

***Here we GROW!***

***2016-2017***

***Parent Handbook***



**SEAHAWKS**  
NEWPORT CHRISTIAN SCHOOL

*Preparing children for life. John 10:10*

Newport Christian School is a Ministry of

Liberty Baptist Church

Mr. Kevin Cyprian, Principal

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

# What Parents Can Expect From NCS

We are delighted that you have enrolled in Newport Christian School! This handbook is to help you to know what to expect from Newport Christian School (NCS) as well as what we will expect from the student. The NCS staff and administration are committed to partnering with you with the education of your child as well as overseeing their spiritual development.

This is what you can expect of us:

- Teachers that view parents as the primary educators of their children under God. Christian school teachers receive their authority to teach children from the parents.
- Written or personal communication from the teachers to allow parents to provide added assistance to the student if needed.
- Rigorous educational instruction at a level which students can succeed with reasonable effort. Reasoning, critical thinking skills, and internalization of Christian values are important educational goals.
- Daily Bible instruction; every subject taught is integrated with the truths and Christian values contained in the Bible. Prayer is an important part of every student's school day.
- Effective, well-trained Christian teachers who love the Lord and your child (ren).
- Nurturing classrooms managed by teachers who are committed to academic excellence as well as to modeling the fruit of the Spirit in their lives.
- The teachers teach Biblical views which are doctrinally aligned with the Bible; that Jesus Christ is the risen Son of God and the only way to salvation, that the loving grace of our Lord Jesus extends to all who would "call upon the name of the Lord."
- All students are taught to seek forgiveness for sin, accept Jesus Christ as their Savior, take personal initiative to study God's Word and make it their primary objective to love, serve, and honor Jesus Christ.

We count it a privilege to work along side you in preparing your child(ren) for the future.

# Our Mission

Our desire is to develop a positive and fruitful relationship with every school family. This handbook is intended to give direction and understanding concerning our general goals and standards. Complete attention and cooperation by our school families contribute to the building of a partnership that honors the Lord and strengthens homes. Therefore, we request that each family become familiar with this handbook and abide by its guidelines. At any time during the school year, the administration reserves the right to amend or clarify certain rules relating to the school operations and student conduct.

## **Mission**

The mission of NCS is to provide a distinctively Christian education, which starts with leading students to a personal relationship with the Lord Jesus Christ. We provide a safe, loving Christian environment where students are challenged academically and encouraged to follow the Bible as the reference point on all matters of morality, character development, and personal responsibility.

## **Vision**

NCS is a community of learners where knowledge is applied and all students and staff are supported in continual personal and spiritual growth, scholarship, and leadership.

NCS provides an environment that is Christ honoring, safe, welcoming, and challenging where everyone has a voice, a sense of belonging, and school pride.

NCS actively reaches out to our parents and families with the gospel, involving them in the learning process.

## **Purpose**

NCS is a ministry of the Liberty Baptist Church (LBC) of Newport Beach, California. The school's primary purpose is the teaching and training of young people in a rigorous academic program from a biblical perspective. NCS was founded to support parents in the rearing of their children and to provide a Christian alternative to the education offered in most other schools, both public and private. We stress wholesome Christian living, including personal salvation through Jesus Christ, obedience to the Word of God, and the use of our talents for the glory of God. The goal of the school, as it relates to the school's mission, is to help meet the physical, intellectual, emotional, social, and spiritual needs of each child.

(continued on next page)

## **Philosophy**

NCS is dedicated to the philosophy that Christian education is the best education. We recognize God as the supreme Source of all knowledge and wisdom. All academic subjects and co-curricular programs are taught from a biblical perspective. NCS wants to partner with likeminded parents in training children to be well-rounded, academically excellent, and spiritually and socially mature for the glory of God. Because the Lord commands young people to be good examples of believers in Jesus Christ, guidelines for personal habits and dress are provided. The principle of biblical self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person must have Bible-based wisdom, understanding, and knowledge in order to honor the Lord Jesus Christ. Therefore, the Bible is not substituted for any academic subject; rather, it is integrated into the total educational program.

