



*Developing Christian World Changers*

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

**2021-2022**

August 2021

**PARENT & STUDENT HANDBOOK**

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# SECTION 1 - Administration

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## WELCOME TO NEW LIFE CHRISTIAN SCHOOL

We would like to welcome you to our school. We look forward to serving you and your children during this school year. We have found that having good communication between home and school is essential to a successful school year. An important part of our communication is this parent/student handbook. Please read the entire book carefully as it is designed to provide essential information about our school. NLCS reserves the right to change any policy at any time in its sole discretion, when it determines the change to be in the best interest of the school.

New Life Christian School is an Association of Christian Schools International accredited, independent Christian school in Frederick, Maryland. Our highly-qualified faculty and staff have been called by God to serve at New Life and they are dedicated to creating an environment where students are taught God's truth with a biblical worldview. Our vision is to develop Christian world changers who are rooted in faith, committed to service and dedicated to academic excellence.

New Life Christian School is a ministry of New Life Church; consequently, our school and church share the same beliefs, doctrines, goals and spiritual emphasis. For over thirty years, God has been at work in the hearts and minds of our students, staff and parents. We are proud of our alumni and their impact in our local area and beyond. We have a rich history of academic excellence and achievement. Our graduates move on to universities across the country and they are well-prepared for post-secondary education. We invite all families to visit New Life Church and to pray for our ministries. Please let our team know if we can assist you in any way this school year.

## ADMINISTRATIVE TEAM

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

**Rev. Abe Pfeifer**

Lead Pastor, New Life Church  
Superintendent

**Jo Anne Boles**

Head of School

**Jason Burrell**

Principal

**Jeannie Hoffman**

Dean of Students  
High School Director

**Debbie Robold**

Director of Admissions

**Barry Blickenstaff**

Athletic Director

**Myrrh Gouldin**

Middle School Director

**Laura Horn**

Elementary School Director

**Donna Fogle**

Preschool Director

**Cindy Bradley**

Finance Assistant

**Pam Thomas**

Academic Support Director

**Anita Glover**  
Director of Student Life

**Christine Batten**  
Performing Arts Director

**Bridget Stone**  
Executive Secretary

**Brenda Amaya**  
Health Room & Human Resources

## **MISSION AND CORE VALUES**

New Life Christian School's mission is to develop Christian world changers who are rooted in faith, committed to service and dedicated to academic excellence. The following are our Core Values:

### **LOVE GOD**

We strive to love God with all our heart, soul, mind, and strength. It is both with and through a growing relationship with Him that we lay the foundation of who we are.

### **LOVE OTHERS**

We want to be extravagantly generous to all people in everything we say and do. From expressing gratitude and showing love, to taking time and spending resources, we want to be a tangible representation of Jesus in every interaction.

### **PURSUE EXCELLENCE**

In all we are, and all we do, we give every effort to do the best we can every time. It's not about being perfect, having all the answers, or never being wrong. Rather, we give our best each time and continually seek ways to improve.

### **CHOOSE JOY**

Life isn't perfect, nor does it always go our way. Still, in every disappointment, we have the opportunity to choose how we will respond...God is always faithful and always for us, so we make it a point to see the good and choose joy in every circumstance.

## **PHILOSOPHY**

It is the purpose of New Life Christian School to provide a sound, academic education integrated with a Christian view of God and His world.

We are committed to offering a strong evangelical approach, as free as possible from doctrinal distinctive that would cause division. We want to prepare children to serve the Lord in whatever capacity, and to wherever He may lead them throughout their lives. 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, and to honor and celebrate all nationalities and cultures;
5. To encourage in the student attitudes of love and compassion toward and respect for all men;
6. To develop in the student Biblical character and Christian leadership.

## **NON-DISCRIMINATORY STATEMENT**

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.

## **STATEMENT OF FAITH**

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 endure the believer with power; and that His incoming 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 will 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.

## **POLICY ON SEXUALITY**

New Life Christian School's (NLCS) mission is to partner with families to provide a quality educational 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. Using God's Word as a guiding philosophy, this partnership seeks to train and nurture their minds, their hearts, and their spirits in Godly ways that are reflected in all behaviors and relationships.

NLCS believes that God created "*human beings in his own image. In the image of God he created them; male and female he created them*" (**Gen 1:27**). Human sexuality is meant by our Creator to be a reflection of His image and order. The Bible calls all behavior that harms or distorts human dignity and worth "sin" because it offends God and violates his desire for our good. When sexuality is expressed within the covenant of marriage defined by the Bible as one man and one woman (**Gen 2:24, Eph 5:31**), there is no higher manifestation of God's joy, beauty, purity, and affection. Thus, NLCS believes that any sexual expression that falls outside the covenant of marriage is deemed by the Bible as sin. (**1Cor 7:2, 9; 1Thess 4:3-8; Heb 13:4**). Although personal / family beliefs regarding human sexuality may differ from this policy, NLCS retains the right to refuse enrollment or disenrollment of a student who engages in such sexual activities contrary to Scripture, professes to engage in such sexual practices, or promotes, condones, or supports such practices.

How parents live in the privacy of the home is their choice. However, because NLCS believes that partnership with each student's parents is essential for success in fulfilling our mission, alignment with the Policy on Sexuality extends to the student's home-life as well. It is not in the best interests of the child, the parents or NLCS for a student to be taught one code of moral conduct in sexual matters at school but different values at home. So, while recognizing personal / family beliefs regarding human sexuality may differ from this policy, NLCS retains the right to refuse enrollment or disenrollment of a student whose family structure reflects sexual practices contrary to Scripture, professes to engage in such practices, or promotes, condones, or supports such practices.

## **THE PARENT CHURCH**

New Life Christian School is a ministry of *New Life Church* of Frederick, Maryland. Students enrolled in New Life Christian School and their families are not compelled to become members of New Life 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: Its history**

New Life 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 house several Preschool classrooms. The former milking parlor was refurbished to function as an office suite for the church staff.

### **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: Its authority**

New Life Church established New Life Christian School in 1988 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.

## **GENERAL STATEMENT OF PURPOSE (Governing use of Property)**

It is the consensus of the governing body of the New Life Church that this property was entrusted into our care to bring glory to God and that every function and activity would be governed by the principles of the Holy Scriptures. In this spirit we conclude the following:

### **I. Moral and Ethical Standards**

- a. All functions will be governed and regulated by the staff personnel appointed by the church council.
- b. Proper and orderly conduct will be required of all individuals at all times.
- c. Use or possession of alcohol, non-prescribed drugs, tobacco or any other substance degrading to our purpose will not be permitted on the premises.
- d. Profanity or abusive language will not be permitted or tolerated.

