy and white predominantly solid color shoes.  
(Tennis shoes are allowed. No open-toe shoes or boots)

Sweaters: maroon, black and gray- v-neck, crew neck, or cardigan styles

Class A: Plaid or khaki jumper with white peter pan blouse

### **Boys: Elementary (Kindergarten-5<sup>th</sup> Grade)**

Black or khaki dress slacks  
White oxford, button down collar style shirt (short/long sleeve)  
Black or khaki walking shorts  
Polos: maroon, black or white (short/long sleeve) with NLCS emblem

School Necktie –worn with dress shirt on chapel days-(must be purchased from Flynn & O'Hara)

Dark solid colored or white socks

Black, brown, navy and white predominantly solid color shoes.  
(Tennis shoes are allowed. No boots)

Sweaters: maroon, black and gray- v-neck, crew neck, or cardigan styles

Class A: khaki slacks with white oxford button down shirt, school tie

### **Girls: Middle School (6<sup>th</sup> Grade – 8<sup>th</sup> Grade)**

---

Plaid skirt (4 pleat)  
Black skirt (4 pleat)  
White oxford, button down style blouse (short/long sleeve)  
Black or khaki dress slacks  
Black or khaki walking shorts

Khaki skort

Polos: maroon, black or white (short/long sleeve) with NLCS emblem

Solid maroon, black, gray or white/Knee or crew socks or tights

Black, brown, navy and white predominantly solid color shoes.  
(Tennis shoes are allowed. No open-toe shoes or boots)

Sweaters: maroon, black and gray- v-neck, crew neck, or cardigan styles

Class A: Plaid or black skirt, white oxford blouse

### **Boys: Middle School (6<sup>th</sup> Grade – 8<sup>th</sup> Grade)**

---

Black or Khaki dress slacks

Black or khaki walking shorts

White oxford, button down collar style shirt (short/long sleeve)

Polos: maroon, black or white (short/long sleeve) with NLCS emblem

School Necktie –worn with dress shirt on chapel days-(must be purchased from Flynn & O'Hara)

Dark solid colored or white socks

Black, brown, navy and white predominantly solid color shoes.  
(Tennis shoes are allowed. No boots)

Sweaters: maroon, black and gray- v-neck, crew neck, or cardigan styles

Class A: khaki slacks with white oxford button down shirt, school tie, dress shoes

### **Girls: High School (9<sup>th</sup> Grade – 12<sup>th</sup> Grade)**

Plaid Skirt (kilt)

Black Skirt (4 pleat)

Plaid Skirt (4 pleat)

Gray Skirt

Khaki Skirt (kilt)

Khaki Skirt (4 pleat)

Khaki and black dress slacks

White oxford, button down collar style blouse (short/long sleeve)

$\frac{3}{4}$  length sleeve blouse to be worn on the outside of skirt or slacks

Polos: maroon, black, white, (short/long sleeve) with NLCS emblem

Required navy blue blazer (Black blazer for class of 2015 and beyond)

Solid maroon, black, gray or white/Knee or crew socks or tights.  
Neutral color stockings

Black, brown, navy and white predominantly solid color shoes.  
(Tennis shoes are allowed. No open-toe shoes or boots)

Sweaters: maroon, black and gray- v-neck, crew neck, or cardigan styles

Class A: Plaid, gray or khaki skirt, white oxford blouse or ¾ length sleeve, white blouse, blazer and dress shoes

## **Boys: High School (9<sup>th</sup> Grade – 12<sup>th</sup> Grade)**

Khaki dress slacks

Black dress slacks

White oxford, button-down collar style shirt

Polos: maroon, black, white, (short/long sleeve) with NLCS emblem

Required navy blue blazer (Black-class of 2015 and beyond)

School Necktie –worn with dress shirt on chapel days-(must be purchased from Flynn & O'Hara)

Dark solid colored or white socks

Black, brown, navy and white predominantly solid color shoes.  
(Tennis shoes are allowed. No boots)

Sweaters: maroon, black and gray- v-neck, crew neck, or cardigan styles

Class A: Khaki slacks, white oxford, school tie, blazer, dress shoes

All boys' pullover knit shirts and high school pants, ties, and blazers must be purchased directly from the designated supplier. The rest of the boys' uniforms may be purchased at any clothing store. It is the parent's responsibility to be sure that the style and colors remain consistent with the designated boys' uniform.

***The NLCS Uniform is subject to periodic review by the administration. Changes may be made from year to year, which may supersede the preceding information. Notice of such changes will be provided in writing to parents.***

### **Exceptions to the wearing of uniforms:**

1. **Physical Education Class:** Students in grades three and above will be required to wear an NLCS gym uniform for physical education class. Students may purchase NLCS T-shirts, shorts, sweatshirts, and sweat pants from the designated supplier. For younger students, P.E. attire shall be as follows: shorts, if worn, are not to be shorter than three (3) inches above the kneecap; T-shirts and/or sweatshirts must be a plain solid color. Note: PE clothing may not be altered by removal of sleeves, cutting bottom of shirt to expose the midriff, etc.
2. **Late Enrollment:** For those students who, because of late enrollment, are unable to procure a uniform before the beginning of school, the following dress code shall be in effect:
  - a. Girls shall wear a solid-color, dark (preferably navy black) skirt, solid-color blouse, dark color socks and dark color shoes.
  - b. Boys shall wear solid-color, dark (preferably navy black) dress slacks (not jeans), solid-color dress shirt, solid-color dark necktie (for chapel days), dark belt, and dark solid-color shoes.
  - c. We expect such students to be in the regular uniform no later than two weeks after their first day of attendance.
3. **N.U.D.D: On Non-uniform Dress Days, all students shall wear clothing in conformity with the dress code detailed below:**
  - a. Shorts, if worn, must not be shorter than three (3) inches above the kneecap; no halter tops, strapless or spaghetti strap dresses; shirts buttoned so as not to expose the chest area; no tank tops or muscle shirts; no long slits in skirts, shorts, or dresses; no skirts/shorts shorter

than the top of the knee, or any other apparel that would provoke temptation to anyone. (including tight, form fitting clothing).

