



Student & Parent Handbook

2019-2020

We are a PreK-12 school that develops disciples who are spiritually and academically prepared to impact their world for Christ.

NORTHERN DAUPHIN CHRISTIAN SCHOOL

Information Handbook

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MISSIONS STATEMENT

We are a PreK-12 school that develops disciples who are spiritually and academically prepared to impact their world for Christ.

2017 Edition

(Updated August 10, 2017)

This Student & Parent Informational Handbook serves in no way to bind the Northern Dauphin Christian School into a contract of any type.

This Student & Parent Informational Handbook is subject to change without notice by the school's board of directors.

PARENT SECTION

I. INTRODUCTION

A. The Association

The Northern Dauphin County Christian School Association Inc. is a group of concerned local parents, and others, interested in providing children with a quality Christian education. This organization oversees the Northern Dauphin Christian School and elects the Board of Directors which administers the school. NDCS is dedicated to assisting parents in the task of training their children to reach their full potential, both academically and spiritually. We have our non-profit status 501(c)-3.

B. Association Membership

At least one parent or guardian must be a member of the Association. There are two types of membership, an active voting membership and an associate membership without voting privileges.

The active voting membership is made up of family members and interested people who have a strong desire to see children grow in the knowledge of academics and the Lord. Active members must subscribe to the following requirements:

1. Be eighteen years of age or older.
2. Give a clear testimony of being born again, in accordance with the Scripture.
3. Commit oneself and family to regular attendance to a Bible believing, evangelical church whose pastor subscribes annually to the articles within the Statement of Faith and Purpose.
4. Pay annual dues of \$5.00 to the Association.
5. Subscribe annually in writing to the Statement of Faith and the Purpose of the Constitution.
6. Attend at least one meeting annually.

The associate membership is also made up of people who have a strong desire to see children grow in knowledge of academics and in the Lord, and meet the following requirement:

1. Be eighteen years of age or older.
2. A person who does not meet all requirements for active membership, but believes in the purpose of the Association and desires membership.
3. Subscribes annually in writing to Article III of the Constitution, which is the Purpose.
4. Pay annual dues of \$5.00 to the Association.

Any active member who fails to attend one meeting annually, as requested in Section 2 of the Constitution, shall be approached by the Membership Committee as to his intentions for the coming year. He may indicate his desire to remain active and renew his active status by attending the next regular meeting of the Association.

C. Statement of Faith

1. We believe that there is one God, eternally existent in three persons: The Father, Son, and Holy Spirit. (I Cor. 8:6)
2. We believe that the Bible is the inspired, the only infallible authoritative Word of God as recorded in both the Old and New Testaments. (2 Tim. 3:16, 2 Peter 1:20-21, Rev. 22:18-19)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His sacrificial and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory. (Matt. 1:18, John 3:16-17, I Peter 2:21-24)
4. We believe in the necessity of a personal commitment to our Lord Jesus Christ for salvation of lost and sinful men. Romans 3:21-31)
5. We believe in the resurrection of both the saved and the lost: they that are saved unto everlasting life, and they that are lost to eternal separation from God. (Luke 20:27-38, Rev. 20:11-15)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:13)
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 14:16-17)
8. We believe that all human life is sacred and created by God in His image. Human life is inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)
9. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
10. We believe that the term "marriage" has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

11. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10).
12. We believe that in order to preserve the function and integrity of Northern Dauphin Christian School as the local Body of Christ, and to provide a biblical role model to the Northern Dauphin Christian School members and community, it is imperative that all persons employed by (the organization) in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1 Thess 5:22).
13. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11.)
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Northern Dauphin Christian School.

D. Lifestyle Statement

Northern Dauphin Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Northern Dauphin Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6:40). Likewise, students and parents should conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. Students and parents are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow students, parents, teachers, volunteers or the NDCS Head of School.

The Northern Dauphin Christian School Statement of Faith expects students & parents to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor.6: 9-20). Northern Dauphin Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Northern Dauphin Christian School students and parents should maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal of the student. It is the goal of Northern Dauphin Christian School that each student and parent should have a lifestyle in which "He may have the preeminence" (Col. 1:18, NKJV)

III. Declaration of Moral Integrity

Northern Dauphin Christian School expects all of its students and parents to model the same Christian values and lifestyle that it seeks to inculcate in its students. I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare (a) that during the past year I have not engaged in, (b) that at the current time I am not engaging in, (c) that I promise I will not engage in, and d) that I will not condone in my personal, teaching, professional standards, or volunteering, inappropriate sexual conduct. Inappropriate conduct includes, **but is not limited to**, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual, lesbian, or other sexual misconduct, sexual harassment, use or viewing of pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

ANY INTENTIONAL FALSIFICATION OF ANY PORTION OF THIS MORAL INTEGRITY STATEMENT MAY BE GROUNDS FOR IMMEDIATE STUDENT DISMISSAL.

G. Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northern Dauphin Christian School's faith, doctrine, practice, policy, and discipline, our board of directors is Northern Dauphin Christian School's final interpretive authority on the Bible's meaning and application

H. Purpose of the Association

The purpose of this Association is to establish a private school to provide a quality education to mainly children of Christian parents. The school will provide instruction in subjects normally taught in public and/or other private schools. In accordance with the statement of faith, the students will be instructed so they will be better equipped to live Christ-centered lives.

1. Philosophy

The Northern Dauphin Christian School is an institution that was founded for, and dedicated to, the children of its membership according to the principles and commands found throughout the Holy Scriptures, the Bible.

The membership of the Northern Dauphin County Christian School Association Inc. consists of a group of parents who have formed and incorporated a Christian Day School. Composed of grades kindergarten through twelve, the institution is bonded together by the group's common desire to train children according to the principles and commands of the Bible.

The Scriptures are accepted by the Association as God's inspired Word to man, given for doctrine (instruction, learning, teaching); for reproof (conviction, evidence); for correction (rectification, reformation); and, for instruction in righteousness (education or training in justification only through Christ). (II Timothy 3:16)

Other passages in the Bible indicate that parents are responsible for the training and education of their children (Proverbs 22:6, Deuteronomy 6:7, and III John 4). The Scriptures also direct that all believers should understand or view the world from God's perspective as opposed to their own interpretations. The Association has, therefore, structured its school with the purpose of teaching children according to these Biblical perspectives and educational mandates.

In order to lay the foundation for an educational system consistent with such Biblical principles, a precise understanding of God, the Author of the Bible, is essential. Scriptures clearly indicated that the Trinity - God the Father, God the Son, and God the Holy Spirit - is the only perfect, supreme being in the universe (I John 1:1-40, John 1:1-5). Furthermore, the Bible states that man was created to glorify God. Accepting the truth of these statements, Christians must offer their honor, loyalty, and worship to Him as the central authority of the universe. Likewise, God's Biblical directives, on man's relationship with Him, need to be recognized and followed.

One aspect of this relationship involves the "fear of God" as the beginning of both knowledge and wisdom. Since a school system seeks to instill knowledge through the educational process, it must, of necessity, initiate instruction with a proper, Biblical understanding of God. Contrary to this, non-Christian public and private institutions do not acknowledge God and His Word, basing their education instead, on a secular perspective. Thus, Christian parents need to pursue another avenue of training for their children such as the Northern Dauphin Christian School.

