

**2016-
2017**

newcity
christian school

Parent-Student Handbook

Main Office: 828-252-8173

Table of Contents

Welcome

- Head of School Letter

I. School Information

- Contact Information
- Vision
- Mission
- Goals
- Student Outcomes
- Statement of Faith
- Philosophy of Education
- Honor Pledge

II. Student Admissions

III. Discipline

- Policy
- School Rules
- Actions
- Procedures
- Suspension/Removal
- Definition of Offenses

IV. Student Health

- Student Health
- Illness Guidelines
- Asbestos Notification Letter

V. Student Policies

- Grading Policy
- Attendance Policy
- Early Pick-up
- School Visitors
- School Hours
- Inclement Weather Policy
- Car Line Procedures
- Field Trips
- Homework Policy
- Promotion and Retention
- Dress Code

Emergencies

- Disaster and Emergency Plan

Lunch**Tuition**

- Tuition Policy and Additional Fees

Volunteer Hours**Communication**

- Parent/Teacher Conferences

New City Christian School Declaration**School Covenants**

- Staff, Board, Parent, Student

Non-Discriminatory Policy

FROM THE HEAD OF SCHOOL:

Dear Parents and Students at New City Christian School:

Greetings! As Head of School at New City Christian School, I pray this brief welcome finds you well. Our 2016-2017 NCCS Parent-Student Handbook was designed with you in mind. It was written as a guide for our daily interactions with our students and parents in hopes of answering questions and alleviating any potential misunderstanding about policies and procedures. It does not have all of the answers to questions that may arise during the year but it does provide you as a family with a foundation to get your question (s) answered. I want to encourage both our students and parents to thoroughly familiarize themselves with its contents. New City is committed to adhering to our Christian principles, academic rigor and character development. We pray that as we work together for the common goal of educating our students, that they will emerge from this educational process more Knowledgeable, Confident and Hopeful about their future.

Kind regards,

Derrick B. Lockwood

Head of School

New City Christian School

I. SCHOOL INFORMATION

Main Campus:
216 Shelburne Rd.
Asheville, NC 28806

Mailing Address:
P.O. Box 6412
Asheville, NC 28816

Main Office: 828-252-8173
School Hours of Operation: Monday-Friday, 7:30 a.m. to 4:00 p.m.

FACULTY AND STAFF: 2016-2017

Mr. Derrick B. Lockwood-----Head of School
Ms. Courtney Jones-----Main Office
Ms. Ashley Bond-----Operations & Development
Ms. Courtney Johnson-----Kindergarten
Mr. Andy Buckwalter-----First Grade
Mrs. Amanda Pinter-----Second Grade
Mrs. Tonya Johnson-----Third Grade
Mr. Matt Fuller-----Fourth Grade
Mr. Darnell Bailey-----Fifth Grade
Mrs. Portia White-----Academic Coordinator
Mr. Gerard Freeman-----Music
Mrs. Linda Newton-----Art

BOARD OF DIRECTORS 2016-17

Mrs. Cathy Heck, Board Chair	Dr. John Grant
Rev. John W. Brewster	Coral Jeffries, Founder
Edward Cocciadiferro	Laurel McClure
Bruce Goforth	Mary Dorris
Robyn Hester	Veechwin Li

OUR VISION

New City Christian School provides an education that is Christ-centered and academically rigorous. New City Christian School seeks to instill in our students a lifelong joy of learning and to equip them with the knowledge, skills, and values necessary to become leaders who serve others in light of Christ and His truth.

OUR MISSION

New City Christian School serves kindergarten through 8th grade* students from various racial, cultural, and economic backgrounds. New City equips students with the knowledge, confidence, and hope to fulfill God's purposes in their lives and community. We accomplish this goal by providing a strong foundation in academic, spiritual, and relational growth. Ultimately with our families, students and New City Christian School initiatives, we hope to reduce the educational gap and cultural divisions within the greater Asheville community.

*It is the stated goal of the New City Board of Directors that the school eventually grow through the 8th grade

OUR GOALS

One of our main goals in our classrooms is to promote a spirit of team and unity. We seek to create an environment of encouragement and high expectations that our students are excited to be a part of.

Our classes provide a rigorous academic program which incorporate the three "R's" (reading, writing, and arithmetic), and a hands-on understanding of the sciences, world history/geography, and the arts through a biblical worldview. Your child will be individually challenged to strive and achieve his/her best academically, physically and socially and spiritually.

STUDENT OUTCOMES

As we strive to attain our vision, we believe it to be important that New City Christian School programs, strategies, and methodologies are within the context of biblical principles. We desire to produce students who are:

- well prepared in all academic areas
- skilled in reading, writing, speaking, listening and thinking
- proficient in mathematics and reading
- growing in their knowledge and understanding of people, events and movements in history
- aware and appreciative of various cultures (other peoples and places), helping to dispel prejudice
- appreciative of literature and the arts and understand how they express and shape our beliefs and values
- committed to lifelong learning
- skilled in asking questions, solving problems, and making wise decisions
- able to understand the worth of every human being as created in the image of God
- knowledgeable and understand how to apply God's Word in daily life
- able to understand the nature of God, and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love

