

NEW LIFE CHRISTIAN SCHOOL

Training Godly Leaders since 1976



Student Handbook

Therefore, put on the whole armor of God, that you may be able to withstand in the evil day, and, having done all, to stand.

- Ephesians 6:13 -

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New Life Christian School

"Equipped to Stand"

"Therefore put on the full armor of God, so that when the day of evil comes, you can stand your ground." Ephesians 6:13

Mission and Purpose

Our mission is to work with the home and church to provide a Christ-centered spiritual, academic, and physical foundation in a safe, nurturing environment, to help produce godly men and women who are a transforming influence in their world. New Life Christian School seeks to provide a sound academic education integrated with a Christian view of God and the world, based upon the authoritative and infallible Word of God.

This educational program is designed for children from preschool through grade twelve whose parents are committed to a personal faith in the Lord Jesus Christ. The Bible is specific in stating the principles which underlie Christian education. The apostle Paul presented a comprehensive principle when he wrote of Christ, "For by Him all things were created: things in heaven and on earth, visible, and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together (Colossians 1:16- 17)." The Gospel of John states, "Through Him all things were made; without Him nothing was made that has been made (John 1:3)." Functioning as an extension of the Christian home, NLCS supports parents who believe God has led them to put their children in our school.

Because the Christian approach to learning differs significantly from the secular viewpoint, NLCS offers a curriculum from a God-centered view of life, where God's truth is the standard for all truth. The curriculum taught by a qualified Christian faculty provides children with academic instruction consistent with the Christ-centered teaching at home and at church. Keep this handbook to refer to in the coming year. Please feel free to contact one of our staff members should you like more detailed information.

Statement of Faith

New Life Christian School is a member of the Association of Christian Schools International (ACSI) and has adopted the ACSI Statement of Faith which follows:

We believe:

- ✧ The Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21) there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- ✧ In the deity of Christ (John 13:33), in His virgin birth (Isaiah 7:14), in His sinless life (Hebrews 4:15; 7:26), in His miracles (John 2:11), in His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), in His bodily resurrection (John 11:25, 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), in His future return in power and glory (Acts 1:11; Revelation 19:11).
- ✧ In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24, Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- ✧ In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).
- ✧ In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13; Galatians 3:20-28), in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Detailed Goals and Objectives of the School

It is our prayerful desire with God's help and leading...

- to teach that the Bible is the inspired and the only infallible, authoritative Word of God, thus developing the attitudes of love and respect toward it (2 Timothy 3:15-17; 2 Peter 1:20-21)
- to teach the basic doctrines of the Bible as outlined in our statement of faith (Titus 2:1)
- to provide opportunities for the student to confess Christ as Lord and Savior (Romans 10:9-10)
- to teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily (Romans 12: 1 - 2; 2 Timothy 2:15; Deuteronomy 26:16-17)
- to impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task (Ephesians 4:12; 1 Corinthians 12:1-31; Matthew 28:19-20)
- to teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22-23)
- to teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5; 1 Timothy 4)
- to encourage the student to develop self-discipline and responsibility from God's perspective (1 Timothy 4:7; 1 Corinthians 9:24-27)
- to teach the student respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
- to help the student develop a Christian worldview by integrating life and all studies with the Bible (2 Peter 1:3)
- to teach the student to hide God's Word in his heart through memorization and meditation (Psalm 1:1-3)
- to teach the student how to study God's Word (2 Timothy 2:15)
- to help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16)
- to teach the student to treat everyone with love and respect as a unique individual created in God's image (Philippians 2:1-4; Ephesians 5:21)
- to teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 12:10)
- to teach the student Biblical skills for personal and social relationships (Psalm 119:9, Ephesians 4:12)

- to teach the student the Biblical view of dating, marriage, and the family (1 Thessalonians 4:1-7; 1 Timothy 4:12; Genesis 2:18-25; Ephesians 5:22-33)
- to teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (1 Corinthians 6:19-20)
- to teach the student Biblical attitudes toward materials, things, and his responsibility for using them to God's glory (1 Timothy 6:17-19; Matthew 6:19-20; 1 Corinthians 10:31)
- to teach the student an appreciation of the fine arts;
- to teach the student to understand and use the fundamental processes in communicating with and dealing with others, specifically: reading, writing, speaking, listening, and mathematics (2 Corinthians 5:20)
- to teach and encourage the student to use good study skills and habits (2 Timothy 2:3-7)
- to teach the student how to research and reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2)
- to teach the student good citizenship through the understanding and appreciation of our Christian and American heritages-home, church, and nation (1 Corinthians 10:11; Romans 13:1-7)
- to use current affairs in all areas, teaching the students how they relate to God's plan for man, to teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use, and preserve it properly (Ps. 8:6; Heb. 2:6-8).