In a practical sense, one must also realize that after being exposed to more than fifteen thousand hours of instruction, a child is likely to be influenced by the philosophy of this school system. Secular education is permeated with humanism and diverse worldly ideas. The Christian's belief, however, that all truth is God's truth, necessitates evaluation of man's theories in light of Biblical revelations. Christian schooling considers this preservation of a Godly learning environment paramount among its duties, reinforcing principles which are taught in the home (II Corinthians 10:5).

Viewing this matter in more detail, one must recognize that both secular and Christian school systems are managed by human beings. It seems reasonable then to assume that the nature of any system will be molded, guided and affected by the character, morals, and beliefs of its directors, teachers, and curricula.

The Christian community has continually recognized the effects of non-Christian philosophy on the home and even at church. A fair assessment, therefore, is that non-Christian perspectives in a school system can also quietly undermine and in some cases overtly affect the thoughts, actions, and principles of our children. Considering the length of time spent in formal education, the situation seems to warrant that our children be trained in an atmosphere which will fortify the basic tenets of faith being taught in the home and in the church. In fact, the Christian school education is uniquely designed to supplement and harmonize with the students' home and church training.

The Christian School's philosophy of education dictates that all subject matter is interpreted from a Biblical perspective. When the Bible is accepted as the final authority for the Christian, it becomes impossible to adequately educate except in the light of and in harmony with this authority. This is not to say that the school will train its young people in an environment that never examines opposing views or materials. These views will, however, be discussed and evaluated according to Biblical truth.

Since the Bible and its absolutes are accepted as the final authority, the school is allowed to instruct children within the framework of definite guidelines and disciplines. For example, the educational system can give clear direction to the student as to his origin, his reasons for existence, and his future. The Bible gives understanding as to the creation of the world by God and for God's glory, the creation of man to glorify God, and the eternal future of man dependent upon his acceptance or rejection of God. The primary goal of true Biblical education must involve training students in the Scripture with the desire that they will accept and follow its mandates. Once students cultivate right relationships with God, the ultimate goal is equipping them to serve Him to their fullest potential in society. Such total preparation must be of superior quality and encompass a wide range of spiritual, emotional, social, mental, and physical training experiences. The Northern Dauphin Christian School seeks to provide an education that meets these needs and develops the talents of young people to glorify God through His highest creation, mankind.

2. Objectives

We believe each student has unique, God-given capacities and capabilities for growth spiritually, physically, intellectually, and socially. Our objective is to provide an atmosphere in which each student may reach his God-given potential in all areas. Specific objectives for each area have been determined.

The objectives of N.D.C.S. for Intellectual Growth of its students are:

- To teach the skills necessary for effective comprehension, communication, and computation;
- To provide a versatile college preparatory curriculum which will furnish a thorough preparation for their future study or occupational competence;
- To stimulate creative and critical thinking and responsiveness to beauty in the arts and sciences;
- To provide in every area of study the revelation of God in creation and in the Holy Scriptures, and
- To instill in each student an understanding and appreciation of the principles and values upon which our country was founded and the importance of their preservation.

The objectives of N.D.C.S. for the Spiritual Growth of its students are:

- To teach the Bible as the Word of God, a source of doctrine and a guide for daily living;
- To teach the basic tenets of the Christian faith;
- To encourage them to come to a personal relationship with Jesus Christ, honoring Him as Lord and Savior and seeking to know and do the will of God;
- To present a pattern of life based on the standard set forth in the Bible, and
- To aid them in the formation of a personal Christian philosophy that will permeate and integrate every area of life.

The objectives of N.D.C.S. for Social Growth of its students are:

- To encourage an individual sense of personal worth as a special creation of God and a recipient of His love;
- To foster the establishment of wholesome interpersonal relationships through an acceptance of one another in Christian life, learning to understand and respect the views of others; and
- To instill in them a respect for authority, love of country, loyalty to their homes and community, and patriotism for their country.

The objectives of N.D.C.S. for Physical Growth of its students are:

- To promote health, fitness, coordination, and skillful use of the body, and
- To encourage good sportsmanship and Christian testimony in all athletic endeavors.

I. Organization Structure

1. Leadership (as of 8/07/19) (Subject to Change)

a. School Board Members

Paul Billow - Board Chair
David Sassaman - Treasurer
Jared Moore - Secretary
Tracy Manning
David Levan - Vice Chair
Lyndsay Miller

b. Head of School

Eric Byers

c. Faculty & Staff

Administrative Asst. & Development Associate- Heidi Mace

Office Manager- Maddie Carl

Support Staff- Barb Kimmel

Early Education Center- Whitney Lenker

Kindergarten- Sara English

First Grade- Lyndsay Jacobs

Second Grade- Whitney Lenker

Third- Sixth Grades- Katia McCarthy, Megan Evans, Cathy Klinger, Connie Zimmerman

Secondary Grades (5-12)-Bethany Hackett, Andrea Kessler, Pastor Tom Moulfair, James Hauptman, Brian Snyder

2. School Symbols

- a. School Colors: Red, Black, and White
- b. School Mascot: Lion
- c. School Song: **"We Come Together"**

With a plan, by His hand, We come together,

Starting small, growing tall, We come together.
Looking to the future, His truth will guide our way,
Keeping God in education, Each and every day.
With the lion as our mascot,
And a prayer to start each morn'
Red and black and white our colors,
Northern Dauphin Christian School was born.
With God's love, from above,
We come together,
The journey's long, but we'll stay strong,
We come together,
We come together.... Amen.

II. ADMISSIONS

A. Statement of Non-Discrimination

The Northern Dauphin Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender (gender as used herein does not mean sexual identity, orientation, or transgender), race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

B. Policy Statement of Non-Discrimination in Admissions and Programs

It is the policy of the Northern Dauphin Christian School to operate its facility and programs and provide services without regard to race, color, national origin, ancestry, gender, handicap, or disability.

No person shall be excluded from participation in provision of any activity, program, privilege, right or service, race, color, national origin, ancestry, gender, handicap, or disability. There shall be no segregation of its facility, programs or services for reasons of race, color, national origin, ancestry, gender, handicap, or disability. This non-discrimination policy applies to all applicants, faculty, Head of School, employees, and subcontractors to the Northern Dauphin Christian School. Christian schools constitutionally and by statute may, however, make employment decisions on the basis of religion, requiring employees to serve as Christian role models.

Persons and organizations having occasion to refer individuals for admission or services, or to recommend its facility, programs, or services of the Northern Dauphin Christian School, are advised to do so without regard to the individual's race, color, national origin, ancestry, gender, handicap, or disability.

It is the mission of NDCS to assist the home in providing a godly Christian education; therefore if the home environment is not in harmony with the school's doctrinal beliefs and biblical lifestyle requirements, it will be difficult for the school to cooperate with the home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not make application for your child at our school. This would include the school's belief that biblical marriage is limited to a covenant relationship between a man and a woman (Matthew 19:4-6).

Furthermore, NDCS believes that students must comply with a conduct code, based on biblical criteria. If a student's conduct is so counter to or in opposition to the biblical lifestyle taught in the school, or the student's conduct does not support the moral principles of the school or it reflects a lifestyle in conflict with the school's biblical principles, NDCS cannot permit enrollment of the student. Adverse conduct or support of such conduct may also result in disenrollment.

Northern Dauphin Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6.)

C. General Policies

1. A family wishing to enter children in the Christian School must first fill out the application form and be interviewed by the Head of School and appointed board member or staff. All students entering NDCS are tested before admission to the school. A satisfactory level must be performed in each area. This is necessary so that the school can properly place the student in the correct grade level. If the test results for a new student determine that he (or she) probably will not be able to keep up with the projected class, the school may ask the student to:
 - a) Repeat the grade.
 - b) Select another school (only if NDCS does not have a program of study to benefit the student or does not have room in the appropriate class).