### **II. Grounds, Buildings and Equipment**

- a. The wastewater treatment plant, maintenance building and other outbuildings, and the parsonage area are off limits at all times, except for authorized personnel in those areas.
- b. The pond will be off limits.
- c. All vehicles are to be parked in authorized areas unless otherwise designated.
- d. Proper and responsible use of all vehicles will be observed at all times.
- e. For safety and liability purposes, loitering is not permitted in parking areas.
- f. It is important that everyone respect and honor all posted signs.
- g. We observe a "No pets allowed" policy as mandated by the Frederick County Health Department.
- h. Dangerous and unauthorized weapons will not be permitted on the grounds.

## **IF YOU HAVE A CONCERN (Pathways to Reconciliation)**

Peace among God's people and the pursuit of reconciliation is a distinguishing characteristic that marks us as His very own. Such peace flows from peace with Him in ongoing relationship; empowering us to know harmony in all of our human relationships.



Peace is not merely the absence of relational conflict, but the resolve not to allow conflict to foster disunity and discord. Living in reconciliation with one another is one of our core values and is an expression of worship.<sup>1</sup>

As members of the New Life Community, living in an ongoing state of unity and peace necessitates the willingness to be teachable. Practically this means that there is the very real possibility that we will be approached by another member of our community with the need to address an issue –to talk and to pray in order to maintain peace.<sup>2</sup>

The following outlines our faith-filled steps toward living in reconciliation.

1. Step one in relational peace is always to pray and take the time to allow God, The Holy Spirit, to do a work in our heart before we address the person with whom we are having issues.
2. Once we allow our Heavenly Father to refine our motives and refocus our perspectives, it is time to approach the other person with the goal of peace –never to return hurt for hurt.
3. If reconciliation isn't reached after a face to face meeting, the scriptures enjoin us to ask another person to join the conversation. In our case, the next person in authority within our school / church structure.
4. If reconciliation isn't reached after a second person is asked to join the conversation, we are enjoined to involve 'the church' by contacting the next ascending staff member or Church officer.
5. If the pathway of reconciliation leads to the Mid Atlantic District Supervisor with no sense of reconciliation being achieved, the final step of faith would be to move on and separate from the school community. Although we don't want any situation to escalate to this level, by reason of human nature, we recognize that this is a very real possibility. At any point along this path of reconciliation, or if the issue has been escalated to the highest levels of authority, the discontented party can choose to agreeably disagree. This practically means that we can drop the issue and move on with one's heart set upon peace and unity. However, if the issue remains unresolved in one's heart, peaceably severing relationship with NLCS is the Biblical directive (see #5).

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<sup>1</sup> **Matt 5:20-24** "For I tell you that unless your righteousness surpasses that of the Pharisees and the teachers of the law, you will certainly not enter the kingdom of heaven. 21 "You have heard that it was said to the people long ago, 'Do not murder, and anyone who murders will be subject to judgment.' 22 But I tell you that anyone who is angry with his brother will be subject to judgment. Again, anyone who says to his brother, 'Raca,' is answerable to the Sanhedrin. But anyone who says, 'You fool!' will be in danger of the fire of hell. 23 "Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, 24 leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift." NIV

<sup>2</sup> **Matt 18:15-17** "If a fellow believer hurts you, go and tell him — work it out between the two of you. If he listens, you've made a friend. 16 If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. 17 If he still won't listen, tell the church. If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love." The Message

## SECTION 2 - Dates & Times

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### SCHOOL DAY SCHEDULES

Please contact the school office for information pertaining to the bell schedule.

**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.*

### SCHOOL CALENDAR

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.

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, Book Fairs, athletic competition and other extra-curricular events. The scheduling of these activities will be announced throughout the year.

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.

## SECTION 3 - Attendance

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### ABSENCES: EXCUSED AND UNEXCUSED

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.

Absences for these reasons are considered **EXCUSED** when documented by a note, preferably via email, from the Parent or Legal Guardian **within three 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. State emergency\*
8. Medical appointment
9. College visit – Junior and Senior students only and no more than three (3) days per year\*
10. Vacation/Personal days
11. Religious holiday\*

***\*To be excused, these require approval from the Administration in advance, when possible. 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. Uncertified illness (more than 3 days without doctor's note if requested)
6. Lack of transportation

**The Administration will make the final determination in all cases of the correct status (excused or unexcused) for each absence.**

\*For planned absences such as allowed vacation/personal days, parents must contact the office in writing, explaining the reason for the proposed absence. Students are responsible to coordinate missed assignments and class expectations with the teacher. 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.

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. Medical leave without a doctor's note
5. College visits if not approved in advance
6. Vacation or personal days if not approved in advance
7. Lack of transportation to school, non-emergency

## **PROCEDURES FOR ONE OR MORE DAYS ABSENT**

When returning to school, the student must present to or email 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 third (3<sup>rd</sup>) 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 & 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.

## **LATE ARRIVALS AND PARTIAL DAY ABSENCES**

***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 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 FACTS for teachers to see.*

When a student is recorded UNEXCUSED LATE five (5) times in a quarter, he/she will incur an AFTER SCHOOL DETENTION. When the sixth tardy is recorded, a mandatory Parent Conference with the Dean of Students will be scheduled. When the tenth tardy is recorded, a mandatory Parent Conference with the Principal will be scheduled. Any following tardies will be result in consequences determined by the Principal.

The following would be considered unexcused by the Administration:

1. Traffic
2. Oversleeping
3. Student fatigue
4. Lack of transportation to school (non-emergency)
5. Unspecified business

If there are any extenuating circumstances for excess absences due to documented medical conditions – see an administrator for policy and procedures.

**Please Note:** In order to participate in extra-curricular activities, a student must be present for the full school day. Medical appointments, attending a funeral or a missions-type activity will be the only approved excuses. The decision of the Administration in these matters is final.

## **EARLY DISMISSAL**

### **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 parent's or guardian's permission.

## **MINIMUM ATTENDANCE REQUIREMENT**

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

If, over the course of the school year, 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.*

***Please do not risk academic failure due to not meeting the NLCS MINIMUM ATTENDANCE REQUIREMENT.***

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

If, over the course of the school year, 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:

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 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.

1. 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.