- b. Also, students shall refrain from wearing clothing that would display or promote ungodly themes (rock music, alcohol, etc.).

#### **INTERPRETATION OF THE DRESS CODE**

*"...whose adorning, let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; but let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price" (1 Peter 3:3,4; 1 Timothy 2:9,10).*

\*The Headmaster and the Dean of Students are the final authority in the interpretation of the NLCS dress code.

If a student is found to be in violation of the dress code on NUDD days, the student will be asked to change. If the student does not have anything to remedy the infraction, parents will be called to bring proper clothing to their student.

This dress code policy is also in place for all after school events and functions (including attending sporting events home or away).

***The uniform and dress code of NLCS has been determined in accordance with three general goals:***

1. To encourage and display Christian modesty in dress, so as not to give occasion to the flesh, and to encourage modesty in action and thought.
2. To discourage identification with worldly faddishness, rebellion, and other destructive and ungodly attitudes. Dress can be fashionable without being faddish. By avoiding the adoption of temporary attitudes, we focus our attention on eternal values.
3. To encourage an attitude of respect for authority, foster a safe and businesslike classroom environment, and encourage good taste and planning in dress.

***In accordance with the preceding goals, the following rules will be observed in interpreting the school uniform and dress code:***

- a. Sweaters, sweatshirts, jackets and other apparel not included in the school uniform, shall not be worn indoors at NLCS during the school day, unless the clothing item is an approved NLCS Spirit Wear item.
- b. Shoelaces are to be kept tied at all times.
- c. Shirt tails are to be kept properly tucked in at all times.
- d. Jewelry, if worn, must conform to the following rules:

***All jewelry must be in good taste at the judgment of the administration.***

**For Girls:**

- *Girls may wear earrings, but not more than two (2) in each ear in the lobe.*
- *Girls may wear one necklace over the uniform blouse. The necklace may not hang below the second button down.*
- *Girls may not wear tight fitting “cat collar” type necklaces, or necklaces made of large metal links (“choker chain” type), or large metal beads.*
- *Girls may wear bracelets on the wrist(s), no more than two (2) total, and one (1) anklet on an ankle.*
- *Girls may wear finger rings, no more than two (2) total.*
- *Girls may wear one wristwatch (not counted as a bracelet).*
- *Girls may not wear jewelry of any other description.*

**For Boys:**

- *Boys may not wear earrings of any description.*
  - *Boys may not wear necklaces visible outside of the clothing.*
  - *Boys may not wear bracelets of any description.*
  - *Boys may wear one wristwatch.*
  - *Boys may wear finger rings, no more than two (2) total.*
  - *Boys may not wear jewelry of any other description.*
- e. No tattoo marks are to be visible at any time on NLCS students.
  - f. Neither boys nor girls should wear hats in the buildings or hallways of NLCS.
  - g. The school uniform is not to be altered by the addition of buttons, pins or badges of any

description without specific approval from the administration.

- h. Underclothing may not be visible through the uniform (e.g. t-shirts with printed logos) at any time. T-shirts may be worn under uniform shirts, but they must be maroon or gray in color, or plain white. No other color T-shirt may be visible at the collar opening. Long sleeve undershirts, if worn, must be worn under long sleeve shirts or blouses.
- i. Pants may not be oversized or excessively baggy (in the judgment of the Administration) or worn below the natural waist. Pants may not be excessively long or bunched at the top of the shoe. Pants may not be excessively tight.
- j. Girls' shoe heels may not exceed 2". Skirts must reach the top of the knee when standing.

### **Hair Policy for Male Students**

- 1. Length: Length of hair shall not exceed four inches.
- 2. Sideburns: Sideburn length shall fall between the top and bottom of the ear.
- 3. Front: Hair is to be cut so as to fall above the eyebrows at all times.
- 4. Back: Hair shall not hit the top of the shirt collar.
- 5. Side: Hair must fall above the top of the ear.
- 6. No shaving of head (minimum length of approx. 1/8" required)  
No lettering or designs shaved into the head  
No dyeing of hair to any unnatural color
- 7. Facial hair may not be worn by any male student.

### **Hair Policy for Female Students**

- 1. No dyeing of hair to an unnatural color
- 2. No shaving of head
- 3. No lettering or designs shaved into the head.

**Any violation of these policies will have to be corrected before attendance is permitted. If in doubt about a style, ask the administration before getting the haircut.**

***There is a dress code enforcement procedure in effect in the school, which results in parent notification and academic and disciplinary penalties for students who frequently or willfully violate the school's dress code! At the third offense in any quarterly marking period, students may be subject to suspension from school.***

In all cases, the Administration will make final determination as to whether a student is in violation of the dress code. If a student or family remains uncooperative in matters of dress or appearance, the student may be asked to withdraw from the school.

The New Life School dress code (uniform/N.U.D.D.) is in effect at all school sanctioned events, on or off campus. Administration and staff will enforce the dress code at all events and consequences will be levied at these events.