Because NCS is a ministry of LBC of Newport Beach, it adheres to all of the doctrinal beliefs of LBC. These would include but not be limited to:

1. The Bible is the only infallible Word of God. For the sake of textual reliability and unity we have chosen to use the King James Version of the Holy Bible. The Bible is central to all of our teaching in the classroom as well as in weekly chapel services. (Psalm 119:89; 2 Timothy 3:16)
2. Jesus Christ is the one and only Savior of the world. He was God in human form and as such died as the payment for our sins, not simply as a martyr or example, but as our Savior. We believe He resurrected after three days and is coming back to earth someday. (John 1:14; Acts 4:12; 1 Corinthians 15:3,4)
3. Education is a God given right for all mankind, and we do not discriminate against any child who desires to learn of God's creation and God's world. (2 Timothy 2:15; Psalm 119:73)
4. Marriage is a God ordained covenant between a man a woman and is intended to be a lifetime commitment. (Genesis 2:24, Mark 10:6-9)
5. Life is the gift of God, beginning at conception and is precious in the eyes of the God who gave it. (Psalm 139:16; Jeremiah 1:5)

# Financial Policies

- Tuition is an annual fee paid in full by August 1, or made in ten equal monthly payments, from August 1 through May 1. Monthly payments are due the 5<sup>st</sup> of each month. A \$20.00 late fee will be charged if tuition payments are made after the 5<sup>th</sup> of the month.
- Tuition payments are made using Smart Tuition.
- If a student enrolls after school has begun, the annual tuition will be pro-rated based on the month of enrollment. The first monthly tuition payment will be changed accordingly.
- Registration and book fees are required for *each* student who enrolls. Registration fees once paid are non-refundable and non-transferable.
- Any monies (e.g., tuition, daycare, or late fees) due from the previous school year must be brought current prior to registering for a new school year.
- Smart Tuition will assess a fee for all bounced checks or rejected electronic payments. You will be contacted to bring your account current. Once any school payment (e.g., tuition or daycare) becomes fifteen days late, the student may be automatically dropped from enrollment and may not be allowed to attend class or obtain class work. Parents will be notified concerning their unpaid bill and will be given an opportunity to make the necessary payment before the child is dropped from enrollment.
- Discounts on tuition for multiple students in the same immediate family are given. Contact the school office for the tuition rates.
- If a student enrolls in school after school begins the fee for the first month in attendance is the full month rate. A daily prorated rate is not used.
- It is required that a minimum of a two week written notice be presented to the school administration prior to withdrawing a student from NCS. Tuition is not prorated for attending a partial month of school. If a student attends school during any portion of a month prior to their effective withdrawal date, the full month of tuition is required. Example: February 1<sup>st</sup> a two week notice is given for withdrawal from school on February 15<sup>th</sup>. February tuition is due in full. February 21<sup>st</sup> a two week notice is given for a withdrawal from school on March 7<sup>th</sup>. March tuition is due in full.
- Your child may be on campus from 7:45 A.M. to 3:15 P.M. without any additional charge. Extended daycare is available from 7:00 A.M. to 5:30 P.M. **Students on campus outside of the extended daycare times will be charged at a rate of \$1.00 per minute.**

# Financial Policies (Cont.)

## Registration

Registration fee is non-refundable.

## Book Fee

There is a \$300.00 book fee for each student.

## Tuition Rates

	Annual	Monthly
Transitional Kindergarten and above	\$6,000.00	\$600.00
Additional child in same family	\$5,500.00	\$550.00
½ Day Transitional Kindergarten	\$4,200.00	\$420.00

## Daycare

Your child may be on campus from 7:45 – 3:15 without any additional charge for daycare.

A.M. Daycare: 7:00 - 7:45 a.m.

P.M. Daycare: 5:00 - 5:30 p.m.

## Daycare Fees

	Drop In	Monthly
(add to tuition)		
A.M. 7:00 – 7:45	\$10.00	\$ 75.00
P.M. 3:15 – 5:30	\$15.00	\$175.00
A.M. & P.M. -5:00	\$10.00	\$175.00
A.M. & P.M. – 5:30	\$15.00	\$200.00

**(There is no daycare provided after 5:30 p.m. Any student picked up after daycare hours will be charged at a rate of \$1.00 per minute)**

**Fundraisers:** NCS is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate three annual fundraising programs and anticipate each child and parent’s participation in helping us raise the additional funds needed for designated school projects. The school receives no federal assistance other than a tax-exemption status – neither is it endowed or supported by any other organization. The sports program will also hold fundraisers for each sport. If you do not wish for your student to participate in a fundraiser, a \$120.00 fee will be applied to your account.