Enrollment Process

Students are admitted to the school according to the following procedure:

1. Fill out and sign all application forms.
2. Read the School Handbook.
3. Parent/student interview
4. Pay Registration & Book fees to hold a place.

(Registration fees include achievement tests, student activities & membership, liability insurance.)

5. Arrange tuition payment schedule

Age for Enrollment:

Students entering TK must be four years old by September 1st. Kindergarten students must be five years old by September 1st. Students must be 6 years old by September 1 for 1st grade. Any exceptions must be approved by the NLCS administration and are considered on a case by case basis.

Medical Guidelines:

State law requires all preschool and kindergarten students to have the required immunizations prior to the start of school. Forms and other information are available in the school office. Those entering seventh grade need to provide proof of a TDAP booster.

Medications:

If students require medication on a regular basis (prescription and/or non-prescription), a note from home must be kept on file that gives permission to take the medication while at school, and the medication is to be kept in the office. This note will be verified and filed. Some exceptions may be granted with permission (i.e.asthma inhaler, ect.). Medication is never to be shared with other students.

Non-discrimination:

New Life Christian School is a non-profit organization and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and other school administered programs.

Fees and Tuition Rates

Annual Registration and/or Book Fees

- Registration Fee (for all programs, non-refundable) - \$150 per student
- Book Fee (for all full-time students, non-refundable) - \$250 per student

Annual Tuition

- Please see the appropriate School Fees handout for the most current information.

Family Discounts (for students in Grades 1-12)

- 2nd student: 10% discount
- 3rd student: 20% discount
- 4th student & on: 50% discount

Tuition Payments

- Annual tuition is priced per student and may be divided into ten or eleven monthly payments (August - June).
- Tuition is due on the 5th of each month, unless other arrangements have been made. Please contact the office for a personalized tuition, book fee, and registration payment plan that will fit your family's needs.
- Tuition received after the 10th of the month is considered late and may incur a late fee.
- Family accounts must be paid in full prior to enrolling for the following year.
- There will be a \$30.00 charge for returned checks.
- Tuition for enrollment at NLCS is a binding financial obligation. If a student is disenrolled or begins after the start of the year, tuition will be prorated through the nearest month.

Additional Family Commitments (see next page for more details)

- Volunteer Hours
- Participation in Fundraising Events

Tuition Scholarships

Tuition scholarships may be available. Scholarships are generally awarded at no more than 50% of expected tuition. Contact the office for the scholarship application. Those receiving scholarships will be required to serve **40 volunteer hours**, as well as meet the fundraising requirement.

Additional Family Requirements

Fundraising

A total of \$710 in fundraising is required for each family. This responsibility can be met by participating in **fundraisers**, purchasing **Scrip**, or a combination of both.

Fundraisers generally include selling tickets to events such as the school's annual Fall Auction, school raffles, dinners, etc..., or raising pledges for events such as Jog-a-thon.

Scrip consists of a variety of gift cards to local gas stations, restaurants, stores, fast food, Amazon, and many more. When families purchase scrip through the school, the school receives a percentage of the profit, and the family earns a percentage toward their fundraising goal of \$710. Family and friends may also make purchases toward a family's scrip or fundraising requirement.

- A one time full payment may be made instead of participating in fundraising. Please contact the school office to discuss this option.

Volunteer Hours

Each family must make themselves available to serve the school in some way by mowing school lawns, driving for field trips, classroom assistance, janitorial duties, typing, helping with fundraising efforts, Parent Club, etc. Twenty-four hours of volunteer hours are required to meet the family obligations.

- A one time full payment may be made instead of working volunteer hours. Please contact the school office to discuss this option.

At the end of the school year, payment will be due for any unmet fundraising and volunteer hour requirements.