## **MIDDLE/HIGHSCHOOL DRESSCODE/GUM VIOLATION**

## PROCEDURES (6.3)

1. A warning will be given to all students about dress code/gum violations.
2. First Offense:
  - a. Teacher issues a violation form with a copy sent to the Dean of Students.
  - b. Student returns a signed violation form to the Dean of Students.
  - c. Dean of Students communicates with the teacher.
3. Second Offense:
  - a. Teacher issues a violation form with a copy sent to the Dean of Students.
  - b. Student returns a signed violation form to the Dean of Students.
  - c. Dean of Students communicates with the student and parent.
4. Third Offense:
  - a. Teacher issues a violation form with a copy sent to the Dean of Students.
  - b. Student returns a signed violation form to the Dean of Students.
  - c. Dean of Students communicates with the Headmaster who assigns a suspension to the student.
  - d. The Headmaster communicates with the student and parents.

*Students who do not receive dress code/gum violations during a given month are eligible to participate in the NUDD (non-uniform dress day) of the month.*

The Headmaster and The Dean of Students are the final word on the interpretation of the dress code.

## DAMAGE OR LOSS OF SCHOOL MATERIALS (6.4)

All schoolbooks, materials, and property issued to students must be returned undamaged. Students and their parents are responsible for the loss of or damage to any such materials. Additionally, any property damage, even accidental, occurring in the school, on buses, on the grounds, or playing fields shall be the responsibility of the student and his family. Fair value of any lost or damaged materials shall be determined by the Administration. The Administration may withhold school records, grade reports, transcripts, etc. until outstanding charges for lost or damaged materials are settled.

## PROHIBITED ARTICLES (6.5)

The following is a list of items that are not permitted at New Life Christian School or at any "away" event during which the student is under our supervision. **Please note:** Not only the use of but also the possession of these items is prohibited.

### PROHIBITED ARTICLES:

1. Chewing gum, including before and after school
2. Candy, except as permitted during lunch (when it must be consumed in the gym) or when distributed by a teacher and eaten during class time only
3. Radios, electronic games, pagers, laser pointers, or other electronic devices
4. Magazines, cassette or videotapes, records, or compact discs
5. Books that promote or contain ungodly or questionable material
6. Skateboards, roller skates, or roller blades (except as part of a school-sponsored activity)
7. Weapons of any description or explosives\*

8. Pocket knives, regardless of size\*
9. Cigarettes or other tobacco products\*
10. Drugs of any description\* - All medicines, prescription or non-prescription, must be turned in to the office and *may not be carried by students during the school day*. Exceptions may be granted by the administration for inhalers as needed. Permission in writing must be granted by parents/guardians and a physician for the taking of any medicines by students while under our supervision.
11. Alcoholic beverages\*
12. Cigarette lighters or matches\*

**\*See SECTION 6.1 concerning these items**

Certain items *may* be brought to school, but are restricted to use only at appropriate times:

1. Cosmetics should not be brought to or seen in class. Please exercise consideration and be neat when applying cosmetics in school restrooms.
2. Hats, sunglasses, visors, coats, jackets, non-uniform sweaters and sweatshirts must be removed upon entering any of the buildings and may not be worn in class.

The Administration reserves the right to make the final determination about any questionable articles. Items in violation of the list will be confiscated and must be surrendered willingly. **Items found in violation of the law (drugs, weapons, etc.) will result in criminal prosecution** as well as school disciplinary action. The Administration may add items to the list at any time.

## HALL PROCEDURES (6.6)

Students should note that our halls at NLCS are somewhat narrow and often congested. Courtesy and respect must be shown to students who need to move along the halls and to those trying to get into their lockers. There is to be no loitering in halls after school dismissal. Everyone should be out of the buildings or at an approved after-school activity by 3:35 pm.

Eating, drinking, or carrying open drinks in the hallways is not allowed, unless it is approved by teacher during high school class breaks. Students must not leave anything on the tops of or under lockers. Please throw all trash into the proper receptacles.

Students must be quiet in the halls while classes are in session. During class times, students in the halls should be carrying hall passes issued by their respective teachers.

## LUNCH PROCEDURES (6.7)

Lunch is eaten in the gymnasium in three shifts. Elementary grades 1-5 eat first, then High School, and then Middle School. Students bring their lunches, and may purchase milk, juice, or soft drinks in the gym. From time to time, ice cream and other snack items will be on sale at lunch.

The following rules must be observed at lunch:

1. Students will sit as assigned.
2. Locker rooms are off limits during lunch. Restroom visits may be made by permission from the teacher on duty.
3. No one is to leave the lunchroom without permission.
4. P.E. equipment is never to be touched during the lunch periods.
5. Students must remain in the designated end of the gym where lunch is eaten. Students may not sit on the bleachers.
6. Students are not allowed to go to their lockers during the lunch period.

7. Students are responsible for the removal of all trash from their tables. Any spills must be cleaned up before leaving. Students who are unnecessarily messy will be disciplined in addition to being required to clean up their mess.
8. Excessive noise and rude, undignified, or obnoxious behavior will result in disciplinary action.
9. Food will not be removed from the gym at the end of the lunch shift without permission from the teacher on duty. All food trash will be deposited in the big yellow cans only.
10. During warm weather, students may be permitted to go outside if accompanied by a staff member on duty. This will not happen before the halfway point of the lunch shift.
11. The following persons may be granted permission to visit students during the lunch hour: parents, other immediate family members, pastors/youth leaders, and NLCS alumni. **All persons must register at the office and acquire a name badge.** School-age friends of students are not permitted to visit during lunch.