# General Guidelines

Recognizing that in the eyes of the Lord and California law that the teacher is the authority in the classroom, students will refrain from excessive talking and disruptive or other improper conduct. If this is not followed, it may result in the appropriate discipline by the teacher or by referral to an administrator. This respect is to be given to any teacher as unto the Lord, and this applies inside and outside the classroom as well as during and after school hours.

1. Students must be respectful of others' rights and property as well as the authority of the administration, teachers, and staff.
2. Students are not permitted inside the buildings until the beginning of the school day. Students are not to be in any building or classroom without teacher supervision.
3. Permission to go to the office must be obtained from a teacher in writing in the form of a "Hall Pass." Using restrooms will be permitted with a hall pass from a teacher or daycare worker.
4. Students are to walk, not run inside buildings, on sidewalks, and in all areas besides the playground or teacher-supervised play area.
5. Students are not to be noisy inside or between the buildings.
6. Students are expected to enter classrooms in an orderly fashion and to listen during classes. They are to raise their hands if they desire to speak.
7. Students are not permitted to chew gum while on school property.
8. Students must play in designated areas only.
9. Students are not permitted to bring any electronic entertainment devices to school.
10. Students are not permitted to bring anything that could be considered dangerous to school. A parent or student who has a question about a particular item must ask a teacher or NCS staff member first, in order to secure permission and avoid disciplinary action.
11. Students must use proper language at all times. Cursing, foul language, obscene gestures, crude "street talk," or words used as substitutes for foul language have no place in a Christian school environment.
12. Students may bring teacher-approved books or books that are directly related to his grade's course of study.
13. No toys are allowed during the school day, but they may be used during the before and after school daycare sessions. Toys brought to school must be able to fit into the student's backpack. Teachers and daycare workers have the authority to ban questionable toys from school grounds.
14. Students should avoid talking about subjects that glorify a worldly lifestyle: music, movies, videos, etc.
15. Any behavior not specifically addressed previously will be handled on an individual basis.

*Any student that does not follow these guidelines will be subject to disciplinary action consisting of but not limited to time outs and/or writing sentences.*

# Student Pick Up and Release

## General Drop Off Procedures

- Students may be dropped off and enter their classrooms at 7:45-8:00 a.m.
- Students who arrive earlier than 7:45 a.m. must be signed into extended daycare by their parent (Morning extended care is available from 7:00 a.m.)
- On rainy or unusually cold days, children can be dropped off in their classroom.
- Students returning after an illness may check back into school through the school office with verification of an excused absence (parent or doctor's note, etc.). Students may proceed to class once they have been given an *Admit to Class* slip.

## General Release Procedures

- School dismisses at 3:00 P.M.
- When school is over, the students are accompanied by their teacher to the designated area and released to the daycare worker.
- If the child is not picked up by 3:15 p.m., they are automatically signed into afternoon extended daycare. (see Daycare fees) **Extended daycare is available until 5:30 PM. Students on campus outside of the extended daycare time will be charged a rate of \$1.00 per minute.**
- Parents will be required to sign out their child in order to release them from the daycare worker.
- Only previously approved parents or guardians are allowed to pick up children. An adult will be asked to show ID or have their license plate checked to confirm those approved to pick up the child. Non-approved persons will not be allowed to pick up the child; instead, the parent will be notified and will have to make other arrangements.
- On rainy or unusually cold days, the students will remain in their classroom and can be picked up there.
- Parents picking up students during school hours are required to go to the school office for identification and a student release form first. No student will be released from classrooms during school hours to anyone without a *Release slip* from the office.
- If a child is to be picked up by someone besides one of the child's parents or someone not already listed as authorized to pick up on the Emergency Data Card, a note must be sent in advance to the school office. The child's parent must write the note, and a definite verification on the part of one of the parents must be obtained to guarantee the individual's identity.
- Advanced written parental permission from a parent of each child must be given for a child who wishes to go home with a friend.