- learning to embrace and practice justice, mercy, and peacemaking in family and society
- appreciative of the natural environment and practice responsible stewardship of God's creation
- good stewards of their finances, time, and all other resources

STATEMENT OF FAITH--WHAT WE BELIEVE

The Bible alone is the Word of God, and is therefore perfectly true and completely authoritative in every way. There is only one God, who has always existed, and He is three persons: the Father, the Son, and the Holy Spirit, who are all fully God. God the Son is the Lord Jesus Christ, who was by miracle born to a virgin. Jesus himself performed miracles as He lived a perfectly sinless life, and obeyed His heavenly Father in everything. He suffered and died as a substitute for sinners, and was resurrected from the dead. He went up into heaven, where he sits at the right hand of His heavenly Father, until He returns in power and glory at the last day. On the last day every person who has ever lived and died will be resurrected, and will be either eternally saved or eternally punished. Sinners are saved from the eternal punishment their sins deserve only by trusting Jesus. Sinners are powerless to believe in Jesus unless the Holy Spirit changes them and gives them faith. Salvation is an undeserved gift that does not depend on what sinners do, but depends completely on what God does. Saving faith changes the way people live, and the Holy Spirit keeps working in believers to make them live more and more in line with what God has revealed in His Word, the Bible. Everyone who is united to Jesus by faith is united to each other as a part of His body, the church.

PHILOSOPHY OF EDUCATION

1. Parents have a God-given responsibility for the education of their children and therefore parents are expected to take an active role in the educational process.
2. Teachers and staff who stand in the place of the parents during the school hours should genuinely model the Christian world and life view with love and grace.
3. Since God's truth is revealed in the Bible as well as in all creation, the Christian worldview approach integrates the truth of scripture with learning in all subject matter.
4. We aspire towards academic excellence and conduct that is honoring to God in an attempt to love the Lord our God with all our hearts, souls and minds.
5. Academic and character development should promote principled reasoning, a love of learning that brings glory to God, and an attitude of servant-leadership to become all that God calls us to be.
6. Prayer is essential to this Christian institution and we solicit the prayers of all who are involved with this mission so that the unity of the Spirit and the peace of the Lord will be manifested in all our activities.

HONOR PLEDGE

"I have neither given nor received unauthorized help on this assignment."

II. STUDENT ADMISSIONS

Acceptance of any child at New City Christian School of Asheville, North Carolina, is the decision of the New City Christian School Board and faculty, based on compatibility of school, parents, and child. Admission and re-enrollment in the school is a privilege and not a right. We want your child to be enrolled in the school that is best able to educate him or her.

We consider the following areas to be very important in evaluating compatibility of families with New City Christian School. Before enrolling or re-enrolling your child, we ask you to think about these things:

- Enthusiastic agreement with our mission as a school
- Willingness to enter into a covenant partnership with the school (You will find the covenants printed on pages 21-22.
- Openness to a Christ-centered approach to education: Although no religious requirement is made of our families, families joining the New City community need to understand and accept that part of our mission is to show the love of Christ and the hope that is only found through repenting and believing in Jesus Christ. We strive to do this in an inviting and non-coercive manner. Students who enroll may not opt out of any part of our curriculum. Any specific questions about our Bible curriculum may be directed to the Head of School.
- Recognition of the fact that our academic curriculum is rigorous, has a focus on the basics of reading, writing, and arithmetic, and will require hard work, homework, and no excuses.
- Appreciation of a diverse student body
- Small class size with focused attention on each student
- A structured, thorough creative, learning environment
- Acknowledgement that New City cannot be the primary disciplinarian of your child. If your child's behavior is a persistent disruption to the learning environment of his or her classroom, continued enrollment at New City is not guaranteed.
- Commitment to being receptive and responsive to communication from the school
- Agreement to be supportive of teachers and school leaders in front of students, and address issues directly with school personnel.

New City Christian School is a small private school with limited resources compared to the public schools or even many private schools. **If your child has learning disabilities or special needs that exceed the ability of the school staff to adequately address and meet, we will need to help you transfer your child to a school that can better address those needs.**

III. DISCIPLINE POLICY

“Let your light shine before others, that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

“...he who loves his son is careful to discipline him.” Proverbs 13:12b

NCCS seeks to provide an environment where students are encouraged to exemplify Christ-like behavior throughout the school day. The ultimate goal of our disciplinary system is to help train students in behavior and character consistent with the truth of the gospel. These character qualities are partially listed in I Corinthians 13:4-7, Matthew 5:3-16, and Galatians 5:22-23 and include but are not limited to:

- Loving and caring
- Patient
- Kind
- Hopeful
- Encouraging
- Honest
- Rejoicing in truth
- Peace-loving and peace-making
- Gentle
- Humble
- Self-controlled
- Able to put others above self
- Respectful
- Joyful
- Grace-giving
- Eager to please God
- Generous
- Diligent
- Hunger and thirst for righteousness
- Pure in heart
- Considerate
- Grateful
- Wise
- Bearing good fruit
- Willing to serve rather than be served
- Trustworthy
- Faithful
- Loyal
- Persevering
- Forgiving
- Positive influence on others

It is imperative that our school be a safe and orderly place for children to learn and enjoy the process of learning. Therefore, NCCS holds children to high standards of conduct. Actions which violate those standards will result in consequences. However, NCCS will at no time administer spankings or any other form of corporal discipline. The administration and teachers have set specific behavioral guidelines for our students. These standards are realistic, enforceable, and age-appropriate. NCCS seeks to create an atmosphere where grace and love abound.

