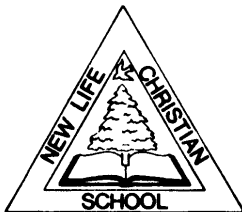


2011 - 2012



NEW LIFE CHRISTIAN SCHOOL

1528 River Road
Hamilton, NY 13346
315 824-2625

Principal: Todd Slabaugh

**Student/Parent
Handbook**

**New Life Christian School
1528 River Road
Hamilton, NY 13346
315-824-2625**

WELCOME TO NEW LIFE CHRISTIAN SCHOOL!

Whether you are new to the school, or are returning, we trust this handbook will help to give you understanding and direction regarding school policies and procedures. We hope that it will help to maintain close cooperation and communication between parents, teachers, and staff. If you have any questions or comments about what is contained in the handbook, do not hesitate to call the principal.

This handbook is provided for parents in a spirit of Christian love and understanding. As we work together on behalf of our students, let us pray for all aspects of our school. Pray that we will be united in love, to better teach our children to love and serve our Lord and Savior Jesus Christ.

To God be the glory!

**WORKING TOGETHER AT OUR SCHOOL:
A MESSAGE FROM THE BOARD OF EDUCATION**

Dear Parents,

Welcome to all new and returning students and families for the upcoming school year! May it be a good year for all of us.

To maintain a vibrant school community requires the active support and interest of everyone. A helping hand or helpful comment can spur others on and increase the sense of communal sharing which is so important to the welfare of our school. We look forward to this kind of commitment and participation from all our parents and staff.

Board members are here to serve on everyone's behalf. Feel free to call a board or committee member if you have a question or concern. We especially need your involvement in fund-raising projects and your personal involvement wherever possible. This may include, for example, volunteering at school or at the concession stand for sports events, or assisting with a specific fund-raising project. Your personal involvement is necessary to help keep costs affordable for all our families.

If you have questions related to your child's educational program, please contact the classroom teacher or principal. Comments, suggestions or questions about school programs, in general, should be directed to the principal.

The teachers look forward to your direct participation at school, if possible. Field trips, classroom help, preparing materials, and donations of time, money and supplies are just some of the areas where your involvement is beneficial to the total school program. Your support, encouragement, and prayer for the teachers are always appreciated.

If the opportunity arises, please tell others about our school. Invite interested parents to contact the school to arrange for a visit. Information packages are available in the school office and I would invite you to give one to a friend or neighbor.

Above all, I ask you to pray for our school. Please pray for the teachers and the work of the board and its committees. May all our efforts be pleasing to God and beneficial for the educational growth of all our students.

In Christ's Service,

Scot Ioset, D.D.S.
President, Board of Education

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Organizational Information

School History

New Life Christian School began in 1983 from a desire to provide alternative education based upon Biblical principles. These principles dealt not only with academic instruction, but also with the moral and character development of the student. The desired result would be a long-lasting impact not only in the lives of our students, but in society as a whole.

Beginning with ten students and three teachers (two were part-time), New Life Christian School has grown significantly in reaching into the surrounding communities. The dedication and hard work of our administrative, teaching, and support staff has made New Life Christian School a place where parents can confidently send their children for a well-rounded, fact-based Christian education.

Mission Statement

The mission of New Life Christian School is to provide a Christ centered environment by integrating faith with learning that challenges students to excel in academics and personal spiritual growth.

Statement of Purpose

The purpose of New Life Christian School is to raise up children and youth who desire to pursue God's purpose for their lives. We achieve this by declaring the Word of God, by making worship and prayer foundational and by enabling students to become actively involved in their faith. We desire to ignite within them a passion for seeking God and, to enable them to live in the world but not be a part of the world.

New Life Christian School is registered with the Board of Regents and offers an excellent student / teacher ratio. We challenge students to grow in "wisdom and stature, and in favor with God and man" by emphasizing spiritual, mental, social and physical development.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe in the triune Godhead as eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His present and priestly ministry.
4. We believe in evangelistic and missionary fervor and endeavor.
5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God.
6. We believe in the indwelling presence of the Holy Spirit and His continuing ministry as the Giver of spiritual gifts to be used for the common good and His fruit in the life of the believer.
7. We believe in Christ's imminent personal return in power and great glory, and in His present and everlasting dominion.
8. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal punishment.

School Leadership

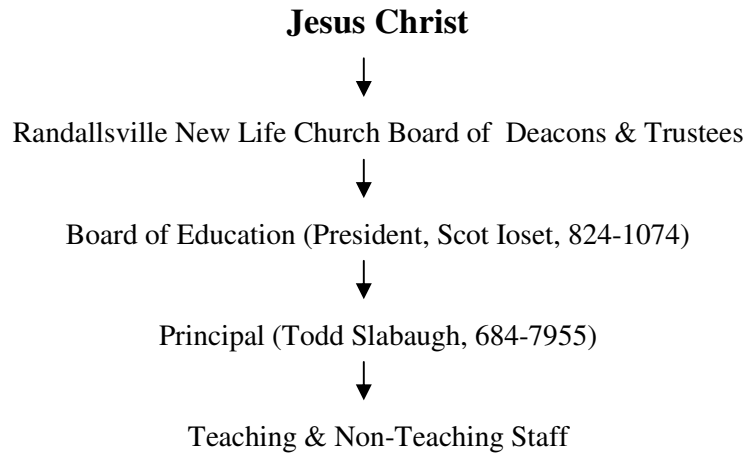
Leadership Goals

New Life Christian School is a private, non-profit school, organized by and designated as the main ministry of the Randallsville New Life Church. The purpose of the school is to offer an educational program of academic excellence and at the same time provide our students with Bible training conducive to building Christian character.

Leadership of the school is committed to the following goals:

1. To provide quality instruction and an academic environment in every classroom with genuine Christian teachers providing firm but loving discipline.
2. To provide for the development of the whole student using many types of activities to enrich, build, and strengthen each student.
3. To provide proper Biblical guidance for every student. To help all of them realize that they cannot have genuine lasting happiness and joy without learning to accept the authority of the Word of God in their everyday lives.
4. To provide adequate communication with every family with regard to all school programs and activities. It is our desire to assist our students and their families in such a way as to make the school experience a rewarding one for everyone involved.

Chain of Command



Board of Education

New Life Christian School's governing body is the Board of Education (BOE). Members of the BOE must attend Randallsville New Life Church regularly or have a child/children attending the school and regularly attend another church. Each member must:

1. Profess Jesus Christ as his/her Lord and Savior.
2. Desire to see New Life Christian School grow in population and spiritual strength.
3. Be in agreement with the school's mission statement and statement of faith.
4. Live a life consistent with Biblical principles and ethics and with the walk of a believer in Jesus Christ.
5. Be willing to contribute time and talents to the growth of the school.

The Board of Education is responsible for the day-to-day operation of the school with two exceptions:

1. In issues of faith, morals, or ethics the Board of Education will refer these issues to the Board of Deacons and the Pastoral staff of Randallsville New Life Church.
2. Any major policy change will be subject to the approval of the appropriate church board.

The Board of Education is composed of:

- parents of students currently attending New Life Christian School
- members of Randallsville New Life Church
- individuals who have regularly attended Randallsville New Life Church for at least one year

New Life Christian School teachers cannot be members of the Board. Spouses of teachers who are board members must exempt themselves from votes involving matters concerning their spouse.

Current Board of Education (8/11)

Scot Ioset, Hamilton (824-1074) (President)
Wendy Noble, Eaton (684-3504) (Treasurer)
Mitch Sierson, Westmoreland (723-6914)
Eric Faisst, Morrisville (684-9622)
Tammy Chandler, Morrisville (684-9231)
Damion Saunders, Oriskany Falls (821-6415)

School Staff

Teaching Staff

In addition to educational requirements, the following are required of all teaching staff:

1. Must have genuine love for and desire to work with, children.
2. Must be able to sign a doctrinal statement and agree with philosophy and general character of the school.
3. Must actively attend and fellowship in, and with, a Bible-believing church.
4. Must abstain from habits that are destructive to good health and cleanliness.
5. Must have good mental health.
6. Must live a life-style in accordance with the walk of a believer in Jesus Christ.

Volunteers and Support Staff

The same standard of conduct is expected of volunteers and support staff. Everyone serving the school in leadership and staff member capacities must be committed to the Lordship of Christ and the divine inspiration and authority of His Word—the Bible.