NOTE: We reserve the right to deny entrance to any student if, in the opinion of the Head of School, it is in the best interest of the student and/or the school. Interviews with the parents or guardians and the student are also required for entrance. No child is officially accepted until the parents return the signed parental agreement form and a deposit equal to one month's tuition. Upon reviewing the test results and other information, the Head of School recommends the student and family to the Board for approval. Parents will be informed of the Board action either by letter or telephone. The school is not obligated to accept all students who have made application.

2. Admission of new students for the current year will not be accepted after Feb.1, except in the case of a family moving into the area after that date.
3. In admitting a child to the school, parents recognize that the teacher has full discretion in the discipline of their child. Also, parental participation is needed in lending practical help and prayer support in a mutual effort to train their children.
4. The school reserves the right to dismiss any student who does not cooperate with the educational process.
5. Parents who have kindergarten children must bring the original child's birth certificate to the screening meeting. The school must check this before the child begins school (state law).

D. Returning Students

1. Currently enrolled students will be permitted to return on a preferred basis if they have successfully maintained minimum academic and behavioral standards and/or have successfully completed summer school.
2. Normally failure of two or more major subjects shall constitute failure of the grade for the year.

Parents' Code

Northern Dauphin Christian School (NDCS) is owned by the school parents. Parents elect the school's Board of Trustees, which is the ultimate human authority for the school. However, all parents are urged to be active partners with the school in the education of their children. Parents are asked to indicate their agreement to support the Parents' Code when completing the application form.

1. I will keep Northern Dauphin Christian School in prayer. I understand that school policy suggests that our family attend a Bible-believing church. Weekly worship, active fellowship, and church membership are encouraged.
2. I will cooperate fully in the educational functions of NDCS, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will pay all of my financial obligations to NDCS on or before the date due. If I am ever unable to pay on time, I will notify the school treasurer in advance (a) giving a reasonable explanation for the delay, and (b) stating when the payment can be made.
4. I will support the policies and procedures of NDCS as they are stated in the Student/Parent Informational Handbook.
5. I will support the school through gifts in addition to my tuition payments and fees, as the Lord enables. (As God has prospered us, may we be faithful to Him.)
6. I will fulfill my work obligations (cleaning, etc.) to the school cheerfully as to the Lord and will undertake volunteer duties for NDCS as opportunities arise and as God provides time and talent.
7. I will recommend NDCS to other Christian families as opportunities arise.
8. I will attend meetings and parent functions of the school and association regularly, even though I may not be able to achieve perfect attendance.
9. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart (Matthew 18:15-17).
10. I will seek the advancement of NDCS in all areas -- spiritually, academically, and physically.

III. GENERAL POLICIES AND INFORMATION

A. School Hours

1. Students should arrive by 8:00 AM. School begins at 8:10 AM K-6; 8:00 AM 7-12, at which time students are to be in their classrooms.
2. School dismissal is at 2:30 K-6; 2:40 pm grades 7-12.
3. Early dismissal is at 11:30 K-6; 11:40 am grades 7-12.

Keeping a Record of Attendance

Our full day is 6 hours and 30 minutes.
 Missing up to one hour does not affect the attendance record.
 Missing 1-3 hours is considered half a day absence.
 Missing 3-6.5 hours is a full day absence.

B. Attendance

1. Each child is required by state law to attend school each scheduled day unless prevented from doing so for mental, physical, or other urgent reasons. According to state regulation 22 Pa. Code Chapter 11.25a, "urgent reasons" is to be strictly construed and does not permit irregular attendance.

2. Legal and illegal absences are determined by state law. Illness or death in the family are the only excusable absences. Educational experiences are also excusable if the procedures of No. 6 in this section are adhered to.
3. Any child who is absent must submit an excuse written by the parent on the first day back from the absence. Absences of three consecutive days or more require a doctor's excuse. If no excuse is returned to the school within three days, the absence will be "unexcused" or deemed invalid by the Head of School. This excuse should be specific to the illness; this helps the teacher in knowing what to expect of the child as far as make-up work is concerned. Excessive absences, excused or unexcused, may require that further absences have an excuse from a physician.
4. Children who are absent because of a communicable disease must conform to the quarantine laws for such a disease. A student may not return to school until approval is made from an appropriate healthcare official.
5. Illegal absences beyond three will be dealt with according to the procedure of the state school laws. (Situation can be referred to the public school truant officer in the child's school district.)
6. Educational experiences are days in which a student experiences an educational enrichment in the family setting:
 - a. The parents must obtain an Educational Experience Form from the school office and submit the completed form at least one week in advance of the time of the absence.
 - (1) In making the decision of the absence, the Principal will weigh the following:
 - (a) Academic achievement
 - (b) Extenuating circumstances which would warrant the absence.
 - (c) The duration of absences is for a maximum of five days.
 - (2) Upon approval of the Principal, the teacher will receive the Educational Experience Form.
 - (3) The form must be signed by the teacher prior to the absence. Upon signature of the teacher, the teacher will work out the making up of the work missed during the absence.
 - (4) Work assigned prior to the trip will be due in its entirety on the first day of return to school. Incomplete assignments will be given no credit.
 - (5) In addition to the regular daily assignments, students will be required to complete an educational experience journal to be submitted on the first day of return to school. Educational Journals are to include the following:
 - (a) Location of trip and the date(s) you visited there
 - (b) A written report describing educational experiences for each day, telling why you would or would not suggest this trip to another student.
 - (6) Educational Experience leave may not be used in lieu of completing regular class assignments without approval from the Principal or Assistant Principal. Under normal conditions, approval for this type of leave will not be given.
7. The Principal has the discretion to deny work make-up privileges for students who have unexcused absences. The student may receive zeros for the work missed.
8. Three illegal absences would require a conference of the parents and Principal to resolve the situation in an agreeable manner. The student's home school district will be notified of the absences. Any action taken by the home school district will not be the responsibility of Northern Dauphin Christian School.
9. A student who is absent more than thirty days in one year is liable to be retained in his present grade.
10. Cutting of school by individuals or groups is considered a flagrant violation of school spirit and will be dealt with as follows:
 - a. Absences will be defined as illegal (see 5 above).
 - b. Other appropriate discipline shall be administered.

C. Tardy to School

1. Excused

- a. According to state regulation 22 Pa. Code Chapter 11.25a, a school "may, upon receipt of satisfactory evidence of urgent reasons, excuse a child for non-attendance during a temporary period, but the term 'urgent reasons' is strictly construed..."
- b. Section 11.23 of the State Code also states: "upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional healthcare or therapy service only if the following requirements are met:
 - (1) "The health or therapeutic services are to be rendered by Commonwealth licensed practitioners."
 - (2) "It is not practical or possible for the pupil to receive the services outside of school hours."
 - (3) "The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies."
- c. All unexcused tardies to school will be recorded on students' report cards.

2. Unexcused

- a. If "satisfactory evidence" of an urgent excuse is not received by the school or the excuse is not deemed as such by the Head of School, a student will be marked as unexcused tardy.
- b. Three unexcused tardies will constitute one unexcused absence and will be dealt with accordingly.