There will be occasions when corrective measures will be necessary. When this is the case, disciplinary action will always include talking with the student and explaining both the offense and the response. At NCCS we are committed to the Biblical principle that the family is the primary authority in a child's life. Parents/guardians will be made aware of ongoing concerns as well as significant disciplinary actions taken. The school does not ever replace the parent, but does stand in their place of authority during the school day. It is expected that misbehavior at school will not only have consequences at school, but further discussion and consequences and/or loss of privileges at home as well, so that the school/home partnership is clear to the student. Parents are invited to more fully discuss discipline matters with the Head of School and/or their child's teacher (please note that teachers and the Head of School may require you to make an appointment to discuss the issues involved).

New City uses five basic rules in all the classrooms. We would like all parents to be aware of these and reinforce them with their children.

- 1) Follow directions quickly
- 2) Raise your hand for permission to speak
- 3) Raise your hand for permission to leave your seat
- 4) Make smart choices
- 5) Keep your dear teacher happy.

DISCIPLINARY ACTIONS

It is impossible to have an exhaustive list of student behaviors that are grounds for disciplinary action. Simply stated, a student must obey the duly constituted authorities in the school, i.e. administrators, teachers and volunteers. In order to maintain a safe and positive work and learning environment for all faculty and students, New City Christian School operates under a disciplinary system based on the following categories:

Category I:

- Breaking a classroom rule
- Inappropriate language/body language
- Dress code violation
- Inappropriate hallway or bathroom behaviors
- Excessive Tardiness
- Abuse of personal space or property
- Unapproved items or electronic devices

Category II:

- Profanity/inappropriate slang/derogatory remarks
- Willful disobedience/disrespect of authority or ignoring or disregarding instructions or directions from those in authority

- Throwing objects or other harmful behavior
- Leaving classroom/building without permission
- Damage to or destruction of school or church property
- Other inappropriate physical behaviors as defined by the Head of School
- Sexually explicit or sexually suggestive remarks or behavior

Category III:

- Repeated violations of the covenant, on the part of the student or parent, including ignoring urgent communication from the school.
- Threatening, attempting to harm, harming, or degrading another student, staff member, volunteer, or visitor.
- Words or actions that repeatedly disrupt classroom instruction or disrupt the learning environment for other students.
- Sexually explicit or sexually suggestive remarks or behavior.
- A continuing attitude of disrespect toward faculty and/or staff, displayed either verbally or nonverbally, including failure to follow the instruction of the classroom teacher.
- Other extreme negative behaviors as identified by the Head of School.
- Property damage or theft.
- Intentional academic dishonesty.
- A parent or caregiver engaging in any of the above behaviors.
- Possession of weapons, drugs/paraphernalia, alcohol

All Category III offenses will begin a disciplinary process which may result in suspension and/or expulsion.

DISCIPLINARY PROCEDURES

Teachers will record significant offenses. If a meeting with parents is needed, you will be contacted. All disciplinary actions will be administered in accordance with the seriousness and/or persistence of the offense. The following disciplinary actions are authorized:

- Verbal warnings. The students will also be counseled by the teacher concerning the misconduct in an effort to clarify expectations and redirect the student toward positive actions.
- Praying with the student
- Reflective practices such as writing a reflective paragraph which includes alternative ways of dealing with a similar situation; reflection on the Covenant promises.
- Separating the student temporarily from other children by taking away a portion of recess privileges or other classroom privileges
- Lunch detention- Silent lunch at a separate table or hallway
- Notifying the parent/guardian of the misconduct and have student speak with parent by phone when appropriate

- Sending home: If the behavior is severe or the learning environment is seriously impaired, the Head of School may dismiss the student to the care of the parent/guardian for the remainder of the school day. The goal of this action is to have the student and the parent reflect on how the student's behavior is impacting self and others, and develop a plan in response.

SUSPENSION OR REMOVAL

Behavior which repeatedly disrupts the learning environment; threatens, harms, or degrades another student or staff member; is blatantly disrespectful to anyone in a position of authority at the school; or is sexually explicit or suggestive, constitutes grounds for suspension. A student may also be suspended if a parent engages in any of the behaviors already mentioned. The purpose of suspension is to provide an opportunity for re-evaluation of the student's enrollment at New City. New City Christian School has the right to terminate the enrollment of a student at any point in the school year for behaviors which include, but are not limited to, the list provided in Category III above.

Re-admission following suspension is not guaranteed. At the time of suspension, the following process will begin:

1. Parent/Guardian will be notified and asked to remove the student from the school immediately.
2. The parent/guardian will be informed of the reason for and the length of the suspension.
3. A meeting with the Head of School, member of the NCCS Board, parents, and student will be scheduled for the first school day following the period of suspension. The purpose of the meeting will be to review all pertinent information for the purpose of determining whether or not re-entry is an option, and if so, what the terms of re-entry would be.
4. It is our desire that each disciplinary incident conclude with clear and positive expectations, repentance, forgiveness, and restoration of the relationship.