Enrollment Information

Registration Forms

In applying to New Life Christian School, there are several forms that must be filled out and signed by prospective parents and students. An application will be considered complete only after the following items are received:

1. Completed registration packet
2. Immunization record
3. Birth certificate
4. Previous year's school record
5. Payment of registration in full

Admission Policy

In accordance with Title VI of the Civil Rights Act of 1964, it is the policy of New Life Christian School to admit and to treat all children without regard to race, color, or national origin. These same requirements for admission are applied to all, and children are assigned

within the school without regard to race, color, or national origin. All persons and organizations having occasion either to refer children for admission or to recommend New Life Christian School are advised to do so without regard to race, color, or national origin.

Admission Procedure

1. Application must be received as well as additional items required on the Application Checklist before an interview can be scheduled.
2. Students and parents will be interviewed before students are granted admission to New Life Christian School. Students' transcripts will be reviewed and the administration will determine if further testing for proper placement is necessary.
3. The principal will evaluate the interview and transcripts to determine if New Life Christian School is the proper placement.
4. We desire to educate students whose parents believe in Christian education and desire their children to be in a Christian environment.
5. A trial period may be established at the principal's discretion.
6. No child will be admitted to classes until all registration forms are received, registration fees are paid, and immunizations are current.

Home schooled Students

Home schooled students may enroll in grade-appropriate course work and/or participate in school-sponsored activities (chorus, clubs, sports program, etc.) subject to approval by the Administration. Such students must show proof of home schooling course work and must comply with all rules and policies of New Life Christian School.

Student Contract

Students have the right to learn in a safe atmosphere, devoid of harassment, intimidation and fear, to be treated with respect by teachers and other students, and to express themselves in a peaceful manner with due consideration for the rights of others.

Students also have the obligation to insure the same rights for their fellow students and teachers and to accept responsibility for their own actions.

Therefore, I agree to:

1. Seek to develop a growing relationship with God through the help of my own study, my teachers, and fellow students
2. Show respect to all teachers, peers and visitors.
3. Use encouraging words when speaking to others.
4. Adhere to the dress code and maintain a habit of personal cleanliness.
5. Respect the property of the school and other students.
6. Learn and follow the policies prescribed by the Student/Parent Handbook.
7. Arrive to class/ School on time prepared with everything I will need for the classes that day.
8. Complete and hand in all homework assignments on time to the best of my ability.
9. Study diligently and be prepared for all tests.
10. Follow directions from teachers regarding homework format and expectations.

11. Use study halls to complete homework, unless teacher decides otherwise.
12. Keep my locker clean, neat and tidy. No stickers, no writing on the inside or outside of my locker.
13. Students will be expected to turn in original work and will refrain from cheating.
14. Actively participate in class.

Parental Agreement

We understand the mission and purpose of New Life Christian School and, by signing this parental agreement, we pledge to support and cooperate in any way at home and at school to enhance and fulfill this purpose and philosophy.

In accepting the invitation for our child(ren) to attend New Life Christian School, we agree to:

1. Have our/my child(ren) educated pursuant to the Philosophy of Education contained in the Student/Parent Handbook. We/I agree to fully cooperate and support New Life Christian School as they educate our/my child(ren). We/I also pledge our/my assistance to the administration and faculty in fulfilling this educational belief and philosophy as we/I interact with the students in our/my homes.
2. The teacher and the administration have full discretion in the classroom discipline of my/our child(ren). We/I agree with the discipline policy set forth in the Student/Parent Handbook.
3. The administration has full responsibility for placing my/our child(ren) in the proper grade. Minimum requirements, as stated in the Student/Parent Handbook, are expected before any child may enter said grade.
4. We/I have read the Student/Parent Handbook along with our/my child(ren) and we/I agree and will abide by the policies stated therein. The School reserves the right to dismiss any student who does not adhere to these principles and standards.
5. The School has permission to use my/our child(ren)s picture in promotional materials, including but not limited to, posters, brochures, and the website .
6. The School has permission to investigate the background of my/our child(ren) to determine his/her acceptability for admission into the School.
7. We/I take full responsibility for fulfilling the monthly financial obligations as they relate to the payment of the required registration and tuition fees in full.
8. We/I understand if we/I don't pay in full by the end of each month that we/I will be contacted.
9. We/I understand if we/I are unable to pay in full it is our/my responsibility to contact the school to make financial arrangements.
10. We/I understand that if our/my bill is not paid for 2 months our/my child(ren) will be suspended until payment in full is made or other arrangements are made with the School.

11. We/I understand if our/my child(ren) is withdrawn from the school owing a balance, transcripts/diplomas will not be released until payment is made in full.
12. We/I understand that NLCS has the right to contract with a collection agency and/or take legal action to collect any unpaid balance and that such action may have a negative impact on our/my credit rating.
13. We agree that a parent from our family will serve a minimum of 4 hours in service of NLCS fundraising efforts per school year. If we choose not to participate in this, we will pay a fee of \$100.

Financial Information

Registration and Tuition Fees

- **REGISTRATION FEE:** There is an annual registration fee of \$175.00 per student in grades K–6 and \$200.00 per student in grades 7–12, due September 1st. The registration fee is non-refundable. Full payment of the registration fee is required. *No one will be allowed to attend until this fee is paid.*

For any student entering school during the fourth quarter, the registration fee is half of the normal fee or the cost of materials, whichever is greater, up to the full fee amount.

- **PRE-REGISTRATION:** Pre-registration is required for planning purposes. A \$30 deposit is expected at the time of pre-registration, applicable to the annual registration fee. Returning students are required to pre-register on or before April 1st. Late fees of \$10 per month will be charged to those who do not meet this deadline.
- **ART FEE:** Art supplies are purchased in bulk for all grade levels. Following are the fees that will be included with the Registration bill:
 - Grades K - 5: \$7.00
 - Grades 6 - 8: \$15.00
 - Grades 9 - 12: \$17.00
- **TUITION FEE:** The annual tuition fee schedule is as follows:
 - \$3,800.00 for 1st child
 - \$2,100.00 each for 2nd, 3rd, and 4th child
 - No charge for 5th child and beyond
 - BOCES students – \$2,660.00
- **PART-TIME STUDENT TUITION:** The annual tuition for any student who is attending three or fewer classes is as follows:
 - \$760.00 per full-credit course
 - \$380.00 per half-credit course
 - \$190.00 per quarter-credit course
- **DUE DATES:**

Registration fee is due September 1.

Tuition is due in 10 monthly installments beginning on September 15.

- GRACE PERIOD: 15 days past due date.

Discounts

- REFERRAL CREDIT: Those who truly believe in a Christian education and who have seen the benefits in their children's lives certainly would want to share this with others. As an incentive, we offer a discount for every family that an NLCS parent refers to NLCS that subsequently registers their children. A discount of \$100 will be applied to your first payment after the family registers. Referral forms are available from the School business office.
- PASTOR OR FULL-TIME MINISTRY DISCOUNT: There is a 10% discount available to all active full or part-time pastors and all those involved in full-time ministry.

Collections

- PENALTY FEE FOR LATE PAYMENTS: **1.5%** per month will be charged to any account that has a balance due 15 days past due date.
- PRIOR YEAR BALANCE: No students will be allowed to attend the current school year if there are any prior year balances due.
- BALANCES 2 MONTHS IN ARREARS: The family will be asked to remove their child(ren) from school until the balance is completely paid.
- RETURNED CHECKS: There will be a **\$20.00** charge applied to the account of anyone whose check is returned not paid. The check must then be covered in cash or by money order.

A second returned check will be covered in cash. The party will be charged a **\$20.00** fee, and we will require cash or money order payments for the balance of the year.

PARENTS' NOTE: Report cards, diplomas, transcripts, etc. will be held until tuition is current, both mid-year and end-of-year. In addition, any returnable school books, library books, supplies, uniforms, equipment, etc., must be returned and/or paid for before report cards, diplomas, transcripts or student records will be issued. Your child cannot participate in extracurricular activities, or play/practice with sports teams until all bills are paid.

(See Temporary Hardship Pg.15)

Financial Aid Programs

- TUITION REDUCTION: We desire to provide an education for any family whose seeks a Christian education and *who is willing to make the necessary financial commitment to fund it*. For some families, our tuition rate is difficult or impossible to meet. In such circumstances, families may be assisted through our tuition reduction program. Reduction percentages are based on family income, with a maximum reduction of 40%. This program offers a *reduction* of tuition and no funds are available to make up the difference in the school's budget.

The tuition reduction program is available throughout the year. Applications for the following year are available beginning May 1st.