Parent/Guardian & Teacher Conferences

Parent-teacher conferences for K-12th grades are scheduled following the end of the 1st quarter to go over the progress of each student. Upper grades use the online Quickschools program for grading. Parents and students are invited via email and able to check grades continually throughout the year. Lower elementary grades use specialized report cards for their given grade level. It is our goal to keep the parents as informed as possible of their child's progress; additional conferences may be scheduled at any time with appropriate notice by parents/guardians or teachers.

General School Information / Grading Policy

School Hours: Drop off 8:15-8:30 am - Students are not to be on the grounds before 8:15 am.

**Dismissal - 1:30 pm for TK and Kindergarten
- 3:00pm for 1st-12th grades**

Early Dismissal - Every Friday, 1:30pm for all grades

Spiritual Life:

We are valued and treasured by God. We in turn should value the time that we can give in devotions and sacrifice to Him. Prayer and Bible reading are a part of each day. Effort is made by teachers and staff to give God His rightful place in all school activities. Along with daily Bible classes, regular chapel services are included in the school's schedule. This does not replace church attendance. Families are urged to attend the church of your choice regularly.

Attendance:

Students are expected to be in class every day during the school year. Attendance will be recorded for each class. When a student misses school, valuable instruction is lost and grades suffer. The only excused absences are for the following reasons:

- Doctor or dental visits; Illness
- Death of a family member or close friend;
- Family special events;
- Previously approved absences (made at least three school days in advance with the administration)

A written note or phone call to the school office from the parent or guardian is required explaining the reason for student's absence on **every day** they are not attending school.

All other absences are considered unexcused absences. The administration makes the final determination of excused or unexcused absences. Unexcused absences may result in a "0" grade for the class period missed. Exceptions may be granted by administration if circumstances, such as serious illness, warrant consideration.

Upon reaching multiple absences within any given quarter, the following absence policy will be implemented:

- On the 4th absence of any kind: 1st letter / call home
- 6 absences of any kind: 2nd letter / call home
- 8+ absences of any kind: Parent/guardian and student required to meet with the attendance committee.

Make-Up Work:

- **Students** are expected to contact your teachers to make up your missed work during any absences.
- Teachers will determine the time required to make-up the missed work.
- Tests are to be taken at the teacher's discretion.
- Homework requests by parents/guardians must give 24 hrs notice per day requested for the teacher to compile.

Homework Policy:

Students will have homework for the purpose of drill, research, and review, or because work was not completed in class. Students are expected to submit all assignments on the day they are due. The teachers will try to limit homework to an average of thirty minutes or less per subject. This is not a hard and fast rule as some assignments may take more time. Homework necessary for electives may vary.

Textbook Policy:

The textbooks issued to you are the property of the school. If books are abused (written in, torn pages, marred illustrations, spine broken, etc.), or lost, you will be required to pay full replacement cost. You may be charged a prorated cost of replacing the damaged book according to the age or condition of the book when it was issued to you.

Study Habit Suggestions:

1. Be sure you understand and write down each assignment when it is given.
2. Be in the habit of taking the assignment list, books, and paper home at night. Good intentions are often not completed because material was left at school.
3. Form the habit of using a regular time and place for study.
4. Plan ahead! Allow sufficient time for each subject assigned.
5. Make use of class time to work on assignments before you go home so you can get help from the teacher if needed.

Report Cards:

Report cards are issued to all K - 12th students approximately one week after the end of each quarter. The school calendar should be consulted for the day that each quarter ends. Grades for 5th-12th grade students will be updated periodically on Quickschools for students and parents to check. Grades will be assigned on the basis of percentages listed below and earned through class components as assigned by each teacher. This may include, but is not limited to, participation, homework, projects, papers, quizzes, tests, etc...

A+ 100% B+ 87-89% C+ 77-79% D+ 67-69% F 0-59%

A 94-99% B 84-86% C 74-76% D 64-66%

A- 90-93% B- 80-83% C- 70-73% D- 60-63%

P = Pass in a Pass/Fail class

I = Incomplete, work must be completed as directed by the teacher to receive a grade.

Progress (Mid-term) Reports:

Parents or guardians may be notified at any time by either phone or note if either grades or behavior drop significantly. Midterms will be marked on the school calendar to encourage checking Quickschools, and midterm reports may be sent home mid -quarter.