****Any student conduct not included in the "Disciplinary System," but deemed to be inappropriate for the safe and effective operation of the school will be subject to disciplinary action. Each student has the right to be free from distractions caused by the inappropriate behavior of others. Therefore, NCCS will assign appropriate consequences for any behavior that interferes with the learning process or which works against the promotion of positive school atmosphere.*

DEFINITION OF OFFENSES

- **Classroom rules:** Teachers have set simple classroom rules that should be followed at all times. These may include raising your hand, not interrupting the teacher, sitting in chairs correctly, etc.
- **Hallway/bathroom behavior:** It is imperative that students walk quietly and calmly at all times while traveling in the halls from one area to another. Students also need to refrain from inappropriate behaviors in the bathroom areas, such as playing in water, overstuffing the toilets, violating the privacy of others, slamming doors, and using loud voices. This rule promotes safety and is absolutely necessary in order to properly honor the church facility in which we operate. Students shall use the bathroom that corresponds with their gender as noted on their birth certificate.
- **Language/Body language:** Students may not use offensive language at any time. There will be no use of slang that degrades others or carries a rude or negative connotation. We will not tolerate degrading remarks toward fellow classmates, or NCCS faculty that are intended to “put down” or to express discontentment. We will not tolerate rolling of the eyes, hands in the face or any other type of inappropriate body language.
- **Personal Space:** Each student has been given the opportunity to claim designated areas as “personal space.” Examples may be student “cubbies”, desks, coat hooks, etc. Abuse of this space may include but is not limited to disorganization of learning materials, unnecessary clutter and items left in undesignated areas.
- **Damage to or destruction of property:** Any destruction of the church/NCCS property or other’s personal property.
- **Electronic Devices:** Students are not allowed to bring cell phones, iPods, radios, CD players, electronic games, or toys. These items will be confiscated and returned to parent/guardian.
- **Physical Behavior:** Fighting (hitting, spitting, biting, slapping, kicking), throwing of any object that may harm another, inappropriate touching of another student's body, etc.
- **Dress code:** School uniforms are required. Boys will wear school polo shirts, and khaki pants or shorts. Girls will wear school polo shirts and khaki pants, shorts, skirts or jumpers. Shirts must be tucked in at all times. All pants with belt loops require a belt at all times. No large belt buckles, large jewelry, logos/written messages, baggy or sagging clothes permitted. Closed-toe shoes are to be worn at all times (no flip flops or sandals—tennis shoes preferred). It is very important that the child come to school in their uniform unless we have allowed an exception such as for a special field trip. **We will call you to bring a change of clothes if your child is not dressed in uniform.** Any areas of dress not covered by the stated requirements in the handbook will be decided by the Head of School in accordance with the mission of NCCS and with the goal of promoting an orderly learning environment.
- **Excessive Tardiness:** The school day begins promptly at 8:00 am. To allow students time to enter the building and get to their classrooms, school doors are open at 7:30 am. Parents are NOT to drop off children early, unless you have made **prior** arrangements with the Head of

School's office. NO EXCEPTIONS. Any student arriving later than 8:00am will be marked tardy. Excessive tardies will result in meeting with the Head of School and consequences in accordance with our policy on Tardiness.

- **Designated Areas:** All students are to remain in the NCCS school areas. No student should be in the following areas without permission/supervision: hallways, front foyer, bathrooms, stairwell, playgrounds, sanctuary or other church rooms or offices. Children should not leave the building/campus at any time without supervision.
- **Disrespect of Authority:** It is imperative that students hold a high level of respect for all NCCS staff. Every student will be treated with love and respect and therefore it is necessary that they exemplify the same quality toward authority. Disrespect can be classified as pouting, whining, back-talking, inappropriate facial expression, etc.

IV. STUDENT HEALTH

NCCS strives to provide education in a safe and healthy environment. **All students are required to have a completed and up to date Certificate of Immunization, a doctor's physical and emergency contact form on file prior to the first day of school.** These forms must be updated each year. It is important that we have medical/contact information on file in case of an emergency. NCCS will not distribute any medication (including Tylenol or other pain relievers) to a student without authorization of the student's parent or guardian. The school will administer any basic first aid for students according to its blood borne pathogens policy.

We realize that some children may need to have medication administered at school. In order to do this, we must have a form signed by a health care provider (doctor, nurse practitioner, physician's assistant) that tells the name of the medication, the dosage and the frequency with which it must be given (detailed, specific instructions). We can not administer any IV or intramuscular medications.

You can obtain a **Medication Administration Form** and/or a **Medical History Form** from the Main Office. **It is your responsibility to inform us of any change in your child's condition—such as a worsening of asthma, restrictions on activity, a new allergy, or a change in medication.** Please bring any important medical changes to the office in written form. In addition, please talk directly to your child's teacher as well as to the Head of School so that we are well-informed of your child's needs (you may need to make appointments with the teacher and Head of School so that they have time to ask questions and understand your child's health issues without being rushed).

ILLNESS GUIDELINES

Most parents are quick to realize if their children are really sick, but there are some grey areas. Here's a quick reference guide to aid in last minute judgment calls. Please be conscientious about having a healthy program for all the children. We have children with asthma who may

miss several days from school if they are infected by another child. **If your child is in the contagious stage of an illness, please keep him/her home and we will work with him/her in whatever way is needed to catch up with his/her school work.** We will provide you with work that the child can do at home which you will be able to pick up from the teacher.