The process for applying for tuition reduction is as follows:

1. The parent must call and request a tuition reduction packet.

2. A tuition reduction application must be filled out and returned by the required due date. A copy of last year's tax return is required along with the application.
3. Families will be notified by mail of their eligibility for tuition reduction. The Tuition Committee determines the tuition charge from the income information provided.

Our payroll *depends* on tuitions. Therefore, each parent is *expected* to pay full tuition or the tuition amount designated by the Tuition Committee.

- **TEMPORARY HARDSHIP:** It is not our desire to see families leave due to temporary financial hardship situations, such as job loss. Parents are encouraged to call the Treasurer as soon as they are aware that they are, or will be, in a financial crisis. An application will be forwarded to the parent and the Tuition Committee will assess the situation. Any awards to help alleviate the tuition burden will be dependant on the parents' willingness to be accountable and monies available in the Tuition Benevolence Fund.
- **ADDITIONAL REDUCTIONS:** We believe that God has called us to offer increased reductions (write-offs) beyond the 40% maximum previously established by the Board of Education. Everyone will qualify for this additional reduction, including those who do not qualify for a reduction based upon income.

Tuition Reduction is a two-step process. The first step is described on page 10, in the section titled TUTION REDUCTION. The second step is only necessary if the tuition amount determined in the first step is not affordable in your budget. The second step involves your personal budget and your participation in helping the school as we minister to and teach our children. We will ask you to take a detailed look at your budget and determine a reasonable amount of tuition that is affordable to you. You will be given a budget assessment sheet to fill out and bring to a personal interview with the Tuition Committee. At the interview, you will explain how you came up with the tuition amount; let us know if there are any other ways you can help, share your heart for this school and how it fits with your family goals. The interview is also a place where you can share ideas with us and we can share ideas with you as occasion arises. We are willing to work with you in your particular circumstances. It is our desire that no child is withdrawn from School because of finances.

NOTE: All financial aid programs are administered without regard to race, color, national origin, age, gender or religious affiliation.

Parental Involvement

This school succeeds in large part to the amount of parental involvement we receive. Your involvement helps to build a community her at New Life and shows your child(ren) that you care.

School/ Parent Meetings

It is expected that parents will faithfully attend school/parent meetings. Adequate notification will be provided to help families plan.

Field Trips

During the course of the school year opportunities often arise to take classes on field trips pertaining to different units of study. Through field trips children experience social conditions beyond the ordinary realm. Trips also provide a wonderful opportunity to expand students' horizons and to stimulate language development through conversation. Costs associated with field trips will be kept to a minimum.

Parents will be notified of the purpose, date, time, destination, dress required, and cost prior to each trip. A blanket permission slip is to be signed at the beginning of the year.

Parents may be needed to help transport students; this help is greatly appreciated. Parents who are transporting students need to have proper insurance on their vehicles. All drivers must be 25 years or older unless a regular staff member.

All students riding in vehicles shall adhere to the Transportation Policy. If a child is disobedient and/or disrespectful during a field trip, the parent will be notified.

Volunteers

Opportunities are available for parents who are interested in sharing their hobbies, talents or career, with our students, e.g., speaking at either the elementary or high school chapel services.

Monthly Calendar

A monthly calendar will be sent home containing special events and upcoming school activities. This calendar is subject to change. The calendar is also available on the school website.

Notices/Announcements

From time to time teachers may also communicate with the parents. All communication that is sent home whether via email or written *should be read*. Please check backpacks for notices and announcements. If you have further questions concerning announcements, please call the school office or your child's teacher.

Lunch Procedures

1. Microwaves are available for reheating lunch items.
2. Good manners are expected at all times.
3. Students are responsible to keep their eating area clean.
4. Elementary students normally eat in their classrooms, Middle & High School students eat in the Community Center cafeteria. No students will be allowed in the kitchen area nor will they be allowed to borrow utensils (plate, bowls, silverware, cups) unless involved with a class-sponsored lunch program.
5. Students will sit in chairs (not on tables).
6. Teachers are in charge of the lunch period.
7. White milk (2%) is available at a cost of .25 cents per cup.
8. A hot lunch meal is occasionally available.

Classroom Supply Needs/Donations

Due to class parties, birthdays, cold season, etc., a *continual need* for tissues, paper plates, plastic eating utensils, and paper cups exists. Donations to your child's individual classroom are greatly appreciated and especially needed.

From time to time you will be notified of needs that may arise that have not been covered by the budget. Donations to meet these needs will be gratefully accepted.

Other areas where donations are helpful include gym equipment and computers. Any donations in these areas would be greatly appreciated. Please contact the school if you would like to make any donation of this type. A receipt for tax purposes is available upon request.

Booster Club/Fund Raising

The Booster Club and fund-raising events are the most vital assets to our school. As the school's budget is set up to cover only the wages and salaries of the staff, *the fund-raising efforts of the Booster Club are the only funds available for classroom materials and other school necessities.* We would encourage all parents to become involved in these activities in whatever way they are able. Information will be provided continually as to the meeting dates and activities of the Booster Club.

Transportation

Transportation Policy

When students are being transported in a vehicle for a school-related activity, they are to display proper conduct. Proper conduct is defined as the following:

1. Students will sit on the seats, always wearing a properly buckled seat belt.
2. Students will obey the drivers and any requests made by them.
3. No student will put any part of his/her body out of the window.
4. No headsets and/or MP3 players may be used.
5. The noise level in the vehicle is to remain low. There is to be no loud talking, jumping, loud laughing, or screaming.
6. There are to be no sudden noises made by any students.
7. Students may not shout out the windows to people in passing cars or on the street.
8. Courtesy is to be observed at all times.
9. Conversations are to reflect the principles of New Life Christian School. This eliminates rude noises, talk about bodily functions, or conversations degrading others.
10. Have care and consideration for the property of others.

Busing

If you live within 15 miles of the school, your school district is responsible to bus your children. All students riding public school transportation are under the direct care of their parents and home school districts. Any problems on the bus will be reported to the parents. Students are to be reminded they are representing New Life Christian School and must follow the Transportation Policy. Bus safety rules are to be followed at all times.

Parents must send a written request for busing (provided with your Pre-Registration Form) to their local school Superintendent by April 1. All others are responsible to transport their own children.

All students **must have *written* permission to change afternoon transportation**; permission slips must be turned in to teachers in the first period class. Notice by phone in emergency situations must be made by 1:00 PM. All of our cooperating school districts have informed us that no one is allowed to ride another school district's bus.

Student Driving Policy

Student drivers and their parents must notify the school principal of their intention to have the student drive. Written permission must be received from the parents for the student to drive to and from school. Students must notify the office or the bus duty personnel prior to leaving each day. Other general driving regulations include:

1. Speed limit in the parking lot is 5 MPH.
2. Students may not leave the school grounds during school hours without written permission from parent/guardian. Permission will be given to the office at the beginning of the school year.
3. Drivers must show courtesy and follow all traffic regulations.
4. Students may NOT transport any other student without written permission from their parents/guardian and written permission from the student's parents whom they are transporting.
5. Students must not skid, "peel out," or "rev" engines.
6. Designated entrance and exits must be used.
7. Students may leave only with permission for designated appointments (e.g., dentist, doctor, etc.).

RULE VIOLATIONS WILL NEGATE STUDENT DRIVING PRIVILEGES

Non-bussed Student Drop-Off/Pickup Policy

No students may be dropped off *prior* to 7:30 AM. Students transported by car should arrive no later than 8:15 AM. Students may be dismissed beginning at 2:15. Parents (or designated drivers) *must* report to the office to verify pickup of children. If a student is not able to be picked up by 3:15PM., prior arrangements must be made with the office.

Release of Children

Students released during the school day must report to the office to be picked up by a parent or guardian. For safety reasons, children will not be released directly from their classroom. Parents are not to wait for their child(ren) in a parked vehicle, but must come to the school office.

Please list ALL persons who MAY pick up your child(ren) and who MAY NOT pick up your child(ren) on the registration form. Your child(ren) will only be released to persons listed by you. If there is a change in who will pick up your child(ren), it is YOUR RESPONSIBILITY to notify the school office PRIOR to the change. This includes a neighbor, car-pooler, babysitter, or relative that you have not previously listed. If the office is not notified, your child will not be released; this is for your child's protection. All persons bringing/taking your child are required to show proper ID, when necessary.

Given the frequency of child custody problems, it is imperative that this information be updated as needed so the School can release your child to authorized persons ONLY.

Parents Out of Town

When parents are going to be away from home for any period of time, they need to call the School and leave an address and phone number where they can be reached in the case of an emergency. The School must also have, in writing, the name(s) of the adult(s) who will be responsible for the student while the parents are away.