D. Home and School Cooperation

The school, the home, and the church must work cooperatively in the task of Christian education. The school endeavors to keep parents informed about the student's progress and school activities. Parents need to follow through in various ways also. The following are some of the ways parents are expected to help:

1. Prayer - the single most important thing that each parent can do for the school is to pray for its ministry regularly. Pray for teachers, students, Head of School, and finances.
2. Work with Teachers - the teacher is a very important person in your child's life. Please work with the teacher as closely as possible. Many times teachers will ask you to cooperate in a special way with the class or with your child. Parents are needed to help with parties and field trips.
3. Gifts - tuition and fees do not cover the cost of education for students. Many parents ease the financial burden by making sacrificial gifts. Teachers and workers make many great sacrifices.
4. Promotion - many times parents can help the school by promoting the school to other parents or to businesses or institutions that may help. This type of promotion is greatly appreciated.

E. Property Damage

Any school property (including property of David's Community Bible Church) willfully destroyed by a student will be repaired or replaced at the responsibility of the parent.

H. Parental Involvement

1. Parents are to follow all aspects of the parental involvement policy. Required duties include but are not limited to recess/lunch duty and cleaning the school. For complete details, refer to the parental involvement policy.
2. Parents are encouraged to volunteer in many areas of school life.
 - a. Submitting monthly articles to the Upper Dauphin Sentinel
 - b. Preparing special lunches
 - c. Assisting with large mailings, copying, etc. as needed
3. All parents are **required** to participate in one of the options of the parental involvement program
 - a. Lunch and Recess - a detailed recess/lunch procedure form is available at the office.
 - b. Cleaning assignments - a detailed cleaning list and cleaning supplies are located in the hall closet. A key must be signed out from the school office prior to Friday before cleaning assignment. Key must be returned to school office the first day that school is back in session after cleaning has been completed. Failure to return the key will result in a \$75 fee.
4. Exemptions from required duties
 - a. You are exempt from lunch/recess duties or cleaning assignments if you head up Communications efforts at NDCS publishing and distributing a quarterly newsletter, the Lion's Roar, to our entire mailing list.
 - b. You are exempt if you teach a "Specials" class (approximately 50 in-class hours per year): Music Class, Art Class, Library Class, Computer Class, Physical Education Class, Home Economics Class.
5. Penalties for failure to complete or cover assigned duties will be an assessed fee. Fees are to be paid in full within 10 days of your missed assignment. An unpaid penalty will result in a financial suspension of your child(ren) until payment is made.
 - a. Missed Lunch/Recess - \$20.00 Fee
 - b. Missed Cleaning Assignment - \$50.00 Fee
 - c. Failure to Return Cleaning Key - \$75.00 Fee
6. Parents should report to the school office before going to the area of service or to a classroom.
7. Parents should dress appropriately for the type of service with which they are involved. Normally, if parents are working on normal school days, their dress should comply with the student dress code.
8. Parents should always display a Christian attitude during their service. Parents should support the teachers in charge and help with assigned duties, especially during field trips.
9. Every adult who will be working as a volunteer in the school or on the school grounds will be required to submit a PA Child Abuse Clearance form and a Criminal Record Check form. These forms may be obtained by contacting the office.
10. Parents may choose to "Opt Out" of parental involvement for any given year by paying a fee of \$500.00 for the school year.

I. Parent - Teacher Conference and Relations

1. After first notifying the Principal and signing in at the office, parents are free to visit the classroom at all times.
2. Parent-teacher conferences are to be held after the first marking period. Teachers will arrange other conferences with specific parents during the remainder of the year, as they are necessary.
3. At various times during the year a parent might wish to confer with teachers. They may do so by writing a note to the teacher or calling the school office. If ever a parent strongly disagrees with any practice, which is being used by a teacher, that parent is advised to see the teacher in person to discuss the disagreement. Parents who are not satisfied with the teacher conference should present their problem to the Principal. When parents have questions, which involve school policy, and wish to have their questions discussed, they should see the Principal.

J. Visiting the School

1. All visitors must first report to the school office or other designated area within the school. All visitors must sign in upon arrival and prior to leaving, sign out.
2. All student visitors to the school must have prior permission from the Principal. The student visitors must conform to all school regulations while in school (including proper dress).

K. Cancellation Days / School Delays / Emergency Dismissal

Changes in the schedule of the normal school day due to weather conditions or other emergencies will be announced on board approved multi-media locations, normally consisting of television, radio, and computer. A listing of the approved locations will be sent home in the fall of each year.

L. Bus

1. Transportation is provided by the local public school districts. Those districts are: Halifax, Line Mountain, Millersburg and Upper Dauphin.
2. Students are not permitted to ride a bus from another school district in accordance with the home district's transportation policy.
3. Any change in transportation must be submitted in writing to the Head of School. Under emergency situations, verbal approval may be given to the Head of School or head teacher. A change in transportation shall include, but not be limited to, car pick-up instead of riding the bus, going home with another student, staying at school past dismissal, and leaving school early.

M. Lunch and Snack

1. Students will be permitted a morning snack at the discretion of the teacher.
2. Make sure to pack inviting healthful lunches and expect your children to eat all their food. Be reasonable in the amount you send. All children are encouraged to eat their main food - sandwich, soup, and fruit.

N. School Books

1. Parents shall be financially responsible to replace lost or damaged textbooks.
2. Book covers for hardback books may be required by each teacher.

O. Field Trip and Chaperone Policy

1. Any person wishing to attend a field trip as a chaperone should have a child participating in the field trip, because those parents will have first priority as chaperones.
2. Any person wishing to attend a field trip as a chaperone and driver:
 - a. Must be able to drive a vehicle to help transport the students on the trip (driver only).
 - b. Must give the school a copy of their current insurance card and driver's license.
3. Field trips are limited to students, teachers, and approved chaperones. Requests to bring younger siblings or other guests should be submitted in writing to the school Head of School.
4. All field trips need to be approved by the Head of School prior to the trip taking place.
5. Travel Time
 - a. Kindergarten: travel time shall not exceed one hour (one way) without board approval.
 - b. First Grade: travel time shall not exceed one and one half hour (one way) without board approval.
 - c. Second grade through sixth grade: travel time shall not exceed two hours (one way) without board approval.
 - d. Seventh through twelfth grades: unlimited travel time.

6. Student/Adult Ratio - The Northern Dauphin Christian School requires that the following ratios be met when taking students on school field trips:

- a. Kindergarten through first grade - 1 adult for every 4 students.
- b. Second grade through sixth grade - 1 adult for every 7 students.
- c. Seventh through twelfth grades - 1 adult for every 10 students.

7. Guidelines for students not given parent/guardian permission to attend a field trip.

It is a parent's/guardian's choice not to allow their child to attend a field trip sponsored by the school; however, non-attendance of a field trip will result in an illegal absence if these guidelines are not followed:

- a. Parent/guardian has given written notice to the classroom teacher that their child will not be participating.
- b. Parents shall submit an educational experience request (using the guidelines in section V.B.6. of this handbook) showing that they have planned an alternate activity of educational value.