## Tardy or Early Pick Up

- If a child arrives at the school after 8:00 a.m., the parent and child must come to the school office to fill out a *Tardy slip* and then send their child to the classroom.
- If a child has a doctor appointment and needs to be picked up during regular school hours, the parent must come to the school office and ask for a *Release slip*. The parent must show this slip to the teacher and then the teacher will release the child to the parent.
- It would be expedient to call the school office beforehand to let the school office assistant know that you will be coming. She will have your *Release slip* ready and notify the teacher to have your child ready for release.
- *For more information regarding the tardy policy see page 13.*

# Important Information

## Fire Drills

- The first fire drill will be announced in advance to faculty. After the first fire drill, others will follow unannounced.
- Each classroom will have a diagram of the property (posted near the exits) with that classroom's exit marked in red. Students should leave the classroom during a drill with no talking, no running, no pushing, but with orderly, rapid walking. The first student is a key person and should lead the class. If the door is not already propped open, he should do this. The last student exiting the room should close the outside door. Students should not stop until they reach their designated area. It is important that students follow the exact pattern of the diagram for exiting. Teachers will walk near the end of the class line. After the class reaches its designated area, the teacher will take roll. No students should be talking. Each class will wait for further instructions from the administration.
- Each class should stay together. Once the class has reported to their designated area there should be no talking. The students should stand together in an orderly fashion waiting for further instructions.

## Lost and Found

- The lost and found is in each classroom. It is cleaned out at the end of each month and leftover items will be discarded or donated to charity. Items with clearly marked names will be returned to students whenever possible.

## Photo and Video Policy

- It is common practice for the media department of Newport Christian School to take video footage and photographs at school events and around the school campus, including but not limited to class activities and field trips. These photos may be posted on the school's website or used in its publications. *Please see the photo and video permission form.*

## Affiliations

- Newport Christian School is a member of two related organizations: the Golden State Association of Christian Schools and the American Association of Christian Schools. The American Association of Christian Schools is an organization of 1,200 Christian schools across the country with similar philosophy and direction.
- It is through these associations that we are able to promote teacher development, remain abreast of current methods and materials, and have a political voice in educational affairs at the state and national level.

# Attendance Requirements

## ABSENCES:

Administrative Absences: An administrative absence is granted when the student's family has arranged ahead of time (at least one week) with the administration and the teacher to be absent for a period of time. Permission will be granted by the administration if all work that will be missed is made up before the period of absences begins. Please note: Administrative absences will be granted only in rare and unusual circumstances, as determined by the administration. If required work cannot be accomplished prior to the requested departure date, the absence may be considered unexcused. Parents are highly encouraged to schedule vacations and family trips to coincide with school holidays and the summer vacation – for the *children's* sake.

Excused Absences: Absences due to sickness, medical/dental/legal appointments, medical emergencies, or bereavement are excused absences. In these cases, the student may have the same number of make-up days as excused absences in order to complete any class work, homework, quizzes or tests he may have missed.

**(Please note that Newport Christian School has a 24-hour illness policy: If any student has a fever, vomiting, or diarrhea, he must be symptom free for 24 hours before he will be readmitted to class. This also applies to any student that we must send home with these symptoms.)**

In the event the administration or the child's teacher believes it to be in the best interest of the child's health or that of others the parents will be called and requested to pick up their child from school.

Unexcused Absences: Any non-administrative absence or absence not listed in the "excused" category above is considered an unexcused absence. In the event the absence is unexcused, it is not possible to make up class work, homework, or quizzes. Tests may be made up, but only on the first day the student returns to school after the unexcused absence, and ***a fee of \$30 will be assessed for every unexcused absence a student received, beginning with the second unexcused absence.***

**Frequent absenteeism is detrimental to a child's development. Therefore, if a student is absent (unexcused) from school for 15 days or more throughout any school year, he may be retained the following school year.**

A written excuse must be provided the day following the absence, which contains the following information:

Date(s) absent from school

Reason for absence

Parent's signature

The written excuse should be presented to the school office staff before school begins. A phone call does not take the place of a written excuse since the notes are kept for verification. **Absences without a written excuse will be recorded as unexcused. (These will only be changed to excused if a proper note is brought in to the school office within 48 hours of absence.)**

# Attendance Requirements (Cont.)

## TARDIES

All students must be in their classrooms by 8:00 AM. A student is considered tardy if not in the classroom by 8:00 according to the clock in the school office. A tardy student must come to the office first to pick up a tardy slip before being admitted to class. (Parents may not pick up tardy slips for their children.) Parents will receive a written notice from the office when their child reaches four unexcused tardies. **Each time a student receives eight unexcused tardies in one semester AND/OR accumulates 30 minutes of tardy time, a fee of \$30 will be assessed.** Tardy fees must be paid in the office and in full by the end of the month or within two weeks, whichever occurs first. Students may be held out of class until tardy fees are paid in full. The school administration reserves the right to determine which excuses are acceptable.