Leaving School Property

Any student leaving the building or school premises at any time during the day without notifying the school authorities will face serious disciplinary action.

Bicycle Riders and Walkers

Written permission must be received from parents for students who wish to ride bicycles to and from School. Students must notify the office when they arrive and notify the office or bus monitor prior to leaving. Students must:

1. Be on time for school assembly (8:20 AM).
2. Park bicycles in designated area. Do not block exits/pathways. Do not ride bicycles on the playground or use bicycles during the class day. (Bicycles left overnight at the owner's risk.)
3. Receive permission to leave after 2:15 PM
4. Comply with NYS law regarding use of helmet, traffic laws, etc.

Driveway Passage and Parking

When entering the School parking lot, please come in via the River Road entrance as it allows all traffic to be going in the same direction.

**DO NOT PASS SCHOOL BUSES IN THE PARKING LOT
UNLESS SO DIRECTED BY THE BUS DRIVER**

When the School bus is parked and has on its flashing lights, you may not move through the parking lot. This is *against the law*. Bus drivers will report license numbers.

Speed limit for the parking lot is 5 MPH.

When picking up or dropping off children, park in one of the parking spaces to prevent traffic congestion.

School Closing

The Administration will make the decision as to whether NLCS will be closed due to inclement weather.

The following television stations and television websites will carry our cancellations:

WTVH, WIXT, WSTM, YNN

Listen for New Life Christian School (Hamilton). NLCS may still be open while some public school districts are closed. If so, parents are responsible for transporting their child(ren) to and from school in the event that public school transportation is not available.

Please do not call the principal's house. This line needs to be open to call teachers, radio and TV stations.

In the event that school is to be dismissed before the regular closing time, announcements will be made by these same methods, as well as notifying all parents (at home or work). Parents not using public school transportation should endeavor to pick up their children as soon as possible.

Student Dress Code

It is statistically proven that the way you dress impacts your behavior and the way you feel about yourself. At New Life Christian School it is our desire for each individual to become all God has created them to be. Professional dress contributes to this endeavor by enhancing well-being and behavior.

New Life Christian School seeks to maintain an environment conducive to the total development of our students. It is our intention to create in our students a heart that desires to serve Jesus. All of our dress code standards are designed to help our students achieve their best in a society that would have them be distracted by immodesty, drugs, disrespect, obscenities, sloppiness and poor attitudes.

Our dress code standards address these issues. We expect our students to wear modest, non-suggestive, respectful clothing that is neat, well fitted (not excessively baggy or tight), clean and in good repair.

Certain manufacturers of clothing use morally degrading advertisements that are contrary to the Christian values we seek to teach. Therefore we ask that clothing not display manufacturer's names across the front or back of clothing.

Our students will be well groomed with clean, well-trimmed hair free from embellishments: Boys will be clean-shaven with no sideburns. Boy's hair will not extend to the collar or cover the eyes or the ears. Earrings are not allowed on gentlemen.

All jewelry must be modest. Ladies may only wear modest earrings in the lower lobes (up to 2 per ear).

For we are the temple of the living God. As God has said: "I will live with them and walk among them, and I will be their God, and they will be my people." 2 Corinthians 6:16

As the body is the temple of God students will not be allowed to wear body piercing or tattoos.

Gentleman:

Dress pants (i.e. Dockers)

Jeans

Shirts must have a collar. Examples include:

Polo Shirt

Dress Shirt

An exception to this is a long or short sleeve t-shirts with an NLCS logo

Sweaters

No Hoodie unless it has an NLCS logo

Ladies:

Dress Pants(i.e. Dockers)

Skirt – must be to the knee

Jeans

Long or short sleeve t-shirt with an NLCS logo only

Long or short sleeved Blouse (with buttons)

Sweaters

Dress shirt

No Hoodie unless it has an NLCS logo only

Dress Prohibited

T-shirts that are not affiliated with NLCS programs

Sweat pants/wind pants

No cleavage showing

No undergarments showing

No midriff showing

No holes, rips, tears or tightness in any clothing

All clothing must be clean and in good repair

Chapel day

No jeans will be permitted on Thursdays

Proper dress code is expected for all activities at the school and throughout the day unless permission is given otherwise.

Physical Education

Sneakers are necessary for safety during physical education class or recess. T-shirts and gym/sweat pants or shorts (length of shorts must extend below the tips of the fingers) will be worn for comfort and safety. Girls who play on the playground equipment are to wear shorts underneath their dresses/skirts. For safety reasons jewelry will not be worn during physical education class. Time will be allotted for older students to change. A reduction in the student's quarterly grade will be assessed when students are not properly prepared for gym class.

Attendance Policy

It is extremely important that the student realize that any class absence should be used only with a great deal of discretion. School attendance is the responsibility of the student and parent. Excessive absences usually make it difficult for students to learn all of the skills and theory in their courses. Parents are encouraged to avoid scheduling family vacations and taking children out of school when school is in session. When absence is unavoidable, please call the School and notify the office that your child will be absent. A written note signed by the parent, stating the date of and the reason for the absence must accompany the student upon return to school. Students who are absent 20 or more consecutive School days will be recommended for removal from School by the principal.

Only the following are acceptable excuses for absence:

1. Sickness of pupil
2. Sickness or death in the family
3. Impossible roads or weather making travel unsafe
4. Religious observance
5. Quarantine
6. Required to be in court
7. Remedial health treatment

The following are examples of unexcused absences:

1. Vacation trips
2. Shopping
3. Babysitting
4. Hunting
5. Work
6. Oversleeping
7. Missing the bus

All students are expected to be in attendance days preceding academic meets, field trips, sports activities, science fairs, etc., in order to attend these functions. A student must attend a full day of classes to participate in sports and other school-related activities.

Tardiness

Students are expected to arrive at school on time. The day begins with an assembly for all students at 8:20 AM. When a bus causes a delay, the student will not be counted as tardy. Tardy students must report to the office for a late pass. Additionally, students must be on time for all classes/study halls as scheduled during the day. Students with excessive tardies are disruptive to all students and reduce the offending student's success. There are consequences for excessive tardiness. See section on Student Conduct for excessive tardies.

Student Conduct

New Life Christian School expects our students to reflect Christ in all they do. It is their responsibility to be respectful, reliable, attentive and cooperative in the classroom. Responsible character is developed through faithful attendance and completed assignments.

“But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law. And those who are Christ’s have crucified the flesh with its passions and desires. If we live in the Spirit, let us also walk in the Spirit. Let us not become conceited, provoking one another, envying one another. “

Gal 5:22-26

Students are expected to display the fruit of the Spirit in all areas:

- Treatment of school property
- Treatment of others
- Use of positive, encouraging language
- Resolving disagreements productively
- Considering other’s feelings
- Orderly conduct
- Refraining from undue shows of affection

Whether our students are on School grounds or involved in a School related activity it is important for them to radiate a Christ-like image. Obedience is an essential element of this endeavor. That is why it is important that communication between parents and teachers remains open. If you have concerns regarding your child, please contact the teacher to resolve it in love. If a resolution cannot be found, a meeting can be scheduled between the parent, teacher, and principal. If a resolution cannot be reached with the principal involved, the Board of Education may be asked to mediate.

Student Discipline

Communication between the School and parents is vital in all matters, including discipline. A central tenet of our discipline policy is that student discipline will be progressive. By this we mean that a student’s first or less severe violation should merit a lighter penalty than subsequent or more serious violations. Where the child enters the process outlined below will depend upon the seriousness or frequency of the misbehavior. Serious misbehavior may include, but is not limited to, the following: cheating, fighting, destruction or mistreatment of school property, swearing, threats to others, stealing, substance abuse, and other inappropriate behaviors directed towards staff or students. These actions may result in expulsion. Continued disruptive or inappropriate behavior such as tardiness, disrespectful language, bus disturbances, and horseplay are examples of actions that will involve corrective measures and conferences with a student’s parents. Problems such as these may result in probationary periods, suspension, or expulsion from the school.

Corporal punishment is NOT deemed appropriate for this institution.

Disciplinary Action Policy

Students that attend NLCS should be held accountable for their own actions. The following guidelines will be used in addressing student conduct.

Dress Code Infraction (See Student Dress Code Page 20)

“Your beauty should not come from outward adornment, such as elaborate hairstyles and the wearing of gold jewelry or fine clothes. Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.” 1Peter 3:3-4

In keeping with the idea of teaching and instructing our students, dress code infractions will be addressed individually with an effort made to instruct the student as to the infraction. The student will be asked to refrain from wearing the same article of clothing in the future as well as other similar types of clothing.