***Please do not risk academic failure due to not meeting the NLCS MINIMUM ATTENDANCE REQUIREMENT.***

**Middle School:**

Failure for the year due to failing the minimum attendance requirement in *two or more core academic classes* (math, science, history, English) will 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 medical 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 may be eligible to re-enroll at the start of the next school year at the previous year’s grade level. The decision of the Administration in these matters is final.*

## **SECTION 4 - Academic Life**

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### **GRADING SCALE**

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
65-69	D	1.0	Below Average
64-Below	F	0.0	Failing

<u>Quality Points-Honors Classes</u>			
90-100	A	4.5	Superior
80-89	B	3.37	Above Average
70-79	C	2.25	Average
65-69	D	1.13	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
65-69	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
- S Satisfactory
- N Needs Improvement
- U Unacceptable

## POLICY FOR LATE OR MISSING ASSIGNMENTS

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. Students **MUST** meet with individual teachers on day of return to school to 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.

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.
2. 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 and absences due to extra-curricular activities)
  3. 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:

All graded assignments, graded homework, class projects and reports:

(Actual score, then penalized as follows)		<u>Honors Classes:</u>	
1 class late	= - 10%	1 class late	= - 10%
2 classes late	= - 20%	2 classes late	= - 20%
3 classes late	= - 30%	>2 classes late	= "0"
4 classes late	= - 40%	<u>AP Classes:</u>	
>4 classes late	= "0"	No late work accepted	

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

## REPORT CARDS

Teachers will officially report on student progress four times throughout the school year. Report Cards will be emailed home at the end of each quarter. Grades can be reviewed and reports cards can be viewed on Parents Web anytime throughout the school year.

If parents/students need assistance with the FACTS Family Portal, please call the school office.

## CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY

The following policy pertains to all students who participate in co-curricular activities, in the form of: athletics, drama team, worship team, student government association, clubs, and all activities that the administration includes in this policy, as per their discretion.

Grade checkpoints are made approximately every 2 weeks, per quarter. Students who earn the following will be ineligible from any co-curricular activity:

- \*One "F" in any class
- \*Two "D's"
- \*Suspension
- \*Inappropriate conduct/behavior

A student-athlete whose grade(s) fall below the required academic eligibility standard will be considered *ineligible* and may not participate in practices or games. If the student athlete meets eligibility requirements, they can be reinstated by the Athletic Director after nine days. If their grades are still below academic standards, they will remain ineligible until they meet eligibility requirements. The purpose of restricting athletic participation is to provide academic support to student-athletes who may find particular academic courses challenging. By providing required academic support, the goal is to reinsert student-athletes into participation of practices and games, with eligible academic standing.

Assessment of academic eligibility will be made and communicated via email to student-athletes and parents on Monday afternoon following the academic grade checkpoint, and will be made effective on Monday night at 11:59pm, and the following nine (9) consecutive days.

**Regarding conduct:** Students who receive an in-school or out-of-school suspension will be ineligible for the day of their suspension, and the nine consecutive days that school is in session. If a weekend tournament/activity/performance occurs during the ineligibility period, students are not permitted to participate. Students who earn a suspension must meet with their advisor (Athletic Director, drama coach, worship team director, etc.) during their ineligibility, before they can resume their co-curricular activity.

The administration reserves the right to extend the length of ineligibility, and/or to dismiss a student-athlete from any/all co-curricular activity (activities) at any time."

## POLICY ON ELECTRONIC SUBMISSION OF WRITTEN WORK

**Written work may be submitted only under these conditions:**

1. 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 will not demonstrate submission of work. The work must have been actually received by the teacher. The responsibility remains on the student to ascertain that the work was indeed received by the teacher.
2. 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 or use electronic submission as the teacher deems advisable. There is, however, no expectation to print written work at NLCS; such responsibility will always reside with the student/family.

## FINAL GRADE CALCULATIONS

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

Quarterly letter grades for the four academic quarters are averaged. The average must be D or higher to pass any class.

### For High School (grades 9-11):

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 four 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%
Semester 1 Exam	=	10%
3rd quarter grade	=	20%
4th quarter grade	=	20%
Semester 2 Exam	=	10%

#### 90 Minutes Classes:

Quarter 1	=	40%	Quarter 3	=	40%
Quarter 2	=	40%	Quarter 4	=	40%
Mid-term Exam	=	10%			
Final Exam	=	10%			

## FINAL EXAMS

Students in grades 9-11 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 each exam will count 10% toward the final grade for the course.

Students in Grade 12 and AP classes will take a semester 1 exam and it will be 20% of the overall grade.

**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.).**

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 exams. Teachers may provide study guides to assist students in their preparation.

Students will arrive for only those exams which they themselves are taking, and must depart after completion of their exam time.

## HONOR ROLL AND AWARDS

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 may 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. **Academic Excellence** - for superior performance in various subjects (NLCS' Highest Honor)
3. **Outstanding Improvement** - for significant development in a subject area
4. **Scripture Character** - for traits representative of Biblical role models
5. **Athletics** - for outstanding sportsmanship and ability and character
6. **Performing Arts** - for outstanding effort, ability and character



## CLASS STANDING

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

Completed 8th grade	=	Freshman
6 credits earned	=	Sophomore
13 credits earned	=	Junior
20 credits earned	=	Senior

## GRADUATION REQUIREMENTS

Students must earn a minimum of **twenty-five (25) credits**. Students may earn 1 credit in Algebra I at the Middle School level. 24 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 & World History)
3. **Bible** 4 credits  
(Transfer students must have 1 credit each year at NLCS)
4. **Science** 3 credits
5. **Mathematics** 4 credits  
(1 Algebra, 1 Geometry, 2 other courses)
6. **OPTION 1:**
  - a. Foreign Language 2 credits in the same language (NOT English)
  - b. Electives 2 credits
  - c. Technology Education 1 credit
7. **OPTION 2:**
  - a. Advanced Technology 2 credits
  - b. Electives 2 credits
  - c. Technology Education 1 credit
8. **Physical Education** 1 credit
9. **Fine Arts** – 1 credit
10. **Service Learning** – 100 hours (prorated for time at NLCS)
11. **Participate in school sponsored Mission Trip** (Sophomore/Senior year) \*or participate in an appropriate and administratively approved alternative service project if not participating in Mission Trip.

*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.*

See also **SCHOOL SERVICE PROGRAM**

### 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 accredited educational institutions will be used to determine class rank and Valedictorian or Salutatorian status. Records submitted from non-accredited institutions will not be considered.
2. Must meet the honor standards based on cumulative GPA derived from final course grades for all high school subjects taken at NLCS.
3. Students must have been enrolled in high school at NLCS for three (3) years to be eligible for Valedictorian and Salutatorian honors.

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.

## DUAL ENROLLMENT – Liberty Online

**Each semester**, students will take at least 1 16-week course or 2 8-week courses. Each course will have a fee set by Liberty University but charged through FACTS. At the end of the school year, the students will have earned a minimum of 4 college credits and 1 high school credit.