## MEDICAL POLICIES (6.8)

It is important that everyone understands the NLCS policies concerning medicine and drugs. Please assist us in ensuring health and safety by following these guidelines:

1. **All illegal drugs are absolutely prohibited at all times from the NLCS campus or from any activity that we sponsor.** Students risk **criminal prosecution** if they bring controlled substances to school and **criminal investigation** if they discuss or boast about personal drug use.
2. All **prescription and over-the-counter medication** must be brought to the school office by a parent to be stored in a locked cabinet. **UNDER NO CIRCUMSTANCES MAY ANY STUDENT CARRY MEDICATION DURING THE SCHOOL DAY. (The exception to self carry meds are for MS and HS students who may carry Epipens and inhalers. All medications must be registered in the health room with proper forms before self carrying is allowed.) No NLCS student is to carry, take, or dispense to another person any drug or medicine during the school day.**

Any drug or medicine, including non-prescription, will be confiscated if found, and the student will be subject to disciplinary penalties. A physician's authorization form indicating the dosage must be turned in with the medication. All prescription medications will be dispensed by certified medication technicians in the front office and recorded in the medical log. Medication will never be given to anyone other than the person for whom it was prescribed. Medication will be destroyed at the end of the school year if not reclaimed by parents.

3. Please refer to the Attendance section of this handbook (**SECTIONS 3.1 through 3.4**) for procedures to follow when a student is sick and cannot come to school. Remember, illness is an excused absence **only** when documented by a note from a parent within three days of returning to school.
4. If a student becomes ill while at school, he or she should notify the teacher at once. If necessary, the office will contact the parents to arrange early dismissal.

See also SECTION 9.5, HEALTH/SICKNESS.

## OFF-LIMITS AREAS (6.9)

Certain areas of the New Life campus are "off limits" for student and visitor use in connection with the school. It is expected that all students and their families will respect these restrictions. Off-limit areas of the property include:

1. The parsonage and surrounding buildings and grounds

2. The pond and surrounding area
3. The church building (except when used for official school functions), outside deck, church office building, and other outbuildings - including all sheds, storage buildings, and piles of construction materials
4. The lower parking lot behind the church building
5. The water treatment plant
6. The pump house (small brick building next to the gym along the playground), and any areas of the property where students are away from the supervision of school staff.

In addition to this list, remember that students must respect the difference between private and public space, even within the classroom. Teachers' desks, closets, cabinets, and personal belongings must remain off-limits to students.

Inside the school buildings, there are also several areas that are not open normally to parent or student use:

1. The staff lounge
2. Cleaning and storage closets (except as directed by the school staff), and the various furnace or mechanical equipment rooms
3. The main office, administrative offices, and the teacher workroom
4. The offices of the P.E. department staff

Please respect all these private spaces by asking for permission to enter.

## SYMBOLS & SLOGANS (6.10)

God's Word teaches us to follow the "law of love," that is, to prefer the interests of others above our own wants and desires. We all have private opinions about which things are good and which things are bad for a Christian to be involved in. These opinions are based on our spiritual training, the standards followed in our homes, and the teachings of our individual churches. It is the hope of New Life Christian School that every student will be growing in love with and in obedience to God. Nevertheless, we know that there are differences in standards from family to family, and from church to church, about such things as rock music, "Christian rock," movies, T.V., dancing, and so on. In order to avoid confusion, and in obedience to the commitment of New Life Foursquare Church to take a firm stand for righteousness in our daily lives, the school has established these guidelines about student freedoms of self-expression while at school and school-sponsored functions:

1. Students must **never** display **symbols, slogans, designs, or sayings** on their clothes, books, book bags, gym bags, lockers, or other personal possessions, which reflect in any way an interest in or identification with any ungodly aspect of popular or youth culture, including, but not limited to: secular rock music; martial arts; violent or objectionable video games, movies, or television programs; objectionable fantasy or science-fiction literature; the occult or new age movements (as broadly defined); skateboarding, rap music, or "hip hop" subcultures; or any other worldly or faddish representation of a values system or lifestyle in opposition to orthodox Christian beliefs. The Administration will make final a determination of the acceptability of any such displays.
2. Students must refrain from using **speech, gestures, or slogans** which contain double or hidden meanings, refer to images, sayings, or motifs derived from popular youth culture, or that in any way glorify, show approval of, or promote ungodly aspects of popular youth culture, or which might offend or be misinterpreted by others as doing so. We voluntarily limit our right of free speech here out of love for God and respect for his standards in obedience to the principle of preferring others above ourselves.

## VISITORS (6.11)

NLCS maintains a “closed campus” for the safety of students and staff. All visitors to NLCS, regardless of their business, must sign in at the main office and wear a visitor badge to identify them while on campus.