If the infractions continue, a call will be made to the parent(s) to discuss the situation, and parents will be asked to monitor the dress of their child(ren) more closely.

As a final attempt to instruct the student, they may be asked to appear before the Board of Education where further sanctions will be incurred, or the student may be asked to withdraw from school.

Disruptive Behavior Infraction

“Make every effort to live in peace with everyone and to be holy; without holiness no one will see the Lord.” Hebrews 12:14

Examples of disruptive behavior include, but are not limited to: Talking out of turn, inappropriate comments or actions, and intruding on classes in session.

When disruptive behavior is brought to the principal’s attention, a discussion will take place to discuss the inappropriateness of the offense and to examine the situation.

The student will be asked to write a note of apology to those who have been offended. The student will be asked to give the note as well as verbally apologize and ask for forgiveness.

If disruptive behavior continues, parents will be notified and a meeting with the student, parents and involved teachers will take place.

As a final attempt to instruct the student, they may be asked to appear before the Board of Education where further sanctions will be incurred, or the student may be asked to withdraw from school.

Incomplete/No Homework Infraction (Col. 3:23)

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

Completion of homework is essential to effective learning. Homework reinforces the concepts taught in class and allow students an additional opportunity to demonstrate proficiency. It is expected that all students will be consistent in completing their homework on time.

Failure to consistently turn in homework may result in lunchtime detention in order for students to finish incomplete assignments. Their eligibility to participate in school sports or activities may be revoked as well.

The school uses an online grading program that allows both students and parents the opportunity to track progress online. This lends itself to the ability for students, teachers, and parents to be in contact with any questions or concerns.

As a final attempt to instruct the student, they may be asked to appear before the Board of Education where further sanctions will be incurred, or the student may be asked to withdraw from school.

Plagiarism and Cheating Infraction (Proverbs 12:22) (Plagiarism is a crime)

“The LORD detests lying lips, but he delights in people who are trustworthy.” Proverbs 12:22

1st Incident - Student will receive a 0% on the assignment. Student will be required to do the assignment over with no grade given.

2nd Incident- Student will receive a 0% on the assignment. Student will be required to do the assignment over with no grade. Student will receive 2 days of ISS.

3rd Incident – Student will be expelled from School.

Abusive Behavior towards Others Infraction :(i.e. hitting, biting, teasing, name-calling etc.)

Examples of disruptive behavior include, but are not limited to: Hitting, biting, fighting, teasing, and name-calling.

“Slander no one, to be peaceable and considerate, and always to be gentle toward everyone.” Titus 3:2

When abusive behavior is brought to the principal’s attention, a discussion will take place to discuss the inappropriateness of the offense and to examine the situation.

The student will be asked to write a note of apology to those who have been offended. The student will be asked to give the note as well as verbally apologize and ask for forgiveness.

If disruptive behavior continues, parents will be notified and a meeting with the student, parents and involved teachers will take place.

As a final attempt to instruct the student, they may be asked to appear before the Board of Education where further sanctions will be incurred, or the student may be asked to withdraw from school.

Inappropriate Computer/Cell Phone/ Camera Use Infraction

“From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked.” Luke 12:48b

At the beginning of each year, students will be required to sign and adhere to a computer/cell phone/ camera use contract. Violation of this contract will result in the loss of privileges.

See cell phone use on page 28

Excessive Tardiness/Absences Infraction

“So then, each of us will give an account of ourselves to God.” Romans 14:12

By state law a student must be in attendance at least 75% of the days School is in session. When absences exceed the 25% point parent(s) will be called. (Ex: 10 out of 40 absent, 80 out of 100 etc.)

After 5 tardies, parent will be warned.

After 10 tardies parent will be warned and student will stay after school to make up missed time.

After 15 tardies student will not receive credit for 1st period class and will have to repeat that class the following year. All students will be given opportunity to make up time and work.

Defacing School and Personal Property Infraction

“Our people must learn to devote themselves to doing what is good, in order to provide for urgent needs and not live unproductive lives.” Titus 3:14

Students are expected to respect the property of NLCS and of their fellow students. Any student caught defacing school or personal property will asked to clean and repair or asked to make retribution.

If disrespect of school or personal property continues, students may be required to help cleaning staff for a period of time.

As a final attempt to instruct the student, they may be asked to appear before the Board of Education where further sanctions will be incurred, or the student may be asked to withdraw from school.

Possession and or use of all weapons, (including pocket knives), alcoholic beverages, drugs & stealing are all crimes and will not be tolerated or permitted on School ground. If a Student is caught with or partaking in any of the above the proper authorities will be contacted.

Expulsion

Expulsion, dismissal for the remainder of the school year, will be recommended by the principal for approval by the Board of Education. The parents will not receive a refund of the remaining tuition. Parents have the right to file a formal appeal to the Board of Education, who will make the final decision. An appeal can only be submitted to the Board of Education.

Expulsion may result from:

- Repeated misconduct
- Failure to respond positively to repeated efforts at correction by the School’s personnel
- A serious breach of the school’s code for student conduct, including the use, possession, or distribution of drugs and/or alcohol, whether on or off campus, and weapons

- Threatening or bringing harm to the person or property of a teacher, administrator, or staff member
- An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community; any attitude not in harmony with the goals and spirit of the School
- Any action by a parent or guardian, which seriously interferes with the School's ability to accomplish its educational purposes.

Due Process/Appeal Procedure

An appeal of the decision of the principal may be made to the Board of Education.

1. The appeal shall be made with the president of the Board of Education within three (3) School days of the receipt of the principal's decision.
2. The Board of Education will hear the appeal at an Executive Session or no later than the next regularly scheduled meeting.
3. Any appeal and/or decision shall be in writing.
4. The Board of Education will have final jurisdiction on the matter.
5. During the appeal procedure, the student will remain in the assigned disciplinary status.

General Procedures

Visitors

When School is in session, no one has unrestricted access to school buildings and play areas. All visitors, including parents and church members are required to stop and sign in at the office to obtain permission from the Administration to be in the area. Due to the possibility of visitors interrupting the school program and/or causing a disturbance and for the protection of all students, our policy allows visitors only under specific circumstances.

Private Property

Students are NOT allowed to bring collectibles, baseball cards, toys, water balloons, MP3 players, skateboards, roller blades/skates, scooters, radios, etc., or any item that children could be distracted by during school time. Students are not to bring items to school to trade, exchange, or sell. If they do, the items will be confiscated and returned at a later time.

Students are encouraged not to carry money to school unless there is a definite reason for it (e.g., milk money, chapel offering). The School is not responsible for loss of money. A rule of thumb: "Carry only what you can afford to lose." Students may bring items in if required by the teacher.

Daily Assembly

All students (K-12) are required to attend morning assembly. Assembly begins at 8: 20 AM and is held in the sanctuary. All students go to the sanctuary upon arrival at school. Each class normally sits together in an assigned row. Each day begins with worship, prayer, and reciting the Pledge to the Bible, Christian Pledge or the American Pledge. Announcements are made and students are then dismissed to their classes.

Chapel

Chapel will be held once a week (Thursday). The elementary school generally meets in the morning and the middle/high school meets in the afternoon. Selected speakers will lead chapel with varied participation by students. The purpose of chapel is to bring all students together to acknowledge God in all aspects of life, to worship Him corporately, and to encourage each other in the faith to which we are called.

Fire Drills

Fire drills will be held twelve times per year, with eight occurring before December 1st. During fire drills or actual emergencies, the approved plan of exit will be used with teacher and staff supervision.

Telephone Usage

Students may use the School telephone with permission from a teacher or staff.

Cell Phone Usage

Students are not permitted to use cell phones during school hours. Texting and talking on the phone is a distraction that can hinder the learning process. If a student needs to make a call, the office phone is available. If a parent needs to reach their child(ren) a message can be left through the school office.

School Pictures

Individual student pictures will be taken. Several packages will be made available to meet the budget of each family. Class pictures will also be taken. Times and dates will be announced.

Computers

NLCS considers computers a valuable tool for education and encourages the use of computer-related technology in the classrooms. To use a computer in a classroom or the computer lab, a student and his/her parent or guardian must read and sign the Acceptable Use Policy (provided by the office). Students who do not sign the Acceptable Use Policy or violate provisions of the policy may lose the privilege of using the school's computers. Additional disciplinary action may be taken for violations of the Acceptable Use Policy. All computer system hardware and software, and data entered by staff and students, are the property of New Life Christian School.