**Per course**, students will earn the following credits granted by Liberty University:

2, 3 or 4 college credits

½ high school credit

For the 2021-2022 school year, the tuition per course is as follows:

2-credit course: \$367.83

3-credit course: \$549.00

4-credit course: \$730.17

This fee is subject to change by Liberty University and there could be additional fees depending on the course.

Students will have one period each day where they will be required to have their own device and ear buds. Students are required to listen to the instructions for their course and do the written work during that period. Because this is a college course, classes will begin in August. Once NLCS facilitates your enrollment into the class, NLCS is not permitted to have any communication with the instructor nor have input into your course work.

**Eligibility for extra-curricular activities:** If a student is taking a NLCS required course at Liberty University and fails the course, the student will be ineligible to participate in extra-curricular activities for the next ineligibility period.

Here is the link for the course offerings:

<https://www.liberty.edu/online-academy/dual-enrollment-courses/>

Copy the link and look on the left under “dual enrollment.” These are the course options available for NLCS students. Contact the Dean of Students if you have any questions about taking LU courses.

## COMMUNITY COLLEGE (Not for Dual Enrollment)

1. Students are required to attend chapel and any special events at NLCS during the school day unless it interferes with a college class.
2. Students must take a college class that meets a minimum of 2 days a week during the NLCS school day.
3. If a student has a failing average in an NLCS required class on two consecutive weekly progress reports, then they will meet with the Dean of Students to discuss a plan to raise the grade. At three consecutive failing progress reports, they will arrange with the Dean of Students to remain on campus the days they do not have college classes and work to raise the grade.

## STUDENT SCHEDULES

Middle and high school students will receive their course schedule information before the first day of classes. Individual differences (repeating courses, transfers from other schools, etc.) may require schedule alternatives.

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. Some courses have specific prerequisites or require teacher permission to enroll.

## LAST DATE TO DROP A CLASS

The last date to drop a class (MS/HS) for a 45 minute class will be the 25<sup>th</sup> day of school. This is the last date to change to another class or be released from a class with no academic penalty or failing grade.

## TRANSFER CREDIT

NLCS will accept credits towards graduation from other similar accredited 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.

Home school credits will be determined for acceptance by NLCS administration. The decision of the Administration in these matters is final.

## NATIONAL HONOR SOCIETY

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: 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 Principal. 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 records.
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. The NLCS co-curricular eligibility policy supersedes the NHS guidelines. The decision of the Administration in those matters is final.

## SERVICE LEARNING

Each year, all students in grades 9-12 must complete 25 hours of service by the end of each 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. Service Learning Forms are available from the school office or under "Resource Documents" in the FACTS Family Portal.

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 outreach, only limited service hours will be granted for participation in activities on the NLCS campus as part of the school's program.*

## MAKING UP COURSES FOR A FAILING GRADE (HIGH SCHOOL)

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 from a recognized, credit-granting institution or agency (e.g. The American School, Virtual Home School, 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 (2b) 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 (2b) 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.***

## SECTION 5 - Student Life

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### CHAPEL

Chapel is held once a week at NLCS. Chapel services are a time for refocusing our energy and attention on the Lord and His calling on our lives. It is an incredible opportunity for our students to grow in the Lord, worship as a student body and to see the hand of God move on our campus.

Chapel services are held in the auditorium. Students will also have an opportunity to minister to their peers through music and leading worship.

### FIELD TRIPS GUIDELINES

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. **Chaperones must have a current background check.**
2. The school dress code will be followed as it refers to off-campus activities. The teacher organizing the trip will make the expected dress code known.
3. Students and chaperones are representing the school, their family, and most importantly, the Lord Jesus when attending a NLCS field trip. A high standard of personal behavior and conduct is expected.
4. Guidelines for riding the school bus are contained in **SECTION 7**. All students must follow them carefully. Students will sit as assigned, and obey all instructions from chaperones and the driver.

### EVACUATION & FIRE DRILLS

During the year we will have several fire/evacuation/lockdown/tornado 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 guidelines 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

Homework is important because it reinforces learning on a daily basis, and our faculty will include homework in their course of study. Homework will be given in varied amounts on a daily basis. If this workload becomes too extensive, parents are to contact the teacher(s).

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.**

### LOCKERS

Lockers are provided for students in grades 6-12. Specific guidelines are as follows:

1. 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. 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. All decorations will align with New Life Christian School's Core Values. *Symbols, slogans, content that causes a distraction or content deemed inappropriate by the Administration will not be permitted.*
2. The school reserves the right to inspect any locker/backpack at any time if we suspect a violation of the Prohibited Articles rule. See the list of **PROHIBITED ARTICLES** in **Section 6.5** of this handbook.

Any violation of these guidelines may result in the suspension of locker privileges. Locker malfunctions should be reported to the office. If a student needs assistance in opening or closing their locker, they should consult with the dean of students.

## LOST AND FOUND

The Lost & Found closet is located in the stairwell of Building B. When you have a missing item, please check the closet. Every attempt will be made to reunite owners with their clearly labeled property. Neither the school nor its faculty/staff are responsible for **ANY** lost items. At the end of each month, items which have not been claimed will be donated to charity.

## PLAYGROUND SAFETY GUIDELINES

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. Guidelines for the swings (all ages):
  - *No jumping from the swings or twisting of the swings*
  - *No risky play at or near the swings/one student per swing*
4. Guidelines for the enclosed playgrounds:
  - *Playgrounds are intended for Preschool-5th grade during the school day (Preschool-5th grade have priority during school day)*
  - *Ladder rungs are to be used for hanging only--no climbing on top*
  - *Mulch, rocks and sticks are to remain on the ground*
5. The lower parking lot behind the church building is not a play area and is off limits.
6. Students must keep their shoes *on* at all times.

## SCHOOL CLOSINGS/DELAYS

Delays or closings due to inclement weather will be announced as listed below. *NLCS does not always follow the Frederick County Public Schools in their decision.*

1. TV Stations:  
WDVM-TV Hagerstown  
FOX 5  
Washington NBC 4
2. Visit our web site at [www.newlifecs.org](http://www.newlifecs.org) or our Facebook page
3. FACTS notification (email)/Parent Alert

We make every effort to get this information out by 6:00 a.m., but if school is *delayed*, stay tuned in the event conditions make a change to a *cancellation* necessary. Delayed openings will usually put us on the two-hour late schedule (see **SECTION 2**).

## STUDENT CLUBS AND ORGANIZATIONS

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.