Honor Roll: Upper Grades

Honor roll awards will be given at the end of each quarter for upper elementary grades and the end of each semester for grades 9th-12th.

- To be on the "A" Honor Roll, students must have a grade point average of 3.57-4.0 with all grades 70% or above and current on monthly scripture memorization.
- To be on the "B" Honor Roll, students must have a grade point average of 3.0-3.56 with all grades 70% or above and current on monthly scripture memorization.

Worship Team:

Membership in the school worship team is an honor and privilege. Students participating must display good Christian character, be willing and submissive to Godly authority, and ready to function as a team. This does count as an elective grade and is listed on your report card.

Physical Education Policy:

Physical activity is a very important part of your growth as an individual. It is expected that while you are at NLCS you will participate in the Physical Education classes to the best of your physical abilities. Physical education is a junior high and high school graduation requirement and will be on your report card and transcript.

Physical Education General Regulations:

1. You may be excused from your physical education class only by a parent's or doctor's note.
2. A note from a doctor is **required** if you are going to miss more than three consecutive classes.
3. Even though you are excused from an activity for medical reasons, you must remain within the location designated by the PE teacher.
4. When returning to activity following an injury or significant illness, you must have a note from a doctor before resuming regular activity.

Lunch Time:

- These areas are off-limits unless there is specific permission granted: kitchen, school office, rooms and areas not used by NLCS.
- Eating is to be done in classrooms prior to outside time.
- The eating area is to be wiped down when the students are finished eating.
- High School students have an open-campus lunch but are not allowed to be in the younger grades' rooms without permission of a teacher.
- During class time, eating is not generally permitted. Students may drink water from a closable container.

Searches of Students/Student Property:

In order to insure the safety of our students, appropriate school administration may conduct searches of any possession or property brought onto campus by any students or staff, so long as the following conditions are met:

1. Any searches of student/student property must be completed with approval and supervision of a principal. Furniture, shelving, and school storage in the classroom may be searched by teachers independently whenever necessary.
2. A minimum of two staff members, including at least one principal, shall witness the student/student property search.
3. Students will not be physically contacted, but may be required to empty pockets completely, remove shoes, display all contents of desks/backpacks/purses/bags/lockers/crates/etc..., and provide complete cooperation with the search as requested.
4. Reason for search, as well as any contraband discovered, shall be documented and the documentation available for parental viewing at their request. Parents will be notified if contraband is discovered.
5. Students may be detained during school hours or after school as necessary to conduct the search.

Student Transportation:

If students drive a car to school, they must observe the following:

1. Student's car must be parked in the designated area.
2. Any immature or unlawful practice such as squealing of tires, speeding, or reckless driving is not permitted on campus.

The privilege of parking at school may be restricted for a period of time if these rules are not observed. Because of insurance requirements, students may transport only siblings to school events like field trips. Please check with the office regarding designated parking for students.

Scooters and bicycles ridden to school are to be parked in a designated area. You are responsible for the security of the bicycle. **Skateboards and/or bicycles that are ridden to school must be carried on and off the campus. They are not to be ridden on campus.**

Work Permits:

Students under the age of eighteen are required by law to possess a work permit in order to be employed (yard work, paper routes, and babysitting are not subject to this requirement). You may obtain an application for a work permit from the school secretary.

Student Body Offices: (High School/Junior High)

Elections may be held early in the school year. (If during the year a student becomes no longer eligible for office, the remaining officers will appoint a replacement for the remainder of the term.)

Offices held may include:

President

Vice President

Secretary/Treasurer

Class Representative (1 each from 9th-12th grades, and 1 student from 7th and/or 8th)

Chaplain

Qualifications for President and Vice President: Must be a junior or a senior in high school, unless no juniors or seniors are available or apply.

Qualifications for all offices:

1. Exemplary Christian Character
2. Administrative approval
3. Application (written statement of intent to serve and why)

Cell Phone/Electronic Device Policy:

- High school students may retain their personal cell phones, laptops, and other electronics during the day, provided they are not used during class without teacher permission.
- 7th and 8th grade students must check in their phones at the beginning of each day and pick them up at the end of the day. No other electronic devices permitted without specific permission.
- Students in TK through 6th grade are not to have phones/electronic devices at school.