Gum Chewing

In the interest of health and cleanliness, the Administration asks that all persons refrain from chewing gum while on School grounds.

Pesticides Notification

New York State Education Law Section 409-H has been revised to state that, no school shall apply pesticide to any playgrounds, turf, athletic or playing fields, except that an emergency application of a pesticide may be made as determined by the county health department or for a county not having a health department such authority as the county legislature shall designate, the commissioner of health or his or her designee, the commissioner of environmental conservation or his or her designee, or, in the case of a public school, the school board.

Health Concerns

Immunizations

A certified immunization record must be presented at the time of registration. NO CHILD IS ALLOWED TO ENROLL IN SCHOOL WITHOUT THE PROPER IMMUNIZATIONS UNLESS THEY NOTIFY THE SCHOOL IN WRITING THAT THEY EXEMPT THEMSELVES BASED ON RELIGIOUS BELIEFS. New York State mandates that the following immunizations must be met prior to school entrance:

- a. 3 doses DTP, DTaP
- b. 3 OPV or 4 IPV
- c. 2 doses measles containing vaccine and 1 dose each of mumps and rubella (preferably as MMR)
- d. 3 doses Hepatitis B (all entering 7th grade or born on or after 1/1/93)
- e. 1 dose of Varicella(born on or after 1/1/98,or born on or after 1/1/94 and entering 6th grade)
- f. 1 dose Tdap (all students entering 6th grade or born on or after 1/1/94)

Physicals

New York State requires a general physical exam for students entering grades 1, 3, 7, and 10. It is also a state requirement that all children participating in any sports have a sports physical annually. The School district in which you reside is responsible for paying for these physicals. If you would prefer to have these done by your family doctor, please contact NLCS to receive the form that you will need to turn in to the School.

Accidents and Emergencies

If your child is injured, the office or person in charge will notify the parent(s) or guardian(s) of the child if at all possible. If parents cannot be reached, we will call your family physician or medical facility as instructed in writing on your registration form.

In the event of an illness or accident needing medical attention, we will follow the procedure stated on your registration forms. This gives the School the liberty to use an ambulance or take the child to medical facilities if deemed necessary. The school will always try to reach the parents, but in the event we are unable to contact you, or someone on the emergency list, it is the family's responsibility to accept the expense.

In the event of a fire or other unforeseen disaster, all children and School personnel will either be evacuated or gathered in the safest location. Parents will be notified as soon as possible.

Insurance

In cases where insurance is needed, the family's insurance will be the primary insurance and the School's insurance will be secondary.

Allergies and Medications

No child may be given any medication at School without a doctor's written permission. This includes ALL medication including over the counter drugs, such as, aspirin, acetaminophen, and cough drops. There is a form available in the office that may be filled out by your physician and returned to School if your child will need to take any medication at School. If you would like to come to School and administer any medication personally, this will be allowed. Any medication sent to School with the child (accompanied by the doctor's form) must be turned in to the teacher and will be kept in the school office until the time it is to be administered. All medication must be administered by the School staff, parents, or health professionals.

If your child is allergic to certain foods, or has any continuing medical problem (seizures, frequent headaches, etc.), please notify your child's teacher and the office. Space is provided on your registration form for this information.

Illness

It is assumed that in the absence of medical certification, when students are sent to school they are able to participate in normal daily programs with due respect for obvious problems such as casts, crutches, etc.

Many times students are sent to school when sick. This is not the school's responsibility; children's illnesses are to be properly taken care of by the child's parents/guardians. It is unfair to the teacher, the class, and the sick child to send him/her to school when not in reasonable health. Children running a fever of higher than 100 degrees, having diarrhea or vomiting most certainly do NOT belong in school. If a child develops any of the above symptoms while at school, they will be sent home.

The school is not equipped or staffed to accommodate any clinical functions other than first aid.

Any child unable to attend school for an extended period of time due to illness can be tutored through his/her local school district.

Communicable Diseases

Chicken Pox: exclusion from School for one week following onset of eruptions. May return to school before scabs are gone.

Impetigo (weeping crusted sores) **or other Staph Infections:** exclusion from School until child is receiving medical treatment.

Pinkeye: exclusion from school until discharge from infected eye ceases. Responds readily to antibiotic treatment.

Lice (itchy scalp, white nits in hair): Exclusion from school until child is treated and checked by school officials upon return.

Ringworm: (fungus infection of the scalp or body) exclusion from School until receiving medical treatment.

Strep: exclusion from School until child is receiving medical treatment.

Elementary School (Grades K through 5)

Supplies

It is the responsibility of the parent/guardian to see that their child always has his/her own supplies at school. Each teacher will provide a complete supply list. The list will be sent home to the parents and also listed on the school website.

Textbooks

All textbooks issued are the property of NLCS and must be returned in a condition that shows reasonable care. The parent and student will be responsible for the replacement value of that text or materials if lost. The replacement fee will be added to the monthly tuition bill. If the books are returned or found, information concerning them must be given to the office.

Lockers

When available, lockers will be assigned to students by their teachers. Permanent markings, labels or other sticking materials will not be placed on lockers. Students are responsible for keeping their lockers clean and neat.

Parties

Birthdays are a very special occasion. If you would like to send a cake, cupcakes, cookies, or special treats for the class, you may do so if it is cleared with the teacher as to the date and time. Invitations to individual parties are to be mailed directly to the home of the students; teachers and students are NOT to be asked to hand them out. Please use wisdom in your invitation process. It is extremely painful to be the only child not invited to a function.

Halloween parties have no priority in a Christian school, thus:

1. There shall be no school recognition of Halloween in the form of parties, costumes or harvest activities.
2. If you, as a parent, should have a question regarding this policy, please see the administration.

Bible Days are held in November. This day is full of praises for God's provision concentrating on praise, thanksgiving, gratitude, and friendship. Students are encouraged to dress up in a costume depicting someone or something from the Bible, take part in a parade of characters, and share this day with parents in attendance.

Thanksgiving. A Thanksgiving dinner may be held at lunchtime prior to Thanksgiving with students and staff in attendance, praising God for His watchful care and provision.

Christmas is a special time of worship and celebration of Christ's birth. Focus is to be on Christ's gifts to us and our gifts to Him. Students may exchange names in their classrooms the first week of December. They are not required to purchase gifts for their teachers. Santa, reindeer, and other non-Biblical characters are not to be used.

Valentine's Day. Emphasis needs to be on the love of God and His relationship to and in our lives, and love for one another. Children may bring valentine cards; however, make sure they are appropriate for a Christian school. If a child is going to hand out valentines, PLEASE be sure that a valentine is given to ALL students in that classroom.

Easter. As Christians we celebrate Christ overcoming death.

Spirit Week. During the soccer and basketball seasons we take one week to express our school spirit to encourage the teams. Every day a different activity is planned. During the week a pep rally will be scheduled.

Movie Policy

Movies shown at New Life Christian School for recreational use will reflect Christian values. Educational films, film clips for educational purposes, or other films of value for educational purposes will be shown after careful screening by staff members.

"Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things." **Philippians 4:8**

Playground Rules

Any staff member on the playground is to be aware of the behavior. Any infraction of the rules is to be dealt with and consequences given. These rules apply to all students.

Behavior

1. Respectful talk will be used when communicating with other students and with all adults.
2. Proper manners will be used on the playground.
3. Angry outbursts are unnecessary on the playground.
4. Students are expected to obey directions given by any adult staff member.
5. Picking up or throwing stones, rocks, sticks or snowballs are not acceptable.

Equipment

6. Students will sit in the swings.
7. Students will not wrap chains around swing set to shorten swings.
8. Students will not stand on picnic tables or benches. These facilities will be kept clean so we can use them for outdoor meals and/or study hall.

Boundaries

9. Students will not cross the driveways without adult permission.
10. Students will not walk between the cars in the parking lot.
11. Students will not go behind the high school buildings.
12. Students are not allowed over the bank at the far end of the playground (except with permission to retrieve a ball).
13. Students may not play on the south side of the church building.

Property

14. Students will respect the property of others.
15. Students will place backpacks, jackets, etc., beside the cement walk.

Report Cards

Progress Reports will be sent home during the 5th week of each marking period. These reports will alert parents of student difficulties in behavior, work habits, or work quality.

Report Cards are issued to the students at the end of each nine-week period.

In addition to regular reports being sent home, NLCS is utilizing an online grading program called Gradelink. Students and parents, in grades 3- 12, will be able to see at any point during the quarter a current listing of grades, and they are encouraged to stay in contact with teachers with any questions.