Students may contact 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
5. Alignment with NLCS and NLC mission, vision and values

All club finances will be held and managed by NLCS.

## TELEPHONE USE

**Students may not use cell phones during school hours for calling or texting parents. If an electronic device (Apple watches, iPads, etc.) is used for texting during the school day, the student will be asked to not bring the device to school.** Cell phones are not permitted in bathrooms or locker rooms at any time. The school will provide telephone use for students during the school day if it is determined that a student has an essential 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 office phone during class breaks, during lunch or before and after school. If the school cancels after school activities, supervised times for phone usage will be adjusted accordingly to accommodate students and families.

## SECTION 6 - Guidelines and Procedures

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### CODE OF STUDENT CONDUCT

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. Guidelines are guides in developing the right attitudes and behavior. We encourage our students to be motivated from within to become, every day, more like our Savior.

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

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.
3. Students will be in submission to their parents or to their guardians as appointed by law. They will honor their parents and guardians.
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 racist speech or actions, 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.
10. Students will familiarize themselves with all of the guidelines at NLCS including those designed to promote orderliness, safety, cleanliness, and a businesslike atmosphere. All students will be expected to abide by such guidelines.

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

1. Violent conduct, racism, sexism, bullying, fighting, assault on or intimidation of any person at NLCS whether in person, off campus, or in a digital manner
2. Conduct with inappropriate sexual content or overtones, on or off school property, including the viewing or sending of pornographic or suggestive content, whether on personal electronic devices or school devices.
3. Use of profane, vulgar, violent or obscene language, symbols, gestures or inappropriate references to weaponry
4. Possession of weapons (of any description) on school grounds or at school events, explosives, and possession of any form of pornographic, sexual or obscene material
5. Use or possession of drugs, drug paraphernalia, alcoholic beverages, and other controlled or dangerous substances on or off of school grounds. (This includes prescription drugs, which are not registered with the school office with the proper documentation.)
6. Smoking, vaping, smokeless tobacco, marijuana, e-cigarettes or possession of tobacco products on school grounds or during any school event
7. Disrespectful speech, racist expression, or gesture, threat or perceived threat of violence, disobedient conduct or rebellion
8. Destruction of property, vandalism, or damage to the possessions of any student, staff member, or the school
9. Unauthorized leaving of campus/classroom/building/field
10. Plagiarism, cheating or other form of academic dishonesty
11. Lying to school staff, stealing, or other forms of deceptive behavior
12. Audio or video recording of others without permission is a violation of personal rights and will not be accepted
13. Possession of prohibited articles not mentioned above (see list in **SECTION 6**)
14. Argumentative behavior, rude or contentious responses to faculty instruction or correction
15. Inappropriate displays of affection between students and any form of public display of affection (holding hands, kissing, etc.)
16. Disruption of class, rowdy behavior on campus
17. Violations of the dress code
18. Excessive tardiness to class (see **SECTION 3**)
19. Violations of the terms of the *permission to drive to school* agreement

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



**Social Media/Digital Communication:** Any of the above violations that may occur on any social media or via any digital device or platform (on or off campus or in or out of school) will be considered a violation of the *Code of Student Conduct* and can be considered for disciplinary actions taken by the school.

**Threats of Violence:** NLCS has a zero tolerance policy involving threats and inappropriate references to weaponry or perceived threats of violence by students. Any threat of violence, injury or other threat either credible or non-credible will immediately be investigated by the administration. Whether the administration determines that the threat of violence is credible, or incredible, the student may be expelled and the administration will contact the authorities.

If the administration and/or local authorities determine the threat of violence is not credible, disciplinary action up to a multiple day suspension or expulsion may be taken. After a guardian meeting, the administration may require, at guardian's expense, the student to obtain counseling from a professional counselor that is agreeable to the school, and receive documentation before returning to school. No student will be able to continue enrollment until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

**Threats of Self-Harm/Suicide:** Any threat of suicide/self-harm, either credible or non-credible will immediately be investigated by the administration. After a guardian meeting, the administration may require, at guardian's expense, the student to obtain counseling from a professional counselor that is agreeable to the school, and receive documentation before returning to school. No student will be able to continue enrollment until the counselor advises the school that the student, in the counselor's opinion, is safe to return to school. The Administration will contact the relevant authorities.

**Vandalism:** Vandalism is any destruction or damage of school property, defacing of school furniture, and abuse of school facilities. Vandalism also includes destruction or damage of a staff member's or student's personal items. Vandalism may be intentional, or the result of undisciplined "horseplay." Any act of vandalism: (i.e., mischievous or malicious destruction or damage of property, including graffiti) will result in disciplinary action and must also be settled by restitution for the damage done. The replacement costs for textbooks and other curricular materials that are lost or damaged beyond normal wear will be the responsibility of the student.

**Suspensions/Expulsions** may occur for students who demonstrate willful acts of disregard for school guidelines and regulations, or whose attitude and behavior is in blatant opposition to the spirit of the school. If a student is expelled from New Life, they are disqualified from participating in school events and activities. This includes, but is not limited to: alumni activities, field trips, graduation events, and athletic events.

**After-school detention** will be served from 3:20 - 4:20 pm. Detention will 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** will be served on campus. The student will report to the main office at 8:30 to be placed in the suspension location by the Administration. Parents are required to pay a fee of \$75 through their FACTS account for supervision of in-school suspension.

**Suspension from school, though statistically an excused absence, carries certain academic penalties for missed work. The Unexcused Absence Policy will be applied in cases of School Suspensions. 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(s).**

As a final note, the Administration realizes that the above guidelines 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 guidelines, modify the guidelines, and make additions to the guidelines to meet any such situations for the health, safety, and well-being of all students and staff members involved.

## UNIFORM & DRESS CODE

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. Except for khaki and black pants and shorts, all uniforms and PE uniforms must be purchased at Lands' End School Uniforms - [www.landsend.com/school](http://www.landsend.com/school). (School Code - 900148453). All uniforms are to be clean and neat at all times.