When a student accumulates 6 or more tardies in a quarter their citizenship grade will be lowered by one letter grade. Citizenship grades are considered when determining Honor Roll eligibility.

# Lunch Guidelines

## **Birthday Parties**

*In order to properly plan, we ask that at least two week's notice be given for any party that will take place on campus.*

- If invitations are to be passed out at school, please invite the entire class to your child's birthday party.
- If the student's entire class is invited, a party may be held on school grounds during a free period or immediately following the school day.
- Teacher/Administration must approve any school-hours party in advance of the event. The parent(s) are fully responsible for set up and clean up of the area.
- All outside entertainment for on-campus birthday parties must be approved by the administration in advance of the party. The administration reserves the right to bar any entertainment that it feels does not reflect the goals and standards of the school.

***Build-A-Birthday!** For parents that would like to give your child a birthday party but because of work or other conflicts aren't able to do it themselves, we can help! You can now custom order a party. For more details contact the school office.*

# Health

## General Health Guidelines

- Newport Christian School requires that each child fill out a Medical History form and Emergency Card prior to the start of each new school year. Changes of address, phone numbers, insurance and any other pertinent information should be updated throughout the year as necessary. Parents should promptly inform the school office of any medical condition that may impact their child's experience at Newport Christian School.
- Students should not come to school if they are ill. Children may not come to school if they are experiencing any of the following symptoms: diarrhea, vomiting, fever, rash, or a deep cough. If a student contracts a communicable illness such as chicken pox, strep throat, or pink eye, the student should be kept at home and the school office should be notified.
- If a student is injured at school or becomes ill while at school, the parents will be immediately contacted. Parents may be asked to pick up their child promptly.

## Fever Policy

- If a child has a fever, the parent will be contacted and asked to pick up the child from school.
- Do not send your child back to school the next day. The student is not to attend school until he/she is fever-free for 24 hours without the use of acetaminophen or ibuprofen. This policy is for the protection of your child and the other students in the school.

## Guidelines for Non-Prescription Medicine

- Please do not send cough drops, Tylenol, etc. with the student. Instead, parents should bring it to the school office and complete a *Permission to Administer Medication* form.
- All medicine must be in the original container.
- A parent/guardian must provide a written request along with any special instruction for the administration of the medicine.
- This authorization is effective for the school year for which it is granted and must be renewed annually.

## Guidelines for Prescription Medicine

- Prescription medicine is not permitted to be given by any one other than by the Administrative Assistant.
- The prescription must have a physician's written order.
- Any changes to a medication dosage must be accompanied by an updated Rx prescription label. No outdated medication prescription labels will be accepted.
- The prescription medicine must be accompanied by a label affixed by a pharmacy or physician showing:

*The name of the student*

*Total daily dosage and schedule of administration*

*Physician's name*

*Name of medication*

# Dress Code

Newport Christian School (Grades TK-9) bases its dress code upon two criteria: biblical standards of modesty (1 Timothy 2:9 & Romans 12:1) and the desire for a neat and clean appearance.

## General Dress Code For All Students

General Appearance: Students must be in school uniform and well-groomed upon entering the campus at the beginning of the day.

Tennis shoes and socks are considered general dress code for both boys and girls. Dress shoes and sandals with a strap are also approved footwear.

## School Uniform:

NCS has a dress code as described below:

- We presently use **Vicki Marsha uniforms** for the girl's jumpers/skirts. Girls in grades 3-6 may wear either the jumper or skirt. Polo shirts with the school logo are required.
- Girls in grades 6-9<sup>th</sup> may wear the plaid skirt from Vicki Marsha or a solid navy blue, black or khaki knee length skirt which may be purchased elsewhere. No tight fitting skirts. Polo shirts with the school logo are required.
- Students (TK-2<sup>nd</sup>) are required to purchase the activity T-Shirt for field trips and which are available in the school office, and knee length athletic shorts.
- Parents may purchase the boys uniform pants (blue, black or khaki) from Burlington Coat Factory, Walmart, Sears or Target through their school uniform departments or purchase them online at: [www.Walmart.com](http://www.Walmart.com) or [www.Target.com](http://www.Target.com) (no cargo pants or jeans or skinny jeans)
- The polo shirts and jackets with our school logo are available for purchase in the school office and available at Back To School Night.
- Inquire to see if there are any previously used uniforms at a substantial discount available. See the school office for details.