## BEFORE & AFTER SCHOOL (6.12)

1. **Students must not arrive before 8:00 a.m.** without specific permission from the Administration. Exceptions are made for children of staff members and children in their carpools, who may arrive after 7:35 a.m., and will be supervised until 8:00 a.m., or students attending the Before School care program.
2. While on school property, or at a school-sponsored events, students must be under the supervision of a school staff member at all times. This means that at any time, if a student is asked, "To whom are you responsible right now?" he or she will be able to give an answer.
3. **No one may remain on campus past 3:45 p.m.** (on a normal full school day), either in the buildings or in the parking lot or grounds, unless participating in an approved school function or attending the After School care program. Children of staff members and those in their carpools may remain as long as the staff member remains, but must be supervised at all times, by being physically present with the staff member. All approved school functions will be under the supervision of a staff member, coach or sponsor, who will be physically present with the students for whom he or she is responsible.
4. There is **no loitering in or near student cars** in the parking lots, before or after school. Students who drive are asked to leave promptly when dismissed.
5. **No one is allowed to remain after 3:45 p.m. waiting for a later school activity unless specific arrangements have been made with the Administration, and an approved adult leader is physically present in the proper location to supervise.**

## VANDALISM (6.13)

This handbook has a special section about vandalism because of the severity of the problem such behavior creates. Vandalism is any destruction or damage of school property, defacing of school furniture, and abuse of school facilities. Vandalism may be intentional. It may also be the result of undisciplined "horseplay." Any instances of vandalism will result in disciplinary action and must also be settled by restitution for the damage done. Parents of NLCS will be held liable for any damage caused by their children.

## CELL PHONE USE (6.14)

**Only** Middle and High School students may have a cellular phone at school. It must be kept in the locker or student's vehicle. Damage, loss or theft of such phones will be at the risk of the student, and NLCS will not be held responsible. **Cell phones must be turned off between 8:00 am and 3:20 pm.** *No incoming calls or text messages are to be received, nor will students be permitted to make calls or send text messages without approval from the office.* Availability of cell phones is limited to emergency contact with parents or other use authorized by the principal.

Middle and high school students may take cell phones on trips away from the school, but they must remain turned off. They are available only for approved emergency use. A staff member or coach in charge must approve cell phone use for all calls or text messaging.

Failure to comply with these rules will result in confiscation of the phone.

**First offense** – phone confiscated and given to Headmaster. Phone may be picked up at end of the school day.

**Second offense** – phone confiscated, given to Headmaster to keep until the end of the next school day.

**Third offense** – phone confiscated, given to the Headmaster and parent must come and pick up the phone.

**Fourth offense** – phone confiscated, given to the Headmaster, must be picked up by parent and the student will be suspended for 1 school day.

# Transportation

## 7 Transportation

---

### ARRIVAL AND DISMISSAL (7.1)

The school buildings will be open for students at 8:00 a.m. (Unless attending the Before School Care Program). Classes begin promptly at 8:20 a.m. The school day ends at 3:20 p.m. Students must be picked up no later than 3:35 p.m. From time to time emergencies will arise that make the parent or designated driver late in picking up their child(ren). Students who are on campus past 3:45 and are not part of a school sanctioned event, will be put into the After School Care Program and the appropriate fees for supervision will be charged to the parents. Contact the Administrator if you have any questions.

#### BEFORE AND AFTER SCHOOL CARE FEE SCHEDULE

\$2.00 per quarter hour - \$8 an hour

This fee will be charged to the tuition account for that student, to be paid by the next month. Charges will be assessed to the parents of the individual student, regardless of who is late picking up the child. Parents will be notified by letter of the charge, and the date and time the late pickup was recorded.

If someone other than a parent or legal guardian is authorized to pick up a student, written permission will be needed. Parents may fill out the **AUTHORIZATION TO TRANSPORT STUDENTS** form listing the persons who may transport their children. If there are any changes or additions to this list, we will need them in writing. On an emergency basis, parents may call the school to personally authorize a substitute driver; however such substitutions will be for that one instance only.

### LOADING AND UNLOADING (7.2)

Students who arrive by car are to be dropped off either in the driveway circle or in the visitors' parking lot. Please follow these guidelines: (See Traffic Flow Map at back of handbook.)

#### In the morning:

1. Students must not cross the driveway or the circle anywhere except at the crosswalk. They should use the asphalt sidewalk if coming from the parking lot.
2. No one will be admitted before the front doors open at 8:00.
3. Students must walk at all times. **No running, please!**
4. Please stay on the sidewalks to preserve our grass.
5. For students going to the new modular building: *cars may not enter the parking lot near the ramp to discharge passengers at the bottom of the ramp.*

#### In the afternoon:

1. Students must not cross the circle or driveway except at the proper location (the crosswalk). Parents, car pool drivers, and students are expected to abide by traffic flow plans developed to ensure the safety of our children in the afternoon.
2. All car pools must be picked up in the parking lot. The circle is for drivers picking up **one student only**.
3. Students should *walk* to their cars when allowed to do so. They should use the sidewalks.

4. There is no loitering on school grounds. All students should be picked up or be in an approved location (if participating in an after-school activity) by 3:35 p.m.
5. **ONLY** Kindergarten parents should pick up their children in the parking lot behind the church.

## INCLEMENT WEATHER (7.3)

See SECTION 5.9 SCHOOL CLOSINGS/DELAYS

## STUDENT DRIVERS (7.4)

Any student with a valid driver's license may drive on school property with parental permission. This privilege may, however, be suspended or cancelled by the school if the student fails to cooperate with school policies. **Students should not jeopardize their privilege to drive to school.** They should comply with the following rules:

### RULES FOR STUDENTS WHO DRIVE TO SCHOOL

1. In order to operate a vehicle on campus, a student must have a current "Student Driver Permission form" on file in the office. A vehicle authorization form can be obtained from the office.
2. Student's must have their parking pass properly displayed in their vehicles while on campus at any point during the day.
3. Students must:
  - a. Observe the **15 mph speed limit**;
  - b. Park only in the designated area for student drivers and obey all posted signs;
  - c. Keep their vehicle "off-limits" to other students during the school day.
4. Student drivers may not leave the grounds before dismissal time without specific written permission from a parent.
5. Student vehicles are not to be congregating places after school, since there is to be no loitering on school grounds. Please help us enforce this by leaving promptly. There will be **no loud music** played at anytime on NLCS grounds.