Ladies: (Kindergarten-12 <sup>th</sup> Grade)		
Jumpers/Skirts/Skort/Pants/Shorts	Blouses/Polos/Sweaters	Footwear
<ul style="list-style-type: none"> <li>• Plaid or khaki jumper (K-5)</li> <li>• Plaid, khaki, black, gray skirts (K-12) no shorter than three (3) inches above the top of the knee</li> <li>• Plaid, khaki, black skorts (K-12)</li> <li>• Khaki/black pants (K-12) all pockets must be on the inside - no cargos, denim, joggers, or leggings*</li> <li>• Khaki walking shorts (K-12)</li> <li>• A belt must be worn with shorts and pants (1<sup>st</sup>-12<sup>th</sup> grade)</li> </ul>	<ul style="list-style-type: none"> <li>• White blouse (long, short – tucked in or 3/4 sleeve-worn untucked)</li> <li>• Black, maroon or white polo shirt with NLCS logo (long or short sleeve)</li> <li>• Maroon, black, gray or white sweaters (V-neck, crew neck, cardigan or vest styles)</li> <li>• Black sweater or sweater vest with NLCS logo</li> <li>• Under shirts/t-shirts – black, white, maroon (solid, short or long sleeve)</li> </ul>	<ul style="list-style-type: none"> <li>• Solid maroon, black, gray, tan or white – socks, tights or leggings Grades K-5</li> <li>• Grades 6-12, can wear the above socks, tights, or leggings, or bare legs</li> <li>• No open toe shoes or slippers</li> </ul>
Gentlemen: (Kindergarten-12 <sup>th</sup> Grade)		
Pants/Shorts	Shirt/Polos/Sweaters	Footwear
<ul style="list-style-type: none"> <li>• Khaki/black pants (K-12) all pockets must be on the inside - no cargos, denim, or joggers</li> <li>• Khaki/black walking shorts (K-12)</li> <li>• A belt must be worn with shorts and pants (1<sup>st</sup>-12<sup>th</sup> grade)</li> </ul>	<ul style="list-style-type: none"> <li>• White shirt (short or long sleeve, must be tucked in)</li> <li>• Black, maroon or white polo shirt with NLCS logo (long or short sleeve)</li> <li>• Maroon, black, gray or white sweaters (V-neck, crew neck, cardigan or vest styles)</li> <li>• Black sweater or sweater vest with NLCS logo</li> <li>• Under shirts/t-shirts – black, white, maroon (solid, short or long sleeve)</li> </ul>	<ul style="list-style-type: none"> <li>• Dark solid, tan, or white socks</li> <li>• No open toe shoes or slippers</li> </ul>

Physical Education	Non-Uniform Dress Days (NUDD)
<p><b>LADIES/GENTLEMEN:</b></p> <p><b>Grades K – 5</b></p> <ul style="list-style-type: none"> <li>Tennis shoes/sneakers</li> </ul> <p><b>Grades 6 – 12</b></p> <ul style="list-style-type: none"> <li>Predominantly black or gray athletic shorts</li> <li>New Life gray, maroon or black t-shirt or predominantly gray, maroon or black t-shirt (no graphics)</li> <li>Predominantly black or gray sweatpants</li> <li>New Life gray, maroon or black sweatshirt or predominantly gray, maroon or black sweatshirt (no graphics)</li> </ul>	<ul style="list-style-type: none"> <li>Shorts, skirts, dresses, if worn, must not be shorter than three (3) inches above the knee. (This includes slits in skirts, dresses.)</li> <li>No halter tops, tank tops, no midribs, spaghetti straps (shirts, tops, dresses)</li> <li>On NUDD days, modest jeans with tears are permitted, as long as the tears are located no more than three inches above the knee.</li> <li>Students will refrain from wearing clothing that does not align with the NLCS/NLC core values, statement of faith or policies stated in this handbook.</li> </ul>

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

1. **Physical Education Class:** Students in 6th-12th grades will be required to wear a PE uniform comprising predominantly black or gray athletic shorts or sweatpants, and a New Life gray or maroon t-shirt or predominantly black, maroon or gray t-shirt (no graphics).
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 will be in effect:
  - a. Girls will wear a solid-color, dark (preferably navy black) skirt, solid-color blouse, dark color socks and dark color shoes.
  - b. Boys will wear solid-color, dark (preferably navy black) dress pants (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 may wear the following:**
  - a. Shorts, skirts, dresses, if worn, must not be shorter than three (3) inches above the knee. (This includes slits in skirts, dresses.)
  - b. On NUDD days, modest jeans with tears are permitted, as long as the tears are located no more than three inches above the knee.
  - c. Students will refrain from wearing clothing that does not align with the NLCS/NLC core values, statement of faith or policies stated in this handbook.
4. **Formal Attire for events such as Homecoming & Prom:**
  - a. Ladies must wear appropriate dresses which adhere to the following guidelines: must not be shorter than 4 inches above the top of the knee (this refers to the less sheer underlay of the garment), no more than half of the back is visible, should be loose fitting, no midriffs or two piece dresses that expose the midriff. Dresses may be strapless. Sneakers, boots, or casual shoes are not permitted.
  - b. Boys must wear a tie or bow tie, a jacket, dress pants, and dress shoes. Sneakers, boots, or casual shoes are not permitted at formal events. Pants should not be overly tight.
  - c. If attire is deemed inappropriate, the student will be privately addressed and a dress code will be issued. Parents can come and bring approved garments or the student can add a sweater/shawl/coat to their outfit.
  - d. All of the above guidelines apply to guests.

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

The uniform and dress code of NLCS has been determined to encourage and display Christian modesty in dress, and to honor the Lord with our appearance, foster a positive self-worth, foster a safe, professional, and businesslike classroom environment.

The NLCS Administration is 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 a change of clothes, Team Directors will give parents options, including, but not limited to, providing a PE uniform, wearing a sweater/sweatshirt/providing a staff t-shirt, etc.

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

### **Additional Guidelines**

- a. Sweaters, sweatshirts, jackets and other apparel not included in the school uniform will 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. Shirts are to be kept properly tucked in at all times.
- d. Jewelry guidelines are as follows:

**For Ladies:**

- Ladies may wear earrings, bracelets, finger rings, watches, necklaces and anklets.
- Ladies may not wear jewelry of any other description.

**For Gentlemen:**

- Gentlemen may wear one pair of earrings.
- Gentlemen may wear finger rings, bracelets, watches, necklaces and anklets.
- Gentlemen may not wear jewelry of any other description.

- e. No tattoo marks are to be visible at any time on NLCS students.
- f. Neither gentlemen nor ladies should wear hats or bandanas 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, excessively baggy or excessively long or worn below the natural waist.
- j. Due to safety needs, ladies' shoe heels may not exceed 2" and all shoes must be closed.

**Hair Policy for Gentlemen**

1. No lettering shaved into the head
2. No dyeing of hair to any unnatural color
3. Facial hair may be no longer than ½ inch when fully extended.

**Hair Policy for Ladies**

1. No dyeing of hair to an unnatural color
2. No lettering shaved into the head

Any violation of these policies will have to be adjusted before attendance is permitted.

*There is a dress code enforcement procedure in effect, which will result in parent notification 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.