## Girls' Dress Guidelines

Jumper/skirt lengths should have a hemline no higher than the middle of the knee. Purchase these with a long enough hemline to account for growth throughout the year. Girls (TK-5<sup>th</sup>) must wear shorts under their dresses for modesty purposes on the playground.

Pants (long or short) are not appropriate school dress for school-sponsored activities. Exceptions to this rule will be communicated prior to the activity where they can be worn.

Leggings that look like pants are not to be worn. If tights/hosiery are not worn, socks must be worn and visible. (Socks and hosiery must be solid in color: red, tan, blue, black or white)

Clean, comfortable, shoes must be worn. Sandals are permitted if they have a heel strap.

Hair must be clean, feminine, and styled neatly in a natural color.

Only “stud” type earrings are permitted.

### Boys’ Dress Guidelines

Polo shirt with the school logo and blue, black or tan long pants that are not too tight or too baggy must be worn. No jeans or cargo pants are permitted.

Belts must be worn with all pants that have belt loops (unless pants have elastic waist for TK & K).

Belts should be the correct length, not extending more than a few inches beyond the first belt loop.

No jewelry except watches or medical tags should be worn.

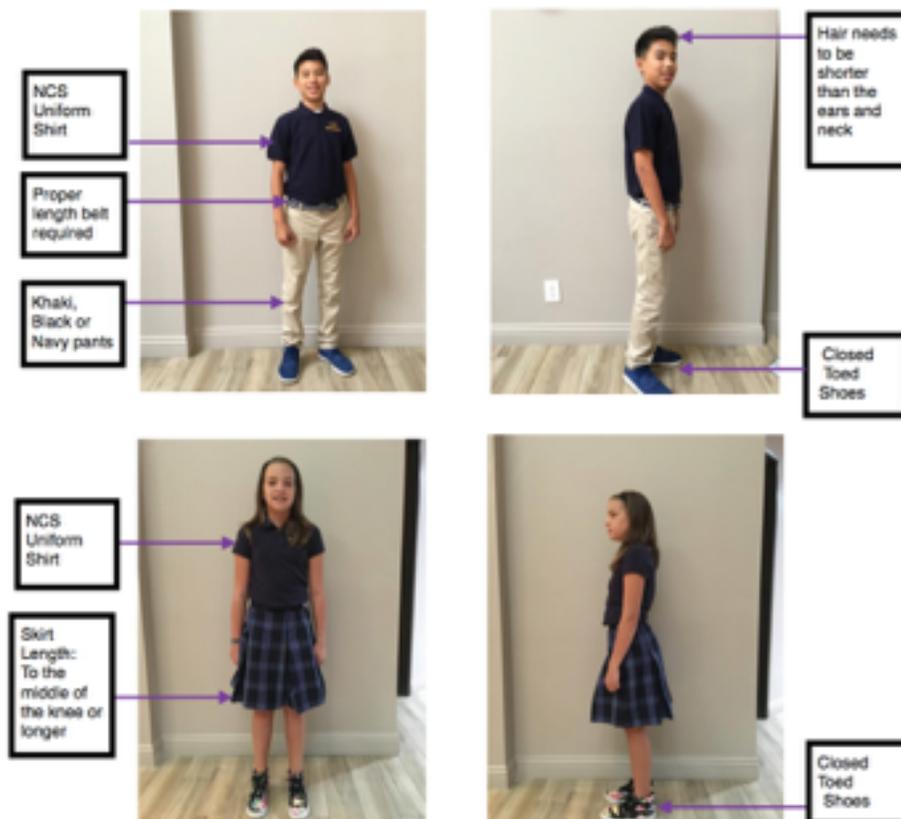
Hair must be clean, tapered, off the ears and collar, and above the eyebrows. No “perms,” shaved, dyed, spiked, or extreme haircuts are allowed. Sideburns are to be no longer than the middle of the ear.

Clean, comfortable, shoes must be worn with socks. Sandals are not permitted.

### Chapel Dress:

Girls: White blouse with uniform skirt or jumper with girls tie.

Boys: White oxford long or short sleeve shirt with tie and blue, black or khaki long pant. (Does not have to be school uniform tie.)



# Report Cards

Newport Christian School uses **Gradelink** on line to keep parents totally involved in their child's academic progress. Easily view class and assignment grades, due dates, upcoming homework and more.