Symptoms	Recommendation
Coughing	Basic rule- if discharge is clear, child is safe. However, children with continual running (i.e. wiping needed every 10-15min.) can be very demanding for teachers/workers. Use discretion.
Fever	A child must be free of fever for 24 hrs. to be considered free of infection.
Sore Throat	Unless accompanied by other symptoms (such as fever), consider safe and simply judge by how child feels.
Ear Infections	Not considered infectious in itself, but the cold that set it up is, so go by those symptoms.
Eye Discharge	If discharge is wiped away and new discharge returns, there is probably an underlying infection, and should be considered contagious.
Antibiotic	Child is no longer contagious after 24hrs. on antibiotics and fever free.
Diarrhea	More than two abnormally loose stools in a single day should be considered infectious and given a 24hr. waiting period.

*****ASBESTOS NOTIFICATION (required by law)*****

TO: All Parents and Staff of New City Christian School

FROM: Coral Jeffries, Founder and Asbestos Coordinator

RE: Notification of Asbestos Inspections

In the fall of 2012, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), we had our school building inspected to identify

any asbestos-containing building materials. The inspection findings and resulting asbestos Management Plans have been approved by the State of North Carolina and are on file in the school administrative office.

The EPA requires us to perform Periodic Surveillances of the asbestos materials every 6 months. This will be performed in March and again in October of each calendar year.

Every three years the EPA requires us to have the asbestos materials re-inspected by an accredited Asbestos Inspector or Management Planner. The Management Planner then reviews the results of the re-inspection and recommends actions we should take to safely manage each of the identified asbestos materials in our buildings.

There are small amounts of asbestos in the area of Trinity Baptist Church used by the school. The ACM (Asbestos Containing Material) is in good condition and does not pose a threat to health and the human environment as long as it is not disturbed. The operations and Management Plan provided by the certified Management Planner details the management of the ACM in its current locations.

The results of the Periodic Surveillance and Re-inspections will be on file in the Management Plan Notebook in the School's administrative area. Everyone is welcome to view those anytime during normal school hours. The AHERA designee, Coral Jeffries, is available to answer any questions you may have about asbestos in the space at Trinity Baptist Church.

Sincerely,
Coral Jeffries, LEA Designee

V. STUDENT POLICIES

GRADING POLICY

Grades are considered a reflection of student achievement, but may at times differ from the student's actual ability or potential. Description of the type of work associated with each letter

GRADE "A" Indicates quality work, which is outstandingly superior to that of other grade can be found below. Those who receive the "A" grade not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

GRADE "B" Indicates high quality work and mastery of the subject. This grade reflects above-average achievement and some ability to analyze and apply principles. The "B" grade is considered a recommending grade fro college preparatory high schools.

GRADE "C" Indicates that the work of a student has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has not, however, gone beyond the expected assignments but has done the minimum amount required.

GRADE "D" Indicates below average accomplishments and/ or grasp of the subject. A student who earns a "D" grade has done only the minimum amount, has been somewhat negligent in turning in assignments, and /or has not done well in examinations and quizzes.

GRADE "F" Indicates that the quality and/or quantity of work are so far below what is students. Those who receive the "A" grade not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

ACADEMIC PROBATION

Any student (3rd-5th grade) whose grades are unsatisfactory or whose grades indicate that s/he is not working according to his/her ability, or who has two or more "Ds" or one "F" in core or enrichment subjects will be placed on academic probation for the following quarter. As previously stated: a grade of an "F" indicates that the quality and/or quantity of work is so far below what is expected of the class that it cannot be considered adequate for the granting of credit.

The requisites and guidelines of Academic Probation are as follows:

- 1) Any student who receives 2 Ds or 1 F will automatically be placed on Academic Probation.

- 2) At the end of the Fall Semester, New City's Academic Grading Policy Committee will review the grades and status of every student on probation.
- 3) Student must make a C average or higher in order to be removed from Academic Probation.
- 4) Student must be present in every tutorial unless excused by teacher or designee.
- 5) If student is still on probation after the 2nd semester, he/she will be retained for the next school year.

The period of probation will last for the entire following semester. Students on academic probation are required to attend all mandatory tutorial sessions. Students on academic probation will not be allowed to participate in extracurricular activities such as sports team and clubs affiliated with New City Christian School. The purpose of the probation period is to assist and encourage the student to improve his/her academic performance. During the period of probation, the student's academic performance will be monitored closely. At the end of the probationary period, the New City Academic Grading Policy Committee will look for all passing grades with a minimum of one "D" on the student's report card to determine release from probation.

ABSENCES AND TARDIES

NCCS values academic excellence and we believe that good student attendance correlates to outstanding student achievement. A school that has strong emphasis on outstanding student attendance has laid one of the integral foundations to enhancement of student success.