IV. REGISTRATION, TUITION & FINANCIAL POLICIES

A. Registration Policies

1. Every new and returning student is required to register prior to attending N.D.C.S. by furnishing the school with a Re-registration Form and Fees. Forms may be obtained in the school office.
2. Registration fee for a new student:
 - a. If paid by May 1st prior to classes beginning in August
\$250.00 Fee. Registration Fee is non-refundable.
 - b. If paid after May 1st prior to classes beginning in August \$275.00 Fee. Registration Fee is non-refundable.
3. Registration fee for a returning student:
 - a. If paid by May 1st prior to classes beginning in August -
\$200.00 Fee. Registration Fee is non-refundable.
 - b. If paid after May 1st prior to classes beginning in August - \$250.00 Fee. Registration Fee is non-refundable.
1. Registration fees for a high school student:
 - a. If paid by May 1st prior to classes beginning in August -
\$500.00 Fee. Registration fee is nonrefundable.
 - b. If paid after May 1st prior to classes beginning in August -
\$550.00 Fee. Registration fee is nonrefundable.

B. Pay Your Child's Tuition on Schedule

1. Christian Schools are not known for their large cash reserves or heavy financial endowments, and Northern Dauphin Christian School is no exception. Even one day makes a difference in the efficient operation of the school.
2. Financial obligations will be assessed for past due and late tuition payments.
 - a. Tuition payment is due - 1st of each month
 - b. Tuition is past due if received after the 10th of the month - \$10.00 Fee
 - c. Tuition is late if received after the 25th of the month - Additional \$25.00 Fee
3. If tuition is not received by the 1st of the next month, the board will meet to discuss a remedy. Please communicate with the school Treasurer if you have a special circumstance.
4. Any check returned to the school for non-sufficient funds will be assessed a fee of \$35.00.
 - a. First Bounced Check - Pay fee and reported to the board of directors
 - b. Second Bounced Check - Pay fee and only cash payments for tuition, delivered to school personnel for a receipt, will be accepted.
5. Tuition discounts are given to Multi-Children Families as follows:

100% Tuition, 1st child enrolled	\$4,420.00
5% discount 2nd child enrolled	\$4,199.00
15% discount 3rd child enrolled	\$3,757.00
25% discount 4th child enrolled	\$3,315.00
35% discount 5th child enrolled	\$2,873.00

V. FUNDRAISING POLICIES

A. Fundraising Essentials

1. Several times during the year the students and parents are asked to help the school raise money. The purpose of these fundraising drives is to give each student an opportunity to help the school. Profits from the sales are for worthy purposes in the continuing educational program at Northern Dauphin Christian School. Parents and students are encouraged to do their best in helping the school and themselves, as the fundraisers help to provide quality programming at NDCS.
2. You may opt out of participating in major, school-wide fundraisers by paying the fee, established by the board, upon finalization of the budget.

STUDENT SECTION

VI. ACADEMIC FACTORS

A. Subjects and Courses

The Commonwealth of Pennsylvania recognizes the Northern Dauphin Christian School as a non-public, non-licensed day school for the education of children. It is sure to be recognized for providing a superior Christian education.

1. Curriculum

- a) Elementary School - our school curriculum for grades K - 6 includes Bible, English (reading, composition, spelling, phonics, grammar, and handwriting), Science, Arithmetic, Geography, History (of the United States and Pennsylvania), Civics, Safety Education, including regular and continuous instruction in the dangers and prevention of fires, Health and Psychology, Physical Education, Music, Art, Library, and Computer Instruction.
- b) Junior High School - our school curriculum for grades 7 - 8 includes Bible, Language Arts (grammar and composition, literature, and vocabulary), Arithmetic, Science, Geography, History, Health, Physical Education, Music, Art, Library, Computer Instruction, and Home Economics.
- c) High School - grades 9 -12 curriculum will include the state-required courses of English, Math, Science, Social Studies, and Wellness, along with several elective courses, like Bible, Yearbook, Art, & Music .

B. Scheduling for Classes

The course load assigned is determined based on grade assignment. ES/MS students in a given grade are assigned the same classes. HS students may have individualized schedules, depending on course availability.

C. Class Preparation

Each individual teacher may require supplies, which may include:

- a. Bible
- b. Proper textbook
- c. Book bag / Back pack
- d. Crayons or colored pencils
- e. Pencils
- f. Erasers
- g. Glue sticks
- h. Scissors
- i. Ruler
- j. Assignment book

D. Grading System

1. Major report cards will be issued every 9 weeks.

a) Major Subjects (and most HS courses) - Numerical Grade- each major subject will be graded on numeric system of 1 to 100. The following conversion chart will show the corresponding letter grade.

A+ = 98-100	C = 77-79	I = Incomplete
A = 95-97	C- = 74-76	WP = Withdrawn Passing
A- = 92-94	D+ = 71-73	WF = Withdrawn Failing
B+ = 89-91	D = 68-70	NA = Not Applicable
B = 86-88	D- = 65-67	
B- = 83-85	F = 0-64	
C+ = 80-82		

b) Minor Subjects - Effort/Participation Grades for Minor Subjects and Christian Character grades for school-wide conduct of the student - the following grading scale will be used for all minor subjects including physical education, music, art, and computer class for the 1st - 8th grades.

4 = Distinguished

3 = Proficient
2 = Apprentice
1 = Novice

c) Pass/Fail - may be issued instead of a numerical grade, but the class would not count into the overall grade average of the student

d) Student Failure - if a student fails two or more major subjects for the year, he/she will not be promoted for the next school year.

E. Exams and Grades

1. Dishonesty on an exam will result in the student receiving a "0" on the exam and being sent to the Principal for a major offense misconduct slip. Students are advised that talking or looking around the room will be construed as passing information, and therefore, be considered cheating.
2. Exams and other tests must be taken on the day specified unless the student is actually ill or absent with an excused absence on the day of the test.
3. Normally, tests should be made up within one week. Standard procedure is one day of grace for each day absent.
4. An incomplete grade indicates that there is work missing in that particular subject and that the work must be made up before credit can be given. Unless otherwise specified, an incomplete grade will automatically become a "0" if not made up within one week from the date the report is issued. It is the student's responsibility to make up the work. The student should contact the teacher to receive all the necessary assignments.

F. Homework

1. Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance in his studies. Therefore, each student is to complete his homework assignment. Homework is given for several purposes:
 - a) For drill: Educational research indicates that drill is necessary for the mastery of certain types of materials.
 - b) For remedial activity: As instruction progresses, certain students fall behind the majority of the class; homework is given to help those students master the necessary skills needed to keep up with the rest of the class.
 - c) For enrichment: Homework is given to stimulate the thinking process and give the interested student a challenge.
 - d) For special projects: Book reports, compositions, special research projects are some of the activities that are frequently the subject of homework.
2. Children will be given homework in reasonable amounts based on ability and grade.
3. Teachers will assign no homework on Wednesdays due to church meetings. Tests and quizzes may be given on Thursdays with advance notice. Homework not made up on the assigned day is considered late and the grade may be lowered one grade level per day. Illness and extenuating circumstances will be taken into consideration.

G. Honor Roll

1. A Honor Roll - The student has earned an "A" in all major academic subjects; Minor subjects are 2 or higher.
2. A/B Honor Roll - The student has earned an "A" or "B" in all major academic subjects; Minor subjects are 2 or higher.
3. Calculation - Honor roll will be determined at the end of each marking period. A final honor roll will be averaged at the end of the fourth marking period and certificates will be awarded.
4. Subject Classification
 - a) Major Subjects: Bible, Arithmetic, Reading, Literature, Phonics, Grammar, History, Science, and Health.
 - b) Minor Subjects: Handwriting, Music, Library, Art, Computer, Physical Education, and Home-Economics.