**(Gradelink.com)**

Report cards are issued approximately every eight weeks. The first quarter, parents will conference with the teacher if requested and will receive the report card at that time. The next two quarters, report cards will be sent home with the students, and the envelope is to be returned with a parent signature. The last report card is sent home at the end of the year, pending completion of all financial obligations.

Grades at Newport Christian School are designed to report to parents a student's academic and social progress. The school policy is that grades be awarded on a percentage basis as follows:

Academic grades are reported by letter grades as follows:

A+.....100%	A.....93-99	A-.....90-92
B+.....87-89	B.....83-86	B-.....80-82
C+.....77-79	C.....73-76	C-.....70-72
D+.....67-69	D.....63-66	D-.....60-62
F.....0-59		

This system reflects quality of work turned in rather than natural ability.

Parents are encouraged to inform themselves about their student's progress by reviewing graded work as it comes home, knowing what the reasonable grade level expectations are, and checking with the teacher if any problem is suspected.

According to the California State Department of Education: *Parents of currently enrolled or former students have an absolute right to access any and all pupil records, relating to their children, which are maintained by school districts or private schools. The editing or withholding of any such records, except as (specifically) provided for (by law) ....is prohibited.*

Originals of all files and records remain the property of Newport Christian School. Newport Christian School, upon request of a parent, will make copies of files if all financial obligations are current. Parents shall be required to reimburse NCS for the cost of copying student records requested by the parent. Parents who wish to view their student's records will need to make an appointment and allow up to five days to view the file with school personnel. For those files that have been stored for many years, there will be a thirty-day turn around period.

# Criteria for Honor Roll

## **High Honor Roll**

To qualify for High Honor roll, students must have an “A” average in all of their classes, as well as in citizenship, social habits, and personal habits.

## **Honor Roll**

To qualify for Honor roll, students must have an average of all “A’s” and “B’s” for the semester equaling a 3.5 GPA or higher as well as in citizenship, social habits and personal habits. The semester grade is determined by averaging the two-quarter grades.

If a grade is given in a non-academic area, it will be included in the averaging.

To qualify for any Honor Roll, the student must not have excessive tardiness to school. Excessive tardiness is described as 6 or more tardies in a quarter.

## **Grade Determination**

When averaging, the trend in which the grade is moving is used. If the first quarter grade is a “C” and second quarter is the “B”, the trend is upward, so the average is a “B-”. When the quarter grade exhibits a downward trend, “B” then “C”, then the average becomes a “C+”

All pluses and minuses are dropped in the semester averaging.

If the two quarter grades cannot objectively be averaged, such as” C+” and “B-”, the teacher will exercise his/her judgment based on knowledge of the child’s work and attitude.

For every “C” average there must be an “A” to balance to a “B” average.

# Demerit System

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the school or displays a spirit contrary to the purpose and principles for which the school stands, he is subject to expulsion even though he may not have broken any specific rule or regulation. **We expect our students to abide by the spirit of the law as well as to abide by the letter of the law.**

The number system is designed to give the students and parents an objective picture of the student's General Behavior. Demerit is recorded on the student's official record and therefore becomes an important factor for future job and schooling credentials.

At the start of each semester, each student's demerit record begins at zero. Parents will be notified each time a student accumulates 25 demerits. Once a student reaches 50 demerits, a mandatory meeting will be scheduled for the student and his parents with the administration.

**Faculty may give demerits; however, demerits are reviewed by the administration.** Weekly demerits are accrued on a semester basis. An accumulation of 125 demerits in a semester will result in automatic expulsion and loss of credit. No expelled student will be readmitted without the invitation of the Administration. Any student who is expelled from NCS will not be permitted to re-enroll for a minimum of one full semester. If, after this time, the student wishes to return to the school, he will be required to meet certain conditions. These conditions include but are not limited to, an exemplary academic record and recommendations from a youth pastor or principal. If the Administration approves the student's return, the student will be placed on disciplinary probation for one semester. Expelled students will not be permitted to return to school unless a notable change in behavior and attitude is evident to the Administration.

25 Demerits	Letter sent home
50 Demerits	Letter sent home, 1-day suspension
75 Demerits	Letter sent home, 2-day suspension
100 Demerits	Letter sent home, 3-day suspension

## Suspensions

All suspensions are served out of school. Any work or test missed on suspension day will be recorded as a 0%, F.