More details are available in the office. Ask for the **Guidelines for Proper Operation of Student Vehicles on School Grounds.**

## PARKING (7.5)

The designated parking area for student drivers is the lot marked "Faculty/Staff parking," in the row farthest from the school building, beginning on the right (north) side. See the map below.

## A WORD ABOUT THE SPEED LIMIT (7.6)

All drivers are to maintain a 15 mph speed limit on our grounds. We have over two hundred children here every day, so safety is a paramount concern. The only way to train oneself not to speed is to take it slow every time, regardless of the time of day. Our staff and NLFC members have had to learn to cooperate, and we ask parents, visitors, and tradesmen to assist us by keeping their speed down.

## BUS POLICIES (7.7)

All bus trips will follow these standard rules. This includes sports trips, field trips, rallies, and trips to all school activities:

1. Students will remain seated, facing forward, at all times. At no time will students lie on the floor or sit or lie in the aisle.
2. Students must never throw anything out of a bus window. Hands and heads must never extend out of the windows.
3. Students should not put down windows without the driver's permission, and the windows must be put back up at the end of the trip.
4. There will be no food, drink, or candy unless specifically authorized by both the trip leader and the driver. Gum will never be permitted.
5. The group using the bus is responsible for a thorough clean up after the trip.
6. In all cases the driver is the final authority on the bus.
7. The trip leader will designate seating. Seating on trips that include any students above the 5th grade will be separated by gender. There will be no males and females occupying the same seat. Trips that extend after dark will be separated into males in the rear of the bus, females in the front, separated by at least one row of seats or by the presence of chaperones if space does not permit empty seats.
8. Adult chaperones will seat themselves throughout the bus to supervise student behavior.
9. Words, gestures, or other public displays, which in any way compromise our Christian witness, will not be permitted.
10. Items from the Prohibited Articles list (Section 6.5) are, likewise, not allowed on any bus trip: radios, electronic games, personal stereos, magazines, etc. Ipods are approved for use on sport/club trips if used with headphones.

## PERMISSION TO RIDE WITH OTHER STUDENTS (7.8)

Our general policy is that students who are delivered by their parents (or guardians) into our care will only be released to their parents or to someone we know has been specifically authorized by their parents. For this reason, students are not free to ride home (or to school events) with anyone other than their parent or regular car pool driver as specified in writing on the **TRANSPORTATION AUTHORIZATION** form. If a student wishes to ride with someone other than his parents or regular carpool, for instance, with a friend who drives to school, we will need written permission in the office before the request is made. Lack of cooperation in this area may bring disciplinary consequences. See an Administrator if you have any questions.

# Physical Education & Sports

## 8 Physical Education & Sports

---

### P.E. DEPARTMENT POLICIES (8.1)

Our physical education program promotes the health, physical development, and well being of all students. Exemptions from P.E. classes will be granted only for reasons of illness, injury, or other medical disability. In cases of injury or extended medical conditions that prevent a student from participating, a doctor's note is required.

Students in grades 3 and above are expected to dress in NLCS gym uniforms, which are obtained/ordered through the school website. Uniforms consist of T-shirt and shorts, supplemented in cold weather by sweatpants and sweatshirts. **NO OTHER CLOTHING IS ACCEPTABLE.** Clothing is not to be altered by removing of sleeves, cutting shirts to expose the midriff, etc. **Dressing in the school gym uniform is a requirement for participation in P.E. activities, and will be a component in the calculation of each student's P.E. grade.**

Students should bring proper footwear for P.E. classes, depending on the activity. At all times, outdoor "cleats" must be removed before entering the gym or school building. P.E. instructors will define the limits of acceptable P.E. footwear.

A brief grace period will be allowed at the start of each school year to permit new students to obtain the school gym uniform, or for new students who enroll after the school year begins. This grace period will not exceed one (1) week unless the P.E. department is out of uniform items. In such cases, plain athletic shorts and T-shirts which meet all school dress code restrictions for modesty, design, etc. will be permitted.

Physical Education grades may be based on **skill development, sports knowledge, health education units, and a daily participation grade, which includes attitude, participation and proper uniform.**

**Jewelry must not be worn during PE activities, with the single exception of small pierced earrings for girls.**

Finally, in the interest of Christian modesty, students are to keep their shirts on during all physical education classes, whether indoors or out. Immodest displays or behavior will be referred to the Administration for disciplinary action.

#### **Locker Room Rules:**

There is to be absolutely no physical "horseplay" in the locker rooms. Students must respect the school's interests by keeping the locker rooms clean and sanitary. **There is to be absolutely no food or drink in the locker rooms at any time.** Students must respect the privacy of other students who are storing their gym clothing in the lockers. All belongings should be removed after gym classes or sports activities.

Individual students or classes will be held responsible for any damage that occurs or any mess that is made.

## SPORTS PROGRAM (8.2)

NLCS operates an extra-curricular after school sports program in which our teams compete against other Christian schools in the Mason-Dixon Christian Conference. Eligibility reaches down to the 5th grade for competition at the Middle School level. Each year we will consider offering these sports (based on class size, eligibility, coaching staff availability, and financing):

	FALL	WINTER	SPRING
<b>Boys:</b>	Soccer	Basketball	
<b>Girls:</b>	Volleyball	Basketball	Soccer

New Life Christian School publishes the **\*NLCS Extra-Curricular Handbook**, which is to be used by all participating students in extra-curricular activities. Please refer to this handbook for specific policies pertaining to athletics or extra-curricular activities. Specific expectations, rules, and policies are spelled out in this handbook.