Straight Scale

A	90-100	Honor Roll:	85-92
B	80-89	High Honor Roll:	93-100
C	70-79		
D	65-69		
F	0-64		

Achievement Tests

Standardized tests are generally given in the late spring for grades K-8.

Homework Policy

Homework consists of assignments and projects that are given to work on outside of the classroom. They are an opportunity for students to practice and develop competency in the skills that they are learning. Homework is also an opportunity for parents to be involved in their child's education and to promote an excitement for learning. It is expected that parents can help their child with questions they have, but it is the responsibility of the student to do the work. A reasonable amount of homework will be assigned. The amount of work will differ from grade to grade. We hold students highly accountable regarding all assignments. (Review student contract pg.11)

Kindergarten Requirements

Each spring, a Kindergarten Visitation Day will be scheduled to inform incoming kindergartners and their parents of the procedures involved to register for kindergarten, what the program entails, and the screening process used by the primary educators.

Before the child can be considered for the screening process, the following requirements must be met:

1. Child must be 5 years old on or before December 1 of the year following September registration.
2. A birth certificate must be presented.

A certified immunization record (see Health Concerns section) must be presented.

Middle School and High School

Schedules

Middle School (6th through 8th grades) and High School (9th through 12th grades) students will be issued class schedules on the first day of school. Students must be on time for each class and study hall. Tardiness and absences will be reported to the office.

Supplies

It is the responsibility of the parent/guardian to ensure that their child(ren) has his/her own supplies at School. A complete supply list will be distributed by the school office and will also be posted on the school website.

Books

Textbooks and library books are the property of NLCS and must be returned in a condition that shows reasonable care.

The parents and student will be responsible for the replacement value of the text or material that is damaged. Damage includes: lost or missing books; books with water or food stains; torn or missing pages or covers; marks left by pens, pencils, tape, etc. Book covers are recommended and will help protect books.

Lockers

Lockers are the property of New Life Christian School and are assigned to each student for storage of their outer clothing and textbooks. There is no writing allowed on locker. Permanent labels/stickers must not be placed on lockers. The Administration reserves the right to inspect lockers without student notification. It is advisable that no personal valuables be kept in an individual's locker. Students are not to go to their lockers during instructional time since the opening and closing of locker doors creates a disruption to the instruction taking place in adjoining classrooms. Students must plan accordingly and have books and other needed materials with them for classes.

Study Hall

Study hall is a time for academics. The following policies help insure that students have a quiet atmosphere in which to study.

1. Students are to be in the room and in their seat on time.
2. This period is to be used for school work.
3. Students are to bring their work with them. They will not be excused to their locker to get forgotten work.
4. Talking is permitted only with the permission of the teacher.

Outside Areas

High School students may use the Pavilion and other outside areas only under the supervision of a teacher. While outside, students must comply with the Playground Rules (see Elementary School section).

Movie Policy

Movies shown at New Life Christian School for recreational use will reflect Christian values. Educational films, film clips for educational purposes, or other films of value for educational purposes will be shown after careful screening by staff members.

Report Cards

Progress Reports are sent home to alert parents/guardians of student difficulties in behavior, work habits, or work quality. A progress report will be sent home at the first 5-week reporting period. Thereafter, progress reports will be sent on an as-needed basis.

Report Cards are issued to the students at the end of each nine-week period.

In addition to regular reports being sent home, NLCS is utilizing an online grading program called Gradelink. Middle school and high school students and parents will be able to see at any point during the quarter a current listing of grades, and they are encouraged to stay in contact with teachers with any questions.

Grading is as follows:

A	90-100	High Honor Roll: 93-100
B	80-89	
C	70-79	Honor Roll: 85-92
D	65-69	
F	0-64	

Homework

Homework consists of assignments and projects that are given to work on outside of the classroom. They are an opportunity for students to practice and develop competency in the skills that they are learning. Homework is also an opportunity for parents to be involved in their child's education and to promote an excitement for learning. It is expected that parents help their child with questions they have, but it is the responsibility of the student to do the work. A reasonable amount of homework will be assigned. The amount of work will differ from grade to grade. We hold students highly accountable regarding all assignments. (Review student contract pg.11)

Students are to complete all homework and submit it on time. When absence has been unavoidable, it is the responsibility of the parents and student to contact the teacher and make arrangements for turning in their work, making up all quizzes and tests. Incomplete homework will result in a "0" and student will complete assignment during lunch.

Course Requirements

All students are expected to come to class prepared to do the day's activities. This means having in their possession appropriate class materials: textbook, pen/pencil, completed homework, proper gym attire, etc.

Furthermore, there are special requirements in high School subjects that are necessary to adequately assess a student's competence and understanding in a subject area. In addition to periodic testing, these requirements include laboratory experiments in Science, compositions and reports in English, maps and reports in Social Studies, verses and projects in Bible, etc.

To achieve credit in any 6th to 12th grade course, a student must complete *all* course requirements. Failure to meet these requirements will result in a failing grade for that reporting period, and may endanger successful course completion. Any student who

receives a failing grade based on the yearly average for a class must repeat the class before graduation.

An “I” (incomplete) will be issued when, due to circumstances beyond the student’s control (e.g., illness, inclement weather) a test, report, etc., is not completed by the end of the reporting period. In these cases a student is given up to five school days after the date of the report to remedy this deficiency.

Numerical grades are used. When all requirements have been met, a numerical grade value, as earned by the student, will be issued.

Course Withdrawals

Withdrawal from a course is permitted within the first 5-week period. A “W” will be entered in the record only after joint approval by student, parent(s), and teacher is obtained. Withdrawal may require an alternative course, remedial instruction, or summer school session(s) to make up course deficiencies. A withdrawal after the 5-week period will result in a numerical grade, as earned by the student, up to that time.

Physical Education Requirements

Physical Education is a required course. Unless a medical restriction is on record, the student must attend and participate in each class. An excused absence from class is authorized only with a medical note: the medical condition, attested to with a doctor’s signature on his/her medical stationery. For health and safety reasons, a student must wear proper gym/athletic attire. Students not meeting this requirement will receive a reduction of their quarterly grade. Four such absences, indicating non-participation, will result in a failing grade for that reporting period. During the Sport’s Season, participants will be issued a study hall in place of Physical Education class, if they desire. Students participating in sport and opting out of Physical Education class will be required to keep a log of their physical activity. The log will be turned into the office at the end of each month. This provides accountability for the student.

Parties/Class Activities

All activities, projects, parties, etc. must be coordinated with high School teachers and the Administration to avoid conflicts in class/testing schedules.

Spring Formal: It is not our intention at New Life Christian School to legislate morality to our students. Hence, we choose to train them morally. We do this by offering various well-supervised opportunities to interact socially.

One of these activities is the Spring Formal. We don’t encourage “dates” for the Spring Formal but we encourage participation as a group. We want our students to know how to conduct themselves at formal occasions and use this evening as an opportunity to train them. Our intention is to provide opportunities under proper supervision for students to explore social interaction and to guide their hearts to make good social decisions.

Participation in School Activities

New Life Christian School was founded as a highly academic institution. Academic preparedness is essential for success. Sports programs and activities (such as clubs) are also for the benefit of the students. But academics take precedence over these activities. Therefore, these activities will be administered with the following guidelines:

1. Student must maintain a 75% average without failures.
2. All homework must be completed to attend club meetings.
3. Student must be in attendance that entire School day.
4. Student must not be in detention, probation, or suspended status.

Student Council

The Student Council is composed of representatives and officers in grades 9-12. Officers are elected in the spring of the year. Class representatives are elected in the fall.

Student fund raising activities are all approved by the Student Council and Administration. Many projects are supported by the Council.

The main purpose of the Student Council is to foster a wholesome School environment of students through their involvement in School government.

Graduation Requirements

Subject	Local Diploma	Regents Diploma	Advanced Regents Diploma
English	4 w/RE or RCT	4 w/ 1 RE	4 w/1RE
Social Studies	4 w/ 2RE or 2RCT	4 w/ 2 RE	4 w/2 RE
Mathematics	3 w/ 1 RE or RCT	3 w/ 1 RE	3 w /3 RE
Science	3 w/ 1 RE or RCT	3 w/ 1 RE	3 w/ 2 RE
Physical Education	2	2	2
The Arts (Music, Drama)	1	1	1
Health	.5	.5	.5
Foreign Language	1	1	2 w/1 RE
Electives	3.5	3.5	2.5
Biblical Studies	4	4	4
TOTAL	26 Credits	26 Credits	26 Credits

RE=Regents Exam

RCT=Regents Competency Tests

* Electives are used to supplement course work and complete sequences: e.g., two 3-unit sequences in a specific course subject, as Math or Science; or 3 units in a vocational course (BOCES); and one 5-unit sequence in English, History, or other specific subject; etc.