Cell Phone/Electronic Device Violations/Consequences:

- Consequences to be determined by the teacher, in accordance with NLCS Behavior Policy.

Chromebook Student Guidelines:

- Chromebooks are available for school work/assignments/projects only.
- Sign out the Chromebook in the office (student name, Chromebook number) each time it is used.
- Return all Chromebooks to the office at the end of each class period or school day, as instructed.
- Do not take Chromebooks off school campus at any time.
- When you return the Chromebook to the office, gently place it on the counter or in the container to be sanitized.
- Chromebooks must always remain indoors, and students must remain in a room with a teacher present when using them.
- Any inappropriate use of Chromebooks or disregarding of Chromebook guidelines or overall school guidelines for electronic/technology use, may result in school discipline and loss of Chromebook privileges.
- School administration have the ability to inspect student electronic activity conducted under their school-administered account. School administration may use this tool at their discretion to inspect any work, searches, emails, or other electronic activity conducted by students.

Social Network Courtesy:

Every student is encouraged to observe respect for others, even on social media/networks. If you can't say something positive, it is better not to say it at all. Remember, posts are read by many, including prospective employers, and you are representing Jesus Christ.

Dress Code

Philosophy:

The philosophy of New Life Christian School, with regards to our dress code, is that students should not only have a good academic education, but also an understanding of patterns of behavior, dress, and personal hygiene that are generally acceptable and respectable in our society. While we do not wish to be legalistic or to promote the idea that all Christians should look a certain way or conform to a certain mold, we wish to remind students that modesty, moderation, and honoring Jesus Christ are real and necessary issues that do guide our principles. The focus for both students and staff is not to be on ourselves but on Him. (Note: The staff is asked to follow the same dress code as students).

Guiding Scriptures:

The following Scriptures (New King James Version) are meant to be taken and balanced together. Some of them address specific cultural conditions in ancient times. They do serve, however, as overall general Biblical principles today and as a guide to our dress code (as well as behavior) and should help parents and students in their choice of clothing at NLCS:

- “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity,” (1 Timothy 4:12)
- “Abstain from every form of evil,” (1 Thessalonians 5:22)
- “Do not let your adornment be merely outward - arranging the hair, wearing gold, or putting on fine apparel - Rather let it be the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit which is very precious in the sight of God,” (1 Peter 3:3-4)
- “Therefore, let us pursue the things which make for peace and the things by which one may edify [i.e. build up] another,” (Romans 14:19)
- “All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any,” (1 Corinthians 6:12)
- “For you were bought with a price; therefore, glorify God in your body and in your spirit, which are God’s,” (1 Corinthians 6:20)

The following dress code is based, therefore, upon the above philosophy and general Scriptural guidelines. The dress code is in effect for all school functions and at any time students are representing the school in public.

Students/Parents are encouraged to clear all questionable items before they are brought to school. This will help us avoid many problems. Final decisions in interpretation of standards reside with the school administration. If you have any questions, please ask before you buy or send your child to school. If students come to school not meeting the dress code, they may be required to change. Parents can bring clothes, or the child will need to go home.

General:

- Dark glasses are not to be worn in the buildings unless they are prescribed to be worn.
- Students may wear caps/hats in class with teacher's approval, but they may not be worn during pledges, the national anthem, or prayer.
- Student possessions such as lunch pails, folders, etc. , as well as clothing, should not promote inappropriate themes, persons, or messages.

P.E. Clothing:

- No short shorts (shorter than mid-thigh) or spandex may be worn at any time.
- Safe, athletic shoes need to be brought to wear during PE class. Shoes must not restrict the student from safely participating in all activities. No bare feet allowed.
- At the instructor's direction for safety, longer earrings or other jewelry may need to be removed for P.E.
- Students wearing uniforms for athletic activities (basketball, volleyball, track) will follow their coach's directions for each activity regarding appropriate attire.

Shoes:

- At times other than PE, all other shoe styles including sandals may be worn.

Jewelry:

- Body piercing jewelry other than earrings is not to be worn on campus.