- Parents should call the school at 828-252-8173 by 8 AM on the day your child will be absent from school. A note explaining the reason(s) for any absence must be sent with your child upon his/her return to school. Any absence without a doctor's note will be considered unexcused.
- **Any student arriving after 8:00AM will be considered tardy.** Class begins promptly at 8AM. Any student arrivals after 10:00AM or dismissals before 12 noon will be considered ½ day absences.
- Students missing 10 days or more within a semester will receive a letter of warning from the Head of School's office. **Students missing 20 days or more during the entire year, may be asked not to return to NCCS the following year. All decisions regarding continued enrollment as a result of school attendance shall be at the sole discretion of the NCCS administration.**
- Please note: excessive absences are possible grounds for reporting to the Department of Social Services, as required by NC State Law.

Planned Absences: Full/Partial Day

1. Prior to the day missed, a note from the parent/guardian must go to the office stating the reason for missing school. This will be signed by the Head of School/teacher and kept on file.
2. Students will be required to make up any missed work/tests.

Unplanned Absences: Full/Partial Day

1. Parent must call the school in the morning between 7:30 and 7:55 to let the office know why the student is absent. This allows for the teachers to plan accordingly.
2. All signed notes from parents and/or guardians will be kept on file.

Tardiness: We firmly believe that arriving on time begins the day and sets the learning expectation for our students and is essential for students in preparing for the day. It also reinforces the value of school to your child. Tardiness also has a negative impact on the learning environment as it causes interruptions and distractions for other students.

Definition: A student is considered tardy if he/she is not in the classroom ready to begin class promptly at 8:00AM. **Students arriving after 8:00AM must be signed in by a parent in the front office. NO EXCEPTIONS. Students dropped off or left alone at any door to the building will NOT be admitted.**

Consequences: We understand that sometimes tardies and absences are unavoidable. However, we must have cooperation regarding our policy. The consequences are as follows:

- 2 tardies = 1 absence
- 6 or more tardies will result in a detention
- 10 or more tardies will result in a letter being placed in the student's permanent file

Children are expected to be in class every day unless they are sick or there is a family emergency. Try to schedule appointments (haircuts, dentist, etc.) after school hours if possible. Parents please be mindful of testing dates, field trips, etc. when scheduling planned absences. Children who miss more than fourteen (14) days out of the year and have fallen behind will likely need to repeat that grade.

EARLY PICK UP POLICY

Students needing to be released from school early, must have a note from a parent/guardian prior to the early pick up day when possible or a phone call in advance (call 828-252-8173). The student must be signed out in the Main Office.

If for any reason your child is to be picked up by someone other than you (parent) or guardian we must have written permission from a parent/guardian. Parents may sign a form giving information for all adults approved for pick up at the beginning of the school year.

VISITORS

All doors will be locked to the outside during the school day. No visitors will be allowed on school premises or designated school areas without **prior** permission from Head of School or an administrator. In the event that it is necessary to contact a NCCS staff member or the Head of School during the hours of 8:00am – 4:00pm please call the school at 828-252-8173. If someone is unavailable to take the call, please leave a voicemail. Messages will be checked regularly.

SCHOOL HOURS

School begins promptly at 8:00 am. Student drop off will begin at 7:30am. Parents may not drop their children prior to 7:30 unless a prior arrangement has been made with the Head of School. Afternoon pick up will begin at 2:50 pm and end at 3:15 pm.

CAR LINE PROCEDURES

With the addition of more families, it is important that our pickup and drop off line flow in a timely manner. In the morning, all students should be dropped off in the main breezeway. In the afternoons, Team 1 (K-2nd) dismisses from the main breezeway. Team 2 (3rd-5th) dismisses from the entrance to the upstairs chapel. If a family has students on both Team 1 and Team 2, they should come through the main breezeway for dismissal. ***It is important to follow this procedure for drop-off and pick-up for the safety of our children. If you need to speak with a faculty member, please leave the car line and park your car.***

INCLEMENT WEATHER POLICY

Please listen to the radio or check **WLOS (Channel 13)** or the **WLOS** website for school closings for New City. You can also sign up through **WLOS** to have your phone texted with closings. You may also receive information via our automated voice broadcast system. Snow make-up days will be scheduled by the NCCS administration and may or may not follow the city school schedule.

As always, please use your own judgment about whether it is safe to transport your child to school. We will not count any student as tardy or absent as long as you let us know that your roads were not passable. If roads are icy, please do not try to drive to the school.

****Early Closing Due to Weather**

If school is in session and the weather causes a need to close school early, please listen for the announcement to the above-named TV and radio stations. We will also initiate a broadcast to announce the early closing. In the event of early dismissal due to weather, parents are expected to pick up children at school. Again, please use your own judgment as to whether it is safe to transport your child to school. If school opens late and your roads are too dangerous to travel, your child's absence will be excused for that day if you send a note on the day s/he returns to school.

FIELD TRIPS

As a school we are committed to providing many educational field trips that will enhance your child's education and view of the world. These field trips are treated as a vital part of the curriculum. Parents are often welcomed and encouraged to be a part of these experiences. However, there are instances where trips may be restricted to staff and students. Due to liability and insurance issues, the school may need to restrict you to providing transportation to your child only. **All field trip drivers must fill out the necessary forms and must have a copy of valid driver's license and insurance information on file with the office.**

HOMEWORK POLICY

When given homework, the student must complete it that night. The school strives to send homework that reinforces the things that the students have learned during the school day. If your child regularly struggles with completing their homework, please communicate with their teacher.