## **MIDDLE/HIGH SCHOOL DRESS CODE INFRACTION PROCEDURES**

1. A warning will be given to students about dress code infractions.
2. First Instance:
  - a. Teacher records dress code infraction in FACTS and notifies the Team Director.
  - b. The Team Director communicates with the parent/s.
3. Second Instance:

- a. Teacher records dress code infraction in FACTS and notifies the Team Director.
  - b. The Team Director communicates with the student and parent.
4. Third Instance:
- a. Teacher records dress code infraction in FACTS and notifies the Team Director.
  - b. The Team Director communicates with the Principal who assigns a detention to the student.
  - c. The Principal communicates with the student and parents.

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

## DAMAGE OR LOSS OF SCHOOL MATERIALS

All textbooks, 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 will be the responsibility of the student and their family. Fair value of any lost or damaged materials will be determined by the Administration.

## PROHIBITED ARTICLES

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.

1. 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.
2. Weapons of any description or explosives
3. Alcoholic beverages
4. Cigarettes, e-cigarettes, smokeless tobacco, marijuana, vaping or lighters, matches or other tobacco products
5. Pocket knives, regardless of size
6. Books that promote or contain material that does not align with NLCS core values and mission
7. Electronic games, laser pointers, or other electronic devices

**\*See CODE OF STUDENT CONDUCT concerning these items**

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.) may result in criminal prosecution** as well as school disciplinary action. The Administration may add items to the list at any time.

## HALL PROCEDURES

Courtesy and respect will be shown to students in the hallways. Students should be out of the buildings or at an approved after-school activity by 3:30 pm. Students remaining after 3:30 pm will be sent to the After Care program and parents will be billed for time spent in the program.

Eating or drinking in the hallways is not allowed, unless it is approved by teacher during high school class breaks. Students are not to leave anything on the tops of or under lockers and should throw all trash into the proper receptacles.

Students are to remain 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

Each student should bring a 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. Drinks can be purchased at the school. Students in grades K-5th will not have access to vending machines.

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.

Lunch is eaten in the gymnasium.

The following guidelines must be observed at lunch:

1. Students will sit in designated areas/tables/seats.
2. 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 not to be accessed during the lunch periods.
5. Students must remain in the designated section of the gym where lunch is eaten. Students may not sit on the bleachers.
6. Students are not permitted to go to their lockers during the lunch period without permission.
7. Students are responsible for the removal of all trash from their tables. Any spills must be cleaned up before leaving.
8. Excessive noise and rude, undignified, or obnoxious behavior is not acceptable.
9. During warm weather, students may be permitted to go outside if accompanied by a staff member on duty.
10. **All persons must register at the office and acquire a name badge before visiting for lunch. Only adults listed on pick up documents in the school office will be permitted to access the gym during lunch.** School-age friends of students are not permitted to visit during lunch.

## MEDICAL POLICIES

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 is 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. 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.

## HEALTH/SICKNESS

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 above 100.4°F
- Vomiting
- Diarrhea
- Listlessness or abnormal behavior
- Severe sore throat (with difficulty swallowing)
- Swollen glands
- Redness in eyes, accompanied by any discharge
- Yellow or green discharge from the nose
- Persistent or productive cough
- Head lice
- Open sore or suspicious rash

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 FACTS 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. 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.

## OFF-LIMITS AREAS

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:

The parsonage, the pond and 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; the lower parking lot behind the church building, the water treatment plant, 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. Students who access any of those areas without the direct permission and supervision of a current New Life Christian School staff member will receive discipline consequences.

Teachers' desks, closets, cabinets, and personal belongings are off-limits to students.

Please respect all these private spaces by asking for permission to enter the staff lounge, cleaning and storage closets and the various furnace, or mechanical equipment rooms, the main office, administrative offices, and the teacher workroom and the offices of the P.E. department staff

We observe a "No pets allowed" policy as mandated by the Frederick County Health Department.

## SYMBOLS & SLOGANS

The school has established these guidelines about student freedoms of self-expression while at school



and school-sponsored functions:

Students must never display symbols, slogans, designs, or sayings on their clothes, or other personal possessions, which reflect in any way an interest in or identification with a view that does not align with NLCS/NLC core values, statement of faith or policies state in this handbook. Students must refrain from using speech, gestures, artwork, or slogans which contain double or hidden meanings, refer to images, sayings, or motifs that do not align with NLCS core values, or that in any way glorify, show approval of, or promote ungodly aspects of popular culture, or which might offend, or be a distraction to others, or be misinterpreted by others as doing so. Administration will make a final determination of the acceptability of any such displays.

## **VISITORS**

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**

1. Students must not arrive before 8:00 a.m. 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 Extended Day 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.
3. No one may remain on campus past 3:30 p.m. on a normal full school day or 12:15pm on a half 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 3:30 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. Student Athletes who stay on campus for a later practice or game are required to attend the After School care program.

## **CELL PHONE/SMART WATCH USE**

Students may have a cell phone/smart watch at school. Cell phones must be kept in the locker or student’s vehicle. Cell phones are not permitted in bathrooms or locker rooms at any time. 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. Smart watches may be worn, but may not be used for texting or posting. If observed being used for these purposes, students will relocate their smart watch to their locker or vehicle. 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 administration 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 guidelines will result in confiscation of the phone or smart watch.

**First offense:** phone confiscated and given to the Team Director. Phone may be picked up at end of the school day by the student.

**Second offense:** phone confiscated, given to the Team Director. Parent must come to the office/Team Director's office to collect the phone.

**Third offense:** phone confiscated, given to the Team Director, who transfers it to the Principal. Parent must come to the office to collect the phone and have a conference with the Principal.

**Fourth offense:** phone confiscated, given to a Team Director. Parent must come to the office to collect the phone and the student will receive an after school detention.

## MESSAGES TO STUDENTS

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.

## ARRIVAL AND DISMISSAL

### EXTENDED DAY PROGRAM

The school buildings will be open for students at 8:00 a.m., unless attending the Extended Day Program, which begins at 7 a.m. 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 3:30 p.m. Students, who are on campus past 3:30 p.m., and are not part of a school event, will be placed into the After School Extended Day Program and the appropriate fees for supervision will be charged to the parents. Parents must sign their elementary and middle school children in for the Extended Day Program and sign their elementary and middle school children out of the Extended Day Program. High school students may sign themselves in and out.