Any student expelled from NCS three times will not be permitted to reenroll.

*"He that walketh with wise men shall be wise: but a companion of fools shall be destroyed"* (Proverbs 13:20)

The Administration, in its sole judgment determines what is inconsistent with the religious mission or tenets of the school. The school reserves the right to modify the infraction list at any time.

## Behavior

All issues concerning the merits and expulsion may be reviewed at any time by the administration. Situations may require varying degrees of punishment, and the administration reserves the right to evaluate these situations at their discretion. The penalty for these will be an administrative decision.

When an adult enters the classroom, every student is required to stand. The only exception is when a student is taking a test or timed writing assignment. Students may be seated when the teacher gives them permission.

Misbehavior in the classroom or at any school activity will result in demerits. The following actions are among those considered misbehavior:

## School property

Damage to school property, whether willful or due to negligence, will result in the student receiving up to 25 demerits. The student will also provide cost of restoration period.

Lockers are issued to middle school students the first week of school. Students may decorate their lockers; however, no posters, photographs, or other items that suggests worldly lifestyles may be used. Students may not write on lockers. The lockers are the property of Newport Christian School and may be checked by the administration, faculty, and staff at any time.

## Miscellaneous regulations and penalties

Infraction	Demerits
Attending class unprepared (no textbook, paper, pen, or any other required materials.) A student's grade is docked when homework is not finished	3
Failure to return notices, test, progress reports, or report cards (that require a signature by a parent or guardian) on time	3
Tardy to class	3
Out of seat without permission	3
Passing and/or reading notes	3
Inappropriate behavior indoors such as running, wrestling, boisterous activity, throwing items, etc.	3
Unnecessary talking or noises	3
Working on unrelated material	3
Being in the hallway without a pass	5
Eating or drinking in an off-limits area	5
Untidy appearance of desk, book bag, locker, etc.	5
Littering or leaving an area unkempt	5

Negativism, sarcasm, worldly conversations, griping, insulting or teasing another person	5
Possession of and/or riding a bicycle for skateboard on school property without permission	5
Gum chewing in school	10
Being in an off-limit area for example in a classroom without permission	10
Possession of and/or using a cell phone during school hours without permission. Cell phones are to be turned off and stored.	10
Possession of an MP3 player or similar device, camera, game console, or computer games at school without administrative permission	10
Attending dances, night club, or any inappropriate party	Expulsion
Viewing an inappropriate movie in the home	Admin. Decision
Scoring violation (altering an assignment grade or report card)	Up to 25 Demerits
Direct disobedience	Up to 15 Demerits
Striking or attempting to strike an administrator, teacher, or any other staff member	Expulsion
Lying or any form of withholding the truth	Up to 25 Demerits
Skipping class (late 10 minutes or more)	15 Demerits per class missed
Leaving the campus without permission is forbidden.	25 Demerits
Fighting	Admin. Decision
Members of the opposite sex may not touch in an inappropriate manner (kissing, embracing, caressing, etc.)	Admin. Decision
Homosexual Acts	Permanent Expulsion
Possessing vulgar literature at school is forbidden. Vulgar literature is defined as that which is coarse, morally crude, offensive, obscene, or profane	Up to 25 Demerits
Vulgar language, notes, gestures, or profanity	Up to 25 Demerits
Possession of knives, guns (including "air soft"), or any other weapon at school or at a school function	Suspension to Expulsion
Smoking or possessing smoking materials or tobacco products of any kind	Expulsion
Using, possessing, or selling narcotics	Permanent Expulsion
Stealing	25 Demerits to Expulsion
Gambling	Admin. Decision

# Statement of Agreement

## Newport Christian School 2016-2017

We, the undersigned, acknowledge that we have read and understand the policies and procedures of Newport Christian School. We also understand that photos or videos taken during school functions may be included in print or online media productions. We agree to abide by the policies and procedures of Newport Christian School.

Please clearly print the first and last name of all children attending Newport Christian School.

	Child's Name	Age	Grade
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (printed)

Click here to sign electronically: <https://form.jotform.com/62435697493166>

Please return this signed statement to the school office by Thursday, September 15, 2016. Failure to return the signed statement by the due date may result in your enrollment being voided and your children will not be permitted to attend school after that date. In the event that the enrollment is voided, the children may be re-enrolled at the sole discretion of the school.