TUTORING PROGRAMS

After school tutoring is available on a limited basis for NCCS students. Teachers will notify you in advance about this opportunity. Also, the YWCA, the Salvation Army Boys and Girls Club and the Christine Avery Learning Center offer services to our students. These services are run separately from New City Christian School. Both programs provide a bus to pick up New City students. Please contact these programs for more details.

PROMOTION AND RETENTION

You will be notified of any concerns about your child at your parent-teacher conferences. New City Christian School has a rigorous academic program. We will make every reasonable effort to help students who are falling behind. There may be some children who need to be held back for either social or academic reasons. **Mastery leads to confidence and more success.**

DRESS CODE POLICY

School uniforms are required. Boys will wear school polo shirts, and khaki pants or shorts. Girls will wear school polo shirts and khaki pants, shorts, skirts or jumpers. Shirts must be tucked in at all times. All pants with belt loops require a belt at all times. No large belt buckles, large jewelry, logos/written messages, baggy or sagging clothes permitted. Closed-toe shoes are to be worn at all times (no flip flops or sandals—tennis shoes preferred).

We request that the children wear bottoms and belts that they can fasten/unfasten themselves. It is very important that the child come to school in their uniform unless we have allowed an exception such as for a special field trip or dress down day. **We will call you to bring a change of clothes if your child is not dressed in uniform.** FOR KINDERGARTEN STUDENTS: We suggest that parents send an extra set of pants or shorts to the school along with a pair of underwear in case clothes become soiled due to a bathroom accident. These will be kept in their cubbies and returned at the end of the school year.

Any areas of dress not covered by the stated requirements in the handbook will be decided by the Head of School in accordance with the mission of NCCS and with the goal of promoting an orderly learning environment.

DISASTER AND EMERGENCY PLANS

In case of emergency your child will be taken through the necessary protocol to ensure their safety. Students are to remain calm and follow all instructions from faculty/staff members. Please call 828-252-8173 for emergency information. As required by law, we practice a monthly fire drill.

In the event of inclement weather (see Inclement Weather Policy), parents should tune to local news and radio. Please listen closely to official announcements. Also, make sure your phone number is added/updated to our automated call system.

LUNCH POLICY

Students must provide their own nutritious bagged lunch daily as well as a healthy snack. All lunches must be self-contained and self-preserved (do not send any food requiring refrigeration or that has to be heated up). **No sodas, gum or candy please.** Please limit the amount of sweets. Students are required to clean up at the end of each lunch period. Parents or guardians (or other relatives) are invited to have lunch with their students—simply notify the office **prior** to the date you plan to come. If a student forgets lunch or snack, you will be notified immediately. **Lunches need to dropped off prior to 11:15am.**

TUITION

Every family at New City pays tuition. Tuition will be decided on an individual basis depending on the household income and household size. **Tuition is due on the fifth of each month.** There are 10 monthly payments beginning in August and ending in May. Tuition is payable by **check, cash or money order.** Please bring the exact amount of cash---we are NOT able to make change.

You must contact Head of School's office immediately if you are unable to pay your tuition on time. Late fees may be assessed. **If you do not stay current with your tuition payments, New City will not guarantee the opportunity to re-enroll your child for the next school year. Also, if your child leaves New City for any reason, we will not forward records or transcripts until your balance has been cleared.** If a family pays by check and the check is rejected for insufficient funds, the family will be expected to cover the additional bank charge. Also, the school will no longer be able to accept payment by check from that family for the remainder of the school year.

VOLUNTEER OPPORTUNITIES

All parents/guardians are encouraged to volunteer at NCCS during the school year. We strongly believe that volunteers are crucial to the long-term success of the school. We do not always place parent volunteers in their child's classroom as we have found that some children lose focus when their parent is in the classroom.

General Volunteer Needs (subject to change):

- Helping teachers in the classroom
- Read-Aloud to students
- School and community "clean-up" days
- Tutoring in reading or math
- Assist with parties, festivals, themed days or other special events
- Office duties: filing, copying, stuffing envelopes
- Assisting with school fundraisers

***All volunteers are required to complete an application indicating specific dates, times and volunteer activities of interest. In addition, all volunteers must be willing to submit to a background check. Volunteers reading aloud in classrooms will use books/selections provided by or pre-approved by the teacher, and aligned with New City curriculum guidelines. Parents, volunteers, and visitors shall use the undesignated bathroom near the water fountain rather than the student bathrooms. Our volunteer coordinator can be reached at 828-252-8173 or development@newcitychristian.org.

PARENT-TEACHER COMMUNICATION

We encourage parents to meet with their child's teacher. It is together that we educate your child. Please contact your child's teacher if there are any difficulties or concerns. Establishing and maintaining good communication will help ensure that your child's needs are being met. You may also contact the school Head of School if you have further questions or concerns.

- Required parent-teacher conferences are scheduled for all parents at the end of each grading period. Report cards must be picked up by a parent at the end of each semester. If you desire an additional conference, please call the school office. The teacher will arrange a mutually convenient time to meet with you.
- It is imperative that you do not ignore communication from the school, whether it be in written form or a phone call. Repeated lack of response to school communication may result in a mandatory meeting with the Head of School. Please respond **immediately** to communication from the school.
- We ask that parents be supportive of teachers and school leaders in front of their children and avoid making negative comments. Issues or problems should be addressed directly with school personnel. The staff is also committed to upholding the parents as they communicate with students.