\$10.00/hour, \$2.50/quarter hour or portion of quarter hour, \$5.00/quarter hour or portion of quarter hour after 4:30pm. This fee will be charged through incidental billing in our online tuition payment system, FACTS. Families will be invoiced the first week of each month for the previous month's charges. Charges will be assessed to the parents of the individual student, regardless of who is late picking the child up. Parents will be notified through an automated email from FACTS after the invoice has been entered. A late fee of \$10 will be assessed each month for each invoice that isn't paid by the due date. Non-payment after 60 days will result in termination of services.

If someone other than a parent or legal guardian is authorized to pick a student up, written permission will be needed. Parents may fill out the **AUTHORIZATION TO TRANSPORT STUDENTS** form listing the persons who may transport their children and need to update the pick-up permission section in FACTS. If there are any changes or additions to this list, we will need them in writing.

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 Pattern Graphics which follow)

#### In the morning:

1. Students may 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.

#### In the afternoon:

1. Students may 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. 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 3:30 pm.
4. Preschool parents will pick their children up in the parking lot behind the Auditorium (Building A).

## ARRIVAL TRAFFIC PATTERN

### Arrival Traffic Pattern

- Pull forward as far as the church portico
- Use the parking lot if off-loading will be time-consuming
- No parking in the traffic circle during arrival time
- Preschool drop-off in lower parking lot

- Circle Drop Off
- Park & Walk-in
- Preschool Drop Off Only

## DISMISSAL TRAFFIC PATTERN

### Dismissal Traffic Pattern

- One child - pull around circle & form double line  
(One child overflow may be directed into the staff & student lot)
- Multi-child - pull into parking lot & park or form double line
- Preschool pick-up in lower parking lot

- One child pick up
- Multi-child pick up
- Preschool

## STUDENT DRIVERS

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.

### GUIDELINES 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. The form is available on the school website or from the school office.
2. 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.
3. Student drivers may not leave the grounds before dismissal time without specific written permission from a parent.

## BUS POLICIES

All bus trips will follow these standard guidelines. 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 is not 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. There will be no males and females, grades 5 and above, occupying the same seat. Trips that extend after dark will be separated into males in the rear of the bus, females in the front.
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.

## PERMISSION TO RIDE WITH OTHER STUDENTS

Students who are delivered by their parents (or guardians) into our care will only be released to their parents or to someone on the approved pick-up list located in FACTS. For this reason, students are not 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, we will need written permission in the office before the request is made and an updated FACTS authorization.

# SECTION 8 - Physical Education & Sports

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## P.E. DEPARTMENT

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 6th-12th grades will be required to wear a PE uniform comprising predominantly black or gray athletic shorts or sweatpants, and a New Life gray or maroon t-shirt or predominantly black, maroon or gray t-shirt (no graphics). **NO OTHER CLOTHING WILL BE PERMITTED.** Clothing is not to be altered. Dressing in the 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. 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 are based on skill development, sports knowledge, health education units, and a daily participation grade, which includes attitude, participation and proper uniform.

Students are to keep their shirts on during all physical education classes, whether indoors or out.

### Locker Room Guidelines:

There is to be no physical "horseplay" in the locker rooms. Students are expected to keep the locker rooms clean and sanitary. There is to be no food, drink or cell phones in the locker rooms at any time.

## SPORTS PROGRAM

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):

	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>Gentlemen:</b>	Soccer	Basketball	Baseball and Track
<b>Ladies:</b>	Volleyball	Basketball	Soccer and Track

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, guidelines, fees, academic eligibility and policies are spelled out in this handbook. Students will need the appropriate permission forms and sports physical exams.



## **ATHLETE GUIDELINES AND PROCEDURES**

The following guidelines and policies will be applied to all programs:

1. In order to participate in practice or a game on any given day, the athlete 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. Athletes are expected to be on time for school the day after a game.
2. Practice attendance is mandatory.
3. Travel with the team is required, unless otherwise arranged with the Athletic Director prior to the bus departing.
4. 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 league discipline.
5. All athletes must be in their designated areas before all after school practices and before home games.
6. All athletes are asked to help with home game prep and clean up after games.
7. All physicals/permission slips are due the first day of practice. You may not participate until the Athletic Director has received these forms.
8. 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. All school guidelines, policies remain in effect at events held off of school property, but are school events.
9. 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.

## **SECTION 9 - For Parents**

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### **ACCREDITATION**

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.

### **CONFERENCES**

Parent-teacher conferences will be scheduled for the Fall semester of each school year. Parents may request conferences at any other time by contacting the teacher. Please email your child's teacher(s) to request additional meetings.

### **ONLINE HANDBOOKS AND FORMS**

Important New Life Christian School documents and forms are available in the FACTS Family Portal under "Resource Documents."

### **SUPPLIES**

It is the family's responsibility to equip each student with the published NLCS school supply list. Please contact the school office if you need assistance securing these supplies.

### **VOLUNTEERS**

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 connect with our PTSF for opportunities to volunteer. 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.

Parents who wish to serve/visit the classroom need to make a request by email to the classroom teacher and principal with five days' notice. Once a clear background check is secured, the parent and teacher will work together to establish a time for the visit. (Visits will not occur if the campus is on closed status due to illness or emergencies.)

## **FINANCIAL POLICIES**

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.

### **Additional 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. 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 policy* 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.

***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. We calculate a *per diem* rate based on the total number of school days in the year for each student as their total tuition less discounts, divided by the total number of school days. 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, local, state/national mandated closures 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**

Tuition payments received after the due date (either the 5th or the 20th of each month) are considered late and overdue. FACTS, our online tuition payment processing system, will assess a \$30 late fee and

make three attempts (every 10 days) to collect the tuition payment. If the payment is not made after the third attempt, NLCS will automatically assess an additional \$30 late fee. Regarding incidental billing, a \$10 late fee will be assessed for any amount billed of \$11.00 or more. 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.**

## **WITHDRAWAL FROM THE SCHOOL**

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.*

As per the New Life Christian School Enrollment Contract, a \$500.00/student early withdrawal fee will be assessed by the school (K-12) and a \$250.00/student early withdrawal fee will be assessed by the preschool, if a student is withdrawn voluntarily at any time once the enrollment process has been completed. The application and registration fees are non-refundable.

### **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***. For students not returning in the fall of any given year, records will not be released until the final tuition payment is made in July and is cleared in the FACTS system.
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 advised to complete 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 PARENT & STUDENT HANDBOOK

I have, via email, received a copy of the New Life Christian School Parent/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 school's 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: \_\_\_\_\_  
(Please print)

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT NAME/S: \_\_\_\_\_  
(Please Print)

PARENT SIGNATURE/S: \_\_\_\_\_

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

OFFICE USE:

\_\_\_\_\_ Rec'd by

\_\_\_\_\_ Date