VII. STUDENT CONDUCT

A. Behavioral Administrative Philosophy

1. The Northern Dauphin Christian School believes that the teacher is the authority in the classroom. The teacher has the duty to manage the classroom as he/she sees fit as long as the rules are not in conflict with the rules and philosophy of the school. It is therefore the responsibility of the teacher to handle the discipline problems that may arise.

2. The main vehicle through which the teacher will gain control of his/her classroom is the discipline policy outlined in this section. The purpose of this discipline policy is to set the parameters within which the student will be expected to function throughout the entire year. If the teacher, student, and parents will consistently follow this guide, the classroom discipline situation will be conducive to learning.

Anti-Harassment Policy

The policy of Northern Dauphin Christian School is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes *bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of Head of School, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Head of School, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

***Bullying is repeated, hostile behavior toward a specific individual or individuals, often because of unique qualities, characteristics, or behaviors of the individual or individuals**

B. Disciplinary Guidelines

Incident Reports - The student is to begin each new school year with 0 incidents recorded. Incident reports should be completed for each reportable (major) student offense, as a written record of each situation.

1. All incident reports will be sent home for parents to review, sign and return to the teacher issuing the slip. Discipline fitting the misconduct may be issued at the administrator's discretion. Discipline may include consequences listed below, as well as, in-school suspension for the remainder of a school day, should the situation warrant it.
2. First time *major offenses* will result in a three-day lunch/recess detention for students grades K-6, along with notification of the action to the board. Students in grades 7-12 will serve one full day in in-school suspension.
3. A second *major offense* anytime during the same school year by the same student will result in a five-day lunch/recess detention for students in grades K-6, along with notification to the board. Students in grades 7-12 will serve three full days in in-school suspension.
4. Any subsequent *major offenses* during the same school year by the same student will result in an out-of-school suspension, with the number of days increasing with each offense, and may require the student and parents to appear before the board. This is in effect for students in grades K-12.
5. All *serious offenses* may result in a three-day out-of-school suspension with the possibility of expulsion to be at the board's discretion.

C. Disciplinary Actions

1. Incident Reports - Students will be given incident reports for behaviors specified in section IV. D. Incident reports may be filed by the administrator, classroom teacher, or monitor. Students who fail to conform to the desired conduct guidelines of the school will be issued an incident report in accordance with the misbehavior. The teacher and/or administrator will notify parents of any incident report completed on a student's behavior. Parents are required to sign and return the incident report within two days of its issuance.
2. In-School Suspension - If a student is pulled into the office for an in-school suspension, assignments for the remainder of the day will be gathered so that the student can complete them independently while being monitored in a location other than his/her regular classroom. The student will not be permitted to participate in any special classes or activities scheduled for the day of suspension. All work must be completed and turned in by time of dismissal or it will be graded as incomplete.
3. Disciplinary Probation - A student may be placed on disciplinary probation because of extreme misbehavior. A student on disciplinary probation is not permitted to attend special activities planned by the teacher or school, which will be taking place off school premises. Students may be removed from disciplinary probation if no further incident reports are filed within 25 calendar days of the date on which the probation was assigned.
4. Out-of-School Suspension - A student assigned an out-of-school suspension will not be permitted to attend school on the day of suspension. The number of days in which an out of school suspension will be assigned will directly relate to the nature of behavior. Any work missed as a result of the suspension will be assigned a grade of 0%. Arrangements for supervision during an out of school suspension are the responsibility of the parent/guardian.
5. Corporal Punishment - While rarely instituted, it is an option for discipline, as it is a Biblical precept. Prior to any paddling, notification must be given to the parent/guardian of the child to be paddled. The parent/guardian will be given the option of paddling his own child. Each paddling must be witnessed by another staff member. The child will be counseled prior to the paddling and told why the consequence is necessary. The teacher and/or parent/guardian will close the session in prayer and express Christian love to the child.
6. Request for Withdrawal - It is understood that attendance at Northern Dauphin Christian School is a privilege and not a right. This privilege may be forfeited by any student, who does not conform to the standards and regulations of the institution. The board may request the withdrawal of any student at any time that, in the opinion of the board, does not conform to the specific rules and regulations of the school. A request for withdrawal may or may not appear on the student's permanent record card. The board may request the withdrawal of even a well-behaved student if the parents/guardians become excessively disruptive, slanderous, abusive, or disorderly.
7. Expulsion

- a) A student may be expelled upon receiving an incident report reporting a serious offense in any school year.
- b) A student may be expelled if a request for withdrawal is not adhered to by the parent/guardian.
- c) A student may be expelled for extreme misbehavior at any time.
- d) A student may be expelled for propagating anti Bible/Christian material or doctrines.
- e) A student may be expelled up to/and including the last day of the school year.

D. Assignment of Incident Reports

Minor student misconduct will initially be addressed through a verbal warning and prayer. If the misconduct occurs again, parental contact may be made. Minor offenses may include, but are not limited to those listed below, and it is expected that teachers will deal with these behaviors within their classrooms.

1. Minor Offenses:

- a) Unkind behavior towards peers
- b) Disregard for directions; disruptive, distracting behavior in class
- c) Unprepared for class
- d) Inappropriate language
- e) Tardy for class (tardy shall mean anytime after the starting time of the class)
- f) Inappropriate/disruptive physical contact

The assignment of incident reports will be given according to, but are not limited to the list below. Assignment of offenses not listed below will be up to the discretion of the administrator and/or board of directors.

2. Major Offenses:

- a) Continuance of minor offense
- b) Unkind behavior warranting special attention; Bullying (see Bullying Policy)
- c) Using God's name in vain, vulgar language
- d) Cutting of class
- e) Verbally/physically disrespecting authority figures
- f) Stealing
- g) Cheating
- h) Lying
- i) Physical fighting with another student
- j) Willful destruction of school property
- k) Willful destruction of another's personal property
- l) Inappropriate displays of affection

3. Serious Offenses:

- a) Acts of immorality
- b) Physical attack on a teacher, staff member, or authority figure

Bringing prohibitive items to school. Prohibitive items are to include, but are not limited to, the following: knives, guns, Chinese stars, other types of weapons, illegal drugs, prescription drugs not prescribed by a doctor for the student who brought the drug, over the counter drugs not accompanying a handwritten note from the parent/guardian; alcoholic beverages; fire-producing materials or explosive agents.

Search & Seizure

Blanket searches may be conducted to prevent the possession and use of illegal materials and contraband and to maintain school discipline and order.

- o Lockers, desks, and parking areas are school property and as such may be searched.
- o Automobiles may also be searched.
- o Personal items may be searched. This includes backpacks, purses, and lunch boxes. Also, exterior pockets of clothing and coats.
- o Strip searches WILL NOT be permitted.

F. Dress Regulation

Northern Dauphin Christian School reserves the right to require certain standards of dress. These standards are based on both moral conviction for modesty and on the standard of dress desired for our school.

Scripture references: I Peter 3:3-4, Titus 2:6-7, Proverbs 22:6, I Timothy 2:9, I Corinthians 7:31b

It should be understood that all students will dress in conformance with one's biological sex, as these two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Likewise, students and staff will be expected to use the restrooms, locker rooms, and changing facilities conforming with one's biological sex, on and off school grounds.

1. Adult - Attire should promote an atmosphere of respect and authority, conducive to learning.

a. Male:

- (1) Dress - Suit pants, dress slacks, or docker-style pants, dress shirt with tie, or button-down shirt.