It is vital that you stay in close contact with the school by attending Parent/Teacher Conferences, Back To School Night, Town Hall Meetings, carefully reading the weekly newsletter and/or reading any leaflets or information sent home by the school. **Your involvement is essential.**

Parent Grievance Policy

The New City faculty is made up of teachers and administrators who are committed to Christ, committed to education, and committed to your child. Since neither faculty, parents, nor students are perfect, problems, conflicts, and communication misunderstandings are bound to arise. We would like for our community to be committed to resolving these problems and conflicts in a Biblical manner. Following are the steps that a parent should follow:

1. If the problem is between a student and a teacher or administrator, as a parent encourage your child to "advocate for himself or herself" by sitting down with the teacher and trying to resolve the problem. If that does not resolve the problem, then:
2. The parent should make an appointment and sit down with the teacher. If that does not resolve the problem, then:
3. The parent should request in writing an appointment and sit down with the Head of School. If that does not resolve the problem, then:

4. The parent may request in writing an appointment and sit down with the Board Chair.

Please Note: A well-run school that operates in the best interests of the students is managed on the basis of authority, and the Head of School is the managing authority. If a decision or action by the Head of School goes against a stated policy of the school, then the parent may request in writing to the Head of School a meeting with the Board Chair. The Board Chair will respond in writing to such a request in a timely manner.

Scriptural Mandates Regarding Grievances

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Matthew 18:15-17

"If anyone considers himself religious and yet does not keep a tight rein on his tongue; he deceives himself and his religion is worthless." James 1:26

"Consider what a great forest is set on fire by a small spark. The tongue is also a fire, a world of evil among the parts of the body." James 3:5

NEW CITY CHRISTIAN SCHOOL DECLARATION

We go to New City Christian School, a Kingdom School.

We exalt the name of Jesus.

We recognize His presence here.

We believe in God the Father, God the Son, and God the Holy Spirit.

We believe the Bible to be God's Holy Word, to be complete truth, a guide to our feet.

I am created in the image of God.

And He loves me beyond my imagination.

God calls me to love and serve the Lord Jesus Christ,

To listen and obey,

To listen and obey the first time,

To use words with kindness,

To respect God's creation and all authority,

To not seek harm against another,

To love and encourage others,

To serve my community.

For I can do all things through Christ who gives me strength.

I can be a teacher, a preacher, a doctor, a banker, a coach, a mother, a father, a fireman, zoo keeper, or nurse.

We will display a crown of beauty instead of ashes

The oil of gladness instead of mourning

A garment of praise instead of a spirit of despair.

We will SEEK, HONOR, and INVEST our hearts and minds in the Lord and His work.

We will NEVER GIVE UP and live with an ETERNAL perspective.

In everything we do we will SHINE as lights in the world.

SCHOOL COVENANTS—OUR PROMISES TO EACH OTHER

Head of School, teachers, & staff: I-WILL

I will equip, protect, and nurture each student academically, socially, and spiritually to the best of my ability with God's help.

Work with parents and students to ensure that each student is working toward his or her full potential. Communicate immediately when there is a problem identified.

I will have each day well planned, and will begin each day well prepared in order to use New City resources and time effectively.

Learning is a priority for adults as well as children, and I pledge to continue growing as a teacher and as a follower of Christ.

Loving others as Christ has loved me and modeling His love through my thoughts, words, and actions will be my goal every day.

Board: I-SEEK

I commit myself to carrying out the mission of New City Christian School with God's help.

Seek partnerships with individuals, churches, foundations, and community organizations so that New City's contribution to the community is known, understood, and valued.

Establish relationships which will facilitate strategic connections between people desiring to help New City and people who can make those desires possible and practical.

Evaluate our performance as a school according to our goals, and plan for continuing progress.

Kingdom work requires prayer. I will pray regularly for God's direction, protection, and provision for New City Christian School, and for the students, families, staff, and Board.

Parents: I-HOPE

I am my child's most important teacher and example, and I accept this responsibility with God's help.

Home routines help my child succeed. I will establish a quiet place and time for my child to do homework and read, and will enforce a reasonable bedtime.

On time, in uniform, and prepared to hand in all assignments and required papers is how my child will arrive at school each day.

Prevent problems by communicating with my child's teacher or the Head of School if I have a concern, or by communicating with my child if the teacher or Head of School has a concern.

Every day I will check my child's homework and encourage my child to read. I will also encourage him or her to do their very best work at all times.

Students: I-CAN

I will think, work, and behave in a way that reflects well on myself, my family, and on New City Christian School, with God's help.

Complete my homework and read every day so that I am well prepared to learn.

Always show respect to adults in authority at New City, and to my teammates. Respecting adults means having a teachable attitude, and listening to rules and directions and obeying quickly. Respecting my teammates means being kind, considerate, and unselfish. **Never** give up! If I need help I will ask. I will not make excuses but will be responsible for my actions.

NON-DISCRIMINATORY POLICY

It is the policy of New City Christian School to admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, and not to discriminate on the basis of race, color, national or ethnic origin, in administration of its educational, admission or any other school administered programs.

Last updated: August 2016