We charge **athletic fees** for participation in our sports program. These may change from year to year. Students will need the appropriate permission forms and sports physical exams. Permission to play in games depends on having all these documents ready. Students must also remain **academically eligible**. Consult the Athletic handbook for specific information regarding this policy.

### **\*Athlete/Performers Rules and Procedures**

The following rules and policies will be applied to all programs

1. In order to participate in practice or a game/production on any given day, the athlete/member **MUST** be in school a **FULL DAY**. **Pre-scheduled medical appointments, attending a funeral or a missions' type activity will be the only approved excuses.** ALL athletes are expected to be on time the day after a game.
2. Team/Club travel is a privilege, not a right. Grades, behavior and the coach/sponsor determine whether a player/member travels with the team/club or not.
3. Practice attendance is **MANDATORY**. Not attending practice could jeopardize playing privileges.
4. Travel with the team is required, unless otherwise arranged with the Athletic Director prior to the bus departing. RETURN travel from an away game with another parent requires a written note giving the athlete permission with that player's parent. **NO EXCEPTIONS.**
5. **ANY** New Life player who is ejected from a game by a referee will be suspended for the next game by either the Athletic Director or League President. The athlete could face further discipline if the offense was serious enough.
6. **All ATHLETES** must be in their designated areas before all after school practices and before home games.

7. **ALL ATHLETES** are required to help with home game prep and clean up after games. This is the players responsibility not the coaches or the Athletic Director.
8. **ALL** physicals/permission slips are due the first day of practice. **YOU MAY NOT** participate until the Athletic Director has received these forms.
9. **ALL TEAM MEMBERS** must abide by the school's dress code policy at all times. This includes all games that are played on non-school days. (Holidays/or weekends). All school rules, policies (dress code) remain in effect at events held off of school property, but are school events.
10. All athletes are responsible for the care of their uniform. If the uniform is returned in poor condition or a different color than originally given, they must purchase a new uniform.

# For Parents

### **ACCREDITATION (9.1)**

New Life Christian School is a member of the Association of Christian School International (ACSI), the largest evangelical association of Christian schools. We are accredited by ACSI and Middle States.

### **CLOTHING AND BELONGINGS (9.2)**

All items of clothing, book bags, coats, etc. should be labeled with the student's name. Please check with the office if you have lost an item.

Book bags and clothing must not be stored on top of or under lockers in the halls. All items must be either placed in the lockers, on designated shelves, or carried to class. The cleaning staff will collect items left in the halls.

### **CONFERENCES (9.3)**

Parent-teacher conferences will be scheduled for the Fall and Spring of each school year. Parents may request conferences at any other time by contacting the teacher. Please do not attempt to have informal conference time with your child's teacher(s) before or after school without scheduling an appointment. He or she needs to devote full attention to before and after-school duties.

### **DISCOVERY PROGRAM (9.4)**

New Life Christian School offers a special program in cooperation with the National Institute for Learning Development for students who lack academic success due to specific learning difficulties. This program provides educational brain stimulation therapy for these students. Psychological and academic achievement testing are required to determine eligibility for the program. An additional tuition fee is charged for participation. Call the school for more information.

### **HEALTH/SICKNESS (9.5)**

Any child with one or more of the following symptoms should not be sent to school or will be sent home from school (Students will not be allowed to return to school for at least 24 hours after taking antibiotics or symptoms having ceased):

fever (100°+); vomiting; diarrhea; listlessness or abnormal behavior; severe sore throat; swollen glands; redness in eyes accompanied by any discharge; persistent or productive cough; head lice; or an open sore or suspicious rash, etc.

If a student becomes ill during the school day, he or she may be excused to go home by the administrator. Before such action is taken, however, parents will be contacted. Please be certain that our office has your current daytime telephone number(s). Should any medication need to be administered to

a student while in school, the **Physician's Authorization Form** must be presented to the school. This form is available from the office, and is to be completed and signed by the parent/guardian and the attending physician. It is in addition to the **Emergency Information Form**. Each new medication will require a new form.

If your child has any illness requiring antibiotics, he should have taken the antibiotics for at least 24 hours before returning to school. Any child who has been exposed to a communicable disease should be kept home during the incubation and communicable period.

See also **MEDICAL POLICIES (Section 6.8)**.

## **LUNCH (9.6)**

Each student should bring a bag lunch to school each day. Hot lunches may be provided for purchase about twice a week. Drinks, if brought to school, must be in non-glass containers. Milk and other drinks can be purchased at the school.

All students will eat in the gymnasium. Prayer will be offered in the classroom prior to lunch. During the lunch period, adult supervision will be provided, quiet talking will be permitted, and good conduct will be required. Students at each table will be responsible for cleaning up the table and the surrounding area.

## **SUPPLIES (9.7)**

It is the family's responsibility to equip each student with typical school supplies such as pencils and notebook paper. Teachers will inform the students of other supplies needed for their grade level. Each family will receive a supply list from his or her teacher(s) prior to the start of school.

## **MESSAGES TO STUDENTS (9.8)**

All telephone calls and messages to students must be directed to the school office. No student will be called out of class to respond to a phone message except in case of emergency. Student use of the office telephone will be limited to emergency calls only.

## **VOLUNTEERS (9.9)**

The success of any school depends upon its volunteers - those parents, relatives, and friends who willingly sacrifice their time and energy to accomplish the countless tasks that would not otherwise be completed. NLCS is certainly no exception!