(2) Appearance - neat, clean, professional. Facial hair and hair must be neatly groomed. Jewelry must be worn in moderation reflecting professional appearance.

b. Female:

- (1) Dress - Dress, skirt, culottes, or split skirts, knee length or longer, dress pants, modest shirts.
- (2) Appearance - neat, clean, professional. No extreme styles or colors of hair. Jewelry must be worn in moderation reflecting professional appearance.

c. Exceptions to guidelines in a. and b.

- (1) Field trips or special programs - modest appropriate attire
- (2) Physical Education - modest attire to participate in active programs
- (3) Parental Volunteers - If activity is known to require casual dress, you may follow student regulations.

2. Students - It is understood that the student's attire is primarily a parent's responsibility; therefore, parents must become very familiar with the following guidelines:

a. Objective: The main objective of the student dress code is that parents choose to clothe their child in a manner that:

- (1) Will not be a distraction or a disruption
- (2) Will be modest
- (3) Will promote an attitude conducive to learning.
- (4) Will reflect well the program of quality education offered at NDCS.

b. Dress Code Standard for boys and girls (all grades)

- (1) Students are permitted to wear sweatshirts and collarless shirts as long as they are modest and without offensive inscriptions, decals, or caricatures.
- (2) Shorts must be at least mid-thigh in length, with all skirts and dresses to be no shorter than the top of the knee.
- (3) Girls are allowed to wear knit leggings or stirrup pants that are loose fitting and worn with a top that will cover the buttocks.
- (4) Only girls are permitted to wear earrings. Piercing of other body parts is not permitted.
- (5) Hats are to be removed upon entrance to the school.
- (6) Camisoles, "tube" tops and bare backs are prohibited.

3. Extracurricular School Events

Students will be expected to comply with main objectives of the dress code while dressing in a more casual manner for extra-curricular activities. Proper dress for field trips, social events, and other special occasions will be announced.

G. Extra-Curricular Code of Conduct

1. Responsibility of class work:

- a. Work to the best of your ability.
- b. Be a good example of Christ in class and out of class.
- c. Show respect to your teachers and fellow students.
- d. Complete class work on time.
- e. Never use activities as an excuse for not having completed a classroom assignment.

2. Responsibility to team or program:

- a. Attend all practices and events. Permission to miss a practice or activity must be obtained from the advisor prior to the practice or activity, if you are to continue in the program.
- b. Your personal grooming must be neat and clean.
- c. When attending indoor away activities we will go dressed neatly in our school clothes and change after arrival at the activity site.
- d. A student is not permitted to participate in a game if he or she does not have their assigned uniform (for athletes).
- e. Students are responsible for their uniforms; any lost uniforms will have to be paid for by the student who was issued the uniform.
- f. Any student who quits the activity after the beginning of the practice season will not be permitted to rejoin the activity until the following year and will not be eligible for letters or awards.
- g. During the games, team members not playing are to remain on the bench until requested to enter the game. No one is to be participating in an activity on the sidelines unless requested to do so by the coach (for athletics).
- h. Always display a Christ-like attitude in victory or defeat.
- i. Meet eligibility requirements.

Transportation Rules of Conduct:

a. When boarding:

- (1) Students must be at the bus stop 5 minutes ahead of time designated for their stop.
- (2) While waiting for the bus, students must stay near their bus stop in full view of the bus driver, and under no circumstances should they stand or play in the street.
- (3) Students should remain in line at least five feet from the bus when it stops to pick up passengers, and should not move toward the bus until the door is open.
- (4) Students may not bring animals onto the bus.
- (5) Students may ride only the bus they are regularly assigned.
- (6) In case of inclement weather, students should stay at the stop for a minimum of 30 minutes. In case of fair weather, the students should wait for one hour.
- (7) Students must also abide by any guidelines set up by the transportation provider.

b. When riding:

- (1) Students must conduct themselves in an acceptable manner at all times. Loud talking is improper conduct and is not permitted.
- (2) Students are to keep their feet, books, and possessions out of the aisle of the bus.
- (3) Students must remain seated while the bus is in motion, or if the bus is delayed on the road.
- (4) Students must not extend arms or heads out of the bus windows at any time.
- (5) Students are to face front, not to turn in the seat; this means they must sit with their backs against the seats.
- (6) Students must be quiet when approaching a railroad crossing.
- (7) Students may not operate the bus door or tamper with the emergency door.
- (8) Students may not use the emergency door except in the case of an emergency.
- (9) Students may not eat, drink, or play electronic devices on the bus.
- (10) Students may not damage or deface any part of the bus, and should assist the driver in keeping the bus clean.
- (11) The bus driver is authorized to assign seats. The Principal may assign a monitor to assist the driver.

5. Penalties:

- a. Violations of bus rules will incur the appropriate misconduct slip.
- b. In some cases the local districts will impose suspensions at the first offense.

6. Student Drivers:

- A. Students who drive to school must adhere to all laws set forth by the Department of Transportation. This shall include the limitations set forth regarding the transportation of other students.
- B. Written permission must be given by the parents of the driver and the parents of the rider, should arrangements be made for one student to transport another, unrelated student.
- C. Students shall park in the parking spaces designated by the school.
- D. Should violations of any kind occur, it is the right of the school to no longer grant driving privileges to any student.

N. Boy-Girl Relationships

The Christian School would like to set a basic standard for our young people as they approach and take part in the dating/courting life. It is with this purpose that the following directives are given:

Genuine Christian behavior toward the opposite sex is manifested in a discreet manner and will not follow the current immoral practices of the world. The school, therefore, expects its students to refrain from physical contact with the opposite sex on school grounds, and on any school-sponsored activity. (1 Cor. 7:1) Couples should also refrain from loitering in places that are not directly chaperoned while on school activities or any type of program. Couples (boy/girl) should not sit together while using school-sponsored transportation. Violations of school expectations will result in a major offense, warranting an incident report.

O. Student-Teacher Relationships

Students must show a high level of Christian respect to their teachers. Students should directly obey their teachers during any school-sponsored event.

Student-teacher dating is not permitted.

All students and staff are expected to abstain from all intimate sexual conduct outside the marital union of one man and one woman (1 Cor. 6:18; 7:2-5; Heb. 13:4.)

VIII. COMPUTER & ELECTRONICS POLICY

Northern Dauphin Christian School will provide computer access for employees and for students in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the school. The school's computers must be used primarily for educational

related purposes. Incidental personal use of school computers is permitted for employees so long as such does not interfere with the employees' job duties and performance. Students may only use the school's computers for educational purposes.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and websites they require to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in developing critical thinking skills necessary to ascertain the truthfulness of information, and distinguish fact from opinion.

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory, inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through this medium. Because of the nature of the technology that allows the Internet to operate, Northern Dauphin Christian School cannot completely guarantee that access will be blocked to these inappropriate materials. This policy contains prohibitions on accessing inappropriate materials.

Northern Dauphin Christian School reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, Northern Dauphin Christian School will operate and enforce technology protection measures that block or filter online activities of minors on its computers used and accessible to employees and students so as to filter or block inappropriate matter on the Internet. Northern Dauphin Christian School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school's computers will be error-free or without defect. Northern Dauphin Christian School does not warrant the effectiveness of Internet filtering.