Middle School Course Requirements

Grade 6	Grade 7	Grade 8
Bible: Christian Character	Life of Christ	Biblical Character Studies
English 6	English 7	English 8
History/Geography	History/Geography	History/Geography
Mathematics 6	Mathematics 7	Pre-Algebra
Science	Life Science	Physical Science
Physical Education	Physical Education	Physical Education
Art	Art	Art
Music	Music	Music
Life Skills	Life Skills	Life Skills
Health	Health	Spanish

Senior High School Course Requirements

Bible Studies	English
Church History/Missions New Testament Survey Old Testament Survey Apologetics	Intro to Literature World Literature American Literature British Literature
History	Science
World History/Geography US History US Government Economics/Civics	Environmental Science Earth Science Living Environment Chemistry Physics
Mathematics	Other
Consumer Math Algebra 1 Algebra 2 Geometry Precalculus	Foreign Lang-Spanish Art Music Health Computer Skills Physical Education

Selection of Valedictorian and Salutatorian

The selection of the Valedictorian and Salutatorian reflects years of hard work and dedication to academic studies. This honor will be given at the discretion of the Board of Education and is based not only on academic achievement, but also character and integrity.

The decision of Valedictorian and Salutatorian will be made at the end of the 3rd quarter of the senior year. In order to be recommended, a student will need to have been in continuous attendance at NLCS for the previous six quarters and be pursuing a Regents or Advance Regents diploma. To be considered to be a Valedictorian, a student must have attained at least a 95 average during their high school career. To be considered to be a Salutatorian, a student must have attained at least a 93 average during their high school career.

Sports Program

Mission Statement

It is the goal of NLCS to raise up boys and girls to become tomorrow's Christian leaders and to bring Jesus Christ into a world largely devoid of ethics, principles and godly values. Every directive and effort of the Board of Education of NLCS is directed towards that means. All teachers and staff of our School are called to join in this wonderful effort.

In keeping with this goal, our sports program serves as a valuable tool in teaching our students the rewards of hard work and dedication to the team. In a popular culture that is obsessed with sports and winning, it is vital that our School's sports program direct students onto a higher road of exemplary sportsmanship, fair play, and fellowship within

the team. We play for a “higher” coach, and it should be self-evident in all that we do as coaches, players, and fans.

Parent/Athlete/Coach Communication Guide

OUR PHILOSOPHY:

- Athletic achievement requires sincere commitment from all athletes, parents, coaches, and administrators. For all of us to be successful, effective communication must occur.
- The School athletic department and administration believe strongly in being accessible to parents and supportive of the coaching staff.
- We are continually attempting to improve communication with the students and parents. For our program to be truly successful, it is necessary that everyone understand the focus and direction of the program.

PARENT EXPECTATIONS:

A. It is reasonable to expect your child’s coach to inform you:

1. When and where practices and contests are held. No games will be played on Sundays.
2. About his/her coaching philosophy.
 - i. About the expectations he/she has for athletes on the squad as well as your individual child.
 - ii. What is required to be part of the team, ie., fees, special equipment, off - season conditioning, etc.
 - iii. When your child is injured during participation in a practice or contest.
 - iv. Whenever any disciplinary action results in your son/daughter being denied participation in a practice or contest.

B. Typical concerns of parents that are **appropriate** to discuss with a coach are:

1. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance.)
2. How you can contribute to your child’s skill improvement and development.
3. Any dramatic changes you detect in your child’s behavior.

NLCS Coaches and Administration Expectations

- A. Coaches often need parents to tell them about:
1. Any specific health concerns you have about your son/daughter.
 2. Any schedule conflicts (well in advance).
 3. Your commitment to the program, and how you plan to make a contribution to the program's success. For example, one way is to be sure your child gets enough rest and nutrition at home.
 4. Strategies that have worked for you dealing with your son/daughter being successful in the past.

B. If you have a concern to discuss with the coach, what procedure should you follow?

1. It is **inappropriate** to discuss with a coach:
 - A. Playing time.
 - B. Team strategy or play calling.
 - C. Other student athletes.
2. **Please do not attempt to confront a coach, before, during, or immediately following a contest or practice.** These can be busy and emotional times for both the parents and the coach and this period does not promote objective analysis of the situation.
3. Make an appointment with the coach. Never approach the coach after a game unless the coach requests this.
4. If the coach cannot be reached, call the Athletic Director to set up a meeting.

C. What should you do if the meeting with the coach does not result in a resolution to the problem?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Participation in NLCS Sports

All eligible students and home-Schooled students are welcome to participate in NLCS sports that are offered.

1. Home-Schooled must submit an IHIP form to NLCS.
2. Physicals are required for the year the athlete wishes to participate.
3. All other required forms must be filled out and turned in (e.g. medical insurance).
4. Sports fee must be paid at outset of season or as determined by the Athletic Director.
5. Students must maintain a 75% average without failures throughout the sports season. During the sports season students who are failing will be placed on probation and will not be able to participate on the sport teams.
6. Once on probation, an evaluation will be completed each week to determine the student's eligibility. The average must be brought up before being eligible to participate in games again.
7. If a student's grades fall below 75% for a second time after being placed on probation, the student will be removed from the team for the remainder of the season.
8. A student's ability to practice and sit on the bench for games while on probation will be determined by a joint decision including the coach, principal, athletic director, and parents.
9. All athletes must be in 6th grade or higher. (6th graders may be limited on competitive playing time.)
10. All athletes must follow NLCS Parent/Student Handbook policies and procedures.
11. Students are expected to dress appropriately to travel

Sports Transportation

All athletes of NLCS teams will ride to their sporting events in the vehicles designated by the school office. All athletes will adhere to the Transportation Policy. After the event, students may go home with their team in the previously designated vehicle or with their parents. Other arrangements for returning home will require written permission from the student's parents. Spectators are responsible for their own transportation. Coaches are not responsible for athlete's siblings or other guests.

Discipline

Discipline should not be intimidating or given in anger. Discipline simply states the standards by which the group is going to operate. Effective discipline gets the athletes ready to handle the stress of competition. Effective discipline is seen as a positive, beneficial influence in the athlete's life. It is important to remember that discipline for one person may not work for another. It is important to get to know and understand each team member to apply appropriate discipline.

Violations

The following are considered serious and will be dealt with immediately.

1. Verbal abuse: swearing, excessive put downs, and degrading gestures.
2. Refusing to do what is asked.
3. Fighting.
4. Leaving the field/court of play without permission.
5. Threats.

Consequences for such behavior may be removal from the game or subsequent games, or expulsion from that sport.

If expelled from a sport, the following is required to participate in another sport:

1. Meeting with parents, Athletic Director, Coach, and Principal/Superintendent or BOE Representative.
2. Probation for a minimum of three weeks for practice and five games.
3. Probation will be lifted after the athlete has shown the ability to control him/herself in a manner that is honoring to God.

“Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Eph. 4: 31, 32

“My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, for man's anger does not bring about the righteous life that God desires.” James 1: 19, 20

As an athlete, you represent the school in a special way. You can either uphold the honor of New Life Christian School athletics and the School community or you can bring them into disrepute; therefore, you must maintain a high standard of conduct at all times. This includes your conduct on or off the playing field, in or out of School, as the host or guest of an opponent, and in all your activities in the community. If you bring disrepute to your

team or your School, you will be suspended from the team for the balance of that season and be ineligible for the following sports season.

Appeal Process

It is the policy of the Athletic Department and coaching staff that any action taken by the coach, under the general rules and regulations, against any athlete can result in an indefinite suspension for the athlete from that team. An infraction must be observed by a teacher, coach, chaperone, School administrator, School board member, a member of any law enforcement agency, or the parent of the athlete in violation, and reported to the Athletic Director. In the event of any infraction of these policies or rules, the following procedures will take place:

1. The coach must inform the athlete either verbally or in writing about any infraction and the subsequent consequences. The coach will then conduct an informal hearing to allow the athlete to explain his/her actions.
2. The coach must contact the athlete's parents, the Athletic Director and Principal – either verbally or in writing – that the athlete is being denied participation. The coach must also explain the appeal process.
3. In keeping with due-process procedures, if requested by the parent, a hearing involving the athlete, his/her parents, the involved coach, the Athletic Director, Principal, Superintendent and or BOE Representative may be held. At that hearing, the denial of participation may be given definite duration, or may be lifted.