We invite you to consider what contributions you may be able to make as a volunteer. We need your help as a room mother, classroom aide, library aide, office worker, on field trips, during special programs, at events and assemblies - in short, in virtually every aspect of the life of our school.

All volunteers are required to submit to a confidential criminal background check at the school's expense. Release forms authorizing this check are available in the main office.

## **FINANCIAL POLICIES (9.10)**

The school's tuition schedule and registration fees are explained in an annual handout. This document

will change as these charges change. Please contact the school office for the latest edition.

### **Special Fees:**

The school charges these additional fees for certain programs and services:

1. **Athletic Fees** - Charged to students who participate in an extra-curricular team sport. These fees are non-refundable and are due and payable when the student is officially accepted by the athletic director for participation in a particular sport.
2. **Academic Testing Fee** - Some students may be required to take admissions tests prior to enrollment at New Life, or for other assessment purposes, such as Discovery eligibility. All students applying for Kindergarten will be assessed. The fee for these tests is non-refundable. All test fees are payable on or before the day the tests are administered.
3. **Application Fee** - This fee is due upon receipt of the application for admission to the school. This processing fee is non-refundable. This *non-refund ability* applies in such cases as voluntary withdrawal of the student from the application process, refusal of admission to the school, or lack of available space in the class.
4. **Transcript Fee** - This fee is charged for every official transcript copy sent to a college or other institution desiring information about a student's academic career. Transcripts sent directly to another elementary or secondary school upon official withdrawal from NLCS are exempt from this fee.
5. **Graduation Fee** - Charged to graduating seniors, this fee helps defray the costs of the NLCS diploma and graduation ceremonies. This fee is non-refundable and due and payable on **May 1** of the year of graduation.
6. **Discovery Fee** – The Discovery Program charges a separate tuition fee for all students enrolled in this program. This fee pays for all program expenses and its educational therapists. An additional registration fee will be charged before a student begins therapy.

***Please consult the TUITION AND REGISTRATION form for a schedule of the current amounts for these fees.***

## **REFUNDS FOR WITHDRAWALS AND TUITION FOR LATE ENROLLMENT**

### **Pro-Rated Tuition Situations**

All tuition charges will be a function of actual days of school attended, including school days within the student's "dates of attendance" range when the student may have been absent, but school was open. There are 175 regular school days, so we calculate a *per diem* rate for each student as their total tuition less discounts, divided by 175. Our payment plan of 12 equal payments divides the total tuition over twelve months, but *this should not be construed with linking tuition payments within calendar month periods.*

For students who enroll during the school year (that is, after the first regular day of school), and students who withdraw from New Life during the school year, the *per diem* rate will be used to calculate the tuition charge. This amount will be the amount due. For exiting students, payments already credited against this amount will be subtracted, and any net amount left will be due. If payments exceed the calculated charge based on the *per diem* rate, a refund will be issued.

For late enrollment, the number of days left in the school year will be multiplied by the per diem rate, and this total will be divided into equal monthly payments for the remaining months left in the payment year.

## Restrictions

Tuition refunds are not available for absences due to illness, family travel, truancy, or any other reason, if the student is still officially enrolled in the school. No refunds will be given for registration fees or testing fees.

## **DELINQUENT PAYMENTS/LATE CHARGES**

Payments received after the 5th day of each calendar month are considered late and overdue, and a service charge of \$20.00 will be added to these accounts. If an account becomes more than one month past due, the student may be prohibited from attending school until the balance is paid or satisfactory arrangements are made. End-of-year report cards, diplomas and/or student records will not be released until all financial obligations (including tuition, fees, late charges, library expenses, etc.) are paid in full.

**Seniors will be issued a 10 month payment plan. All tuition and financial fees must be cleared before graduation will be permitted. Transcripts and other formal documentation will not be released to other agencies until accounts are paid and current.**

### **In the event of a returned check:**

If the bank returns your check for "Insufficient Funds" or for any other reason will not honor your check, we will charge your account \$25.00 for each returned check. Also, please do not ask us to accept post-dated checks

## **WITHDRAWAL FROM THE SCHOOL (9.11)**

When parents determine to withdraw a student from the school, they must notify the school in writing as soon as possible. *All financial obligations must be satisfied before school records generated at NLCS will be released.*

### **Policy on Release of Student records:**

1. When a student withdraws from or is expelled from the school, **all financial obligations must be settled before NLCS will release student *academic records***. The Administration will make the decision concerning when this settlement is complete.
2. *Academic records* include report cards, copies of enrollment contracts, student transcripts, attendance data, and any other official records in the student's master file. This *does* include copies of records from previous institutions.
3. Student health records, including immunization and health screening records, will *not* be held, and will be released as soon as possible to the institution receiving the student.
4. To prevent disruption for the student, the Administration may provide unofficial verbal information to the next school about student placement at the Principal's discretion. Parents should complete the authorization form at the next school attended to arrange for a formal transfer of student records from one institution to another.

Parents are expected to fill out an **exit survey**, which will be kept confidential by the Administration, to assist us in assessing the quality of education offered at New Life.

## Receipt of Student Handbook

**I have this day received a copy of the New Life Christian School Student Handbook. I understand that I am responsible for reading the policies and practices described within.**

**I understand that this handbook replaces all prior handbooks, policies and practices of the school.**

**I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this student handbook may be added to, deleted or changed by the school at any time. I understand that by signing this receipt that I agree with the schools Statement of Faith.**

**If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the administration.**

STUDENT(s) NAME: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_