The use of the school's computers for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below:

1. Communication about non-work or non-school related communications (exception: incidental personal use by employees)
2. Access or transmit material that is harmful to minors, indecent, obscene, pornographic, terroristic, or advocates destruction of property.
3. Access or transmit material likely to be offensive or objectionable to recipients.
4. Cyber-bullying another individual.
5. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials.
6. Send terroristic threats, hateful mail, harassing communications, and offensive or inflammatory communications.
7. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications that are not for school-related purposes.
8. Facilitate any illegal activity.
9. Engage in commercial, for profit, or any business purposes except where such activities are otherwise permitted or authorized by the Board.
10. Political lobbying.
11. Copyright infringement.
12. Sending unsolicited commercial electronic mail messages, also known as spam.
13. Posting personal or professional web pages without Board approval.
14. Posting anonymous messages.
15. Plagiarism.

Users of the school's computers must be aware that violations of this policy or the unlawful use of the school's computer systems may result in disciplinary actions, including but not limited to, warnings, usage restrictions, oral or written reprimands, suspensions, dismissals, or expulsions. Violations as described in this policy may be reported to the Northern Dauphin Christian School Board, or to the appropriate legal authorities. Northern Dauphin Christian School will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through its computer systems.

Electronic Devices: Students will refrain from using all personal electronic devices (Ipads, iPhones, iPods, tablets, Droids, etc.) during normal school hours. Any personal electronic device, whether powered on or not, that is in a student's hands during the school day or not properly stored away may be confiscated by school staff and given to the school Administrator. The device will need to be picked up by a Parent in person.

Any video or photography is expressly forbidden at any time. This includes taking any pictures or videos of school property, students, or teachers.

Social Media Policy

Purpose

Northern Dauphin Christian School understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in the fast-moving world of the Internet and "social media" - such services as Facebook, Twitter, blogs, and many other online tools through which people connect and share information. With this in mind, Northern Dauphin Christian School has developed the following guidelines to provide direction for both students, parents and the school community when participating in online social media activities. Therefore, this policy applies to all Internet communications available to the public. All Internet communications are subject to this policy and the school's Internet- and computer-use policy. All students and parents are expected to reflect a positive Christian testimony and serve as Christian role models, in and out of school. The school's policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the students, parents or the school's Christian testimony, that contain confidential student or parent information, that disparage the school or other employees or officers, or that violate the school's antidiscrimination/anti-harassment policies may result in requests to remove the communications and in student discipline, including suspension or expulsion. The school shall hold students personally responsible for all material they post or blog on a website or for content posted by third parties to students or parents social-networking or blog Web pages.

The decision whether or not to participate in a blog, social network, or any other form of online publishing or discussion is the students or parents. However, to the extent that students, parents and members of the school community represent NDCS to each other and to the NDCS community, participation in such social media should be done responsibly with a mind toward how both the location where one chooses to participate and the content one posts reflect on that person individually and on the school. Moreover, issues concerning the proper respect for the privacy of our students, parents, staff, and volunteers confidentiality of sensitive information and respect for copyrights and trademarks are all-important to understand before participating in an online social environment.

GENERAL GUIDELINES

Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.

NDCS will generally follow the disciplinary model set forth below for most incidents of student misconduct. Nothing contained herein shall in any way require the school to follow this general model in any specific circumstance of situation. Based upon the facts and circumstances of each incident, the seriousness of the offense, and/or history or pattern of behavior, and/or any other necessary factors, the school reserves the right in its sole discretion, to bypass the discipline policies or procedures and proceed with more severe punishment including, but not limited to, immediate suspension or expulsion. Revisions to the discipline policy shall be made as needed and approved by the Head of School. Revisions made will be communicated in writing and/or electronically.

Remember all Internet postings are permanent, able to be duplicated, and may go viral. While you have the right to express yourself, it does not mean you are excluded from the consequences of your communication. Do not try to change things after the fact. Think twice, type once. In many cases, don't type at all.

Use your common sense. If you wonder whether or not to communicate or post, don't do it until you consult with Northern Dauphin Christian School leadership.

1. For your protection and the protection of Northern Dauphin Christian School, you are prohibited from using internal or external social media channels to discuss confidential items, legal matters, litigation, or the organization's financial performance. Confidential information includes anything labeled as such or information not available to the public. When asked by others to discuss any of these matters, you should relay that "Our social media policy only allows authorized individuals to discuss these types of matters. I can refer you to an authorized individual if you'd like to ask them," and then refer the question to the Administrator.
2. Be open and honest about who you are when you communicate. Northern Dauphin Christian School trusts and expects you to exercise personal responsibility whenever you use social media, which includes respecting the trust of those with whom you are engaging.
3. Respect your privacy, other students and parents privacy, and the school's privacy by not providing personal or confidential information without permission. Also, students and parents are prohibited from sharing anything via social media channels that could violate another parents/students right to personal privacy. Only those officially designated may use social media to speak on behalf of the school in an official capacity.
4. If you are an adult communicating with students of NDCS through any digital or social media, act as you would if you were communicating in person. Specifically, communicate with students of NDCS using transparency and in a group, or do not communicate at all. If it is necessary to send an individual message outside of a public area to a student copy another adult guardian or the parent of the student. Do not initiate a one-on-one relationship (such as friending from a personal profile) with a student. A student is considered to be anyone 18 years and younger who is currently enrolled in the school.
5. Do not violate copyright and fair use laws and do not plagiarize another's work. Obtain permission if you wish to use material created by someone else.
6. Do not use Northern Dauphin Christian School's email address or social media channels for personal use.
7. Harassment, threats, intimidation, ethnic slurs, personal insults, pornography, obscenity, racial or religious intolerance, abuse, and any other form of behavior prohibited by law is also prohibited via social media channels. Do not engage in any such behavior and do not make or comment on any such behavior, comments, or remarks.
8. If you are not officially authorized to speak on behalf of Northern Dauphin Christian School, yet desire to voice an opinion regarding a matter involving NDCS, use a disclaimer saying that what you communicate is your personal opinion and not that of the school when you are engaging in conversation on Northern Dauphin Christian School's social media channels. Two sample social media disclaimers include: (1) "I am a student/parent at Northern dauphin Christian School, and this is my personal opinion." and (2) "I am not an official spokesperson, but my personal opinion is. . . ." This ensures that others can easily distinguish the official position of the school or the school's leadership from those of our students and parents.
9. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could

harm the interests of our community, faith, or other persons. Respect individuals and communities in which you interact, even if their opinions are different than your own. NDCS parents and students should conduct themselves online in a way that honors the Lord and maintains a clear Christian witness. Christ has called us to be "salt and light" to the world. At the same time, prayerfully consider who you associate with online. By accepting someone as a "friend" and associating with them, you allow everyone you are friends with online to see their activity. Social networks are a great way to minister to people, but carefully, prayerfully weighing the risks is highly recommended.

10. Before posting photographs of any person, obtain his/her permission. Do not "tag" parents or students to photos on social media sites and never include the individual's names. Don't post photos that could even remotely be misconstrued. The context of a photo cannot always be communicated. So the appearance of misconduct or questionable character is just a few clicks away.
11. If you see a violation of this Code of Conduct by an employee, volunteer, student, parent, guardian, family member, board member and/or friend, report it to Principal/Administrator at Northern Dauphin Christian School. If you have questions about the Code of Conduct, please contact the Principal/Administrator.
12. All of Northern Dauphin School's other policies apply to the use of digital and social media. All communication by students and parents should take into account the organization's values, reputation, and workplace policies.

Any violations of Northern Dauphin Christian School's Social and Digital Media Code of Conduct may result in discipline, suspension, or expulsion of a student(s). Violations may be turned over to the authorities with the possibility of prosecution.