T-shirts and Sweatshirts, etc,:

- Underwear type t-shirts, (white, sleeveless, ribbed) are not to be worn as outerwear.
- Shirt design or content must not violate any student behavior guidelines (i.e. violence, immodesty, drug/weapon content)

Pants:

- All pants must fit, be clean, hemmed, and have no holes from the upper thigh area and up unless fabric or leggings are worn underneath so that no skin is visible.
- Undergarments are not to show.
- Slacks/pants/ jeans/overalls/shorts /crop pants are allowable as long as they are modest, properly secured, and not shorter than 3 inches above the knee.
- Leggings and jeggings may be worn if a long top, skirt, or dress is covering to mid-thigh and no part of the lower torso is visible in any position of the body.
- All dresses or skirts must be no shorter than (three inches above the knee) and be neat and modest. They are not to be tight fitting, with low necklines front or back.
- Any slits must not be higher than the prescribed length for skirts. No cleavage or side views are to show.

Blouses and Tops:

- No low necklines, and shirts should be long enough so that the midsection will be covered when arms are raised over the head.
- No cleavage or side views are to show.
- No camisoles are to be worn as outerwear.
- "See through" garments are not to be worn unless there is an appropriate garment underneath.
- No cropped/midriff tops can be worn unless there is another garment under it covering the skin.
- Tops must have wide straps to cover undergarments: no spaghetti straps and/or no wide underarm gap.

Hair:

- Hair and beards should be clean and neatly trimmed.

Graduation/ High School Banquets (Formal wear):

- Ladies: May wear dresses or dress pants and a blouse.
- Sleeveless dresses may be worn. Strapless dresses are not permitted. Dresses with spaghetti straps may be worn as long as the dress is modest, will stay up without constant attention, and shows no cleavage or side views. The hemline of dresses may be up to 3 inches above the knee in all layers of fabric.
- Gentlemen are to wear dress pants or dark jeans, with no holes, and a dress shirt. Ties and jackets are optional.
- Banquet guests are to follow the same dress code.

(For High School graduation, navy blue caps and gowns are worn over attire following banquet guidelines)

High School Banquets:

These are semi-formal events which are planned by the student body officers with the help of a staff advisor. They are usually held annually and are open to all NLCS high school students and one guest each. Guests must sign and return the form from the office which states that they are aware of and will abide by all school standards to dress and conduct at least three days before the event. The dress standard for the evening is listed above in the school dress code.

NLCS School Values, Discipline, & Behavior Policy

Responsibility and self-control are learned behaviors which are necessary to maintaining a strong, forward, Christ-centered approach to education and to life. This behavior policy applies to students, staff, and volunteers while on campus or participating in recognized school functions. Student behavior at other times or places is an individual and parental/guardian responsibility and not that of the school.

Each classroom teacher will employ their own approved discipline plan. Students who fail to conform to the school rules will be subject to suspension or expulsion. It is our belief that the basic responsibility for discipline resides within the home. Parents/guardians will therefore be informed when situations needing disciplinary action arise. Parents/guardians and students are expected to adhere to whatever form of disciplinary action is currently being used by the school. The following guidelines may be adjusted as the New Life Christian School administration and school board deem necessary to protect the physical and emotional well-being of students and staff, as well as the reputation of Jesus Christ and of New Life Christian School. Behavior on school grounds and all school events should reflect the character of Christ.

Value for People - appreciate the value God places on each individual person as created in His image and as a recipient of His love and offer of salvation; treat everyone, including yourself, with respect and courtesy in word and deed.

“A new commandment I give to you, that you love one another; as I have loved you, that you also love one another.” - John 13: 34

Value for Education - embrace the opportunity and responsibility to learn and grow, as well as appreciating the staff and instructors providing it; act in a way that supports the same opportunity for all students.

“The heart of the prudent acquires knowledge, and the ear of the wise seeks knowledge.” - Proverbs 18:15

Value for the Kingdom of God - adhere to the school’s approach of honoring God in all that we do; willingly participate in Bible class, pledges, and chapel attendance; refuse to profess beliefs on campus that are contradictory to Biblical truths and/or the school’s standards in accordance with those truths.

“The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction.” - Proverbs 1:7

“But seek first the kingdom of God and his righteousness, and all these things shall be added to you.” - Matthew 6:33

Teacher’s Responsibility

&

Student Responsibility

Create a comfortable learning environment
Maintain order in the classroom & value for all students
Prepare and present valuable instruction and feedback

Obey classroom & school rules
Be prepared for class
Be respectful & courteous to all

NLCS Behavior Policy/Consequences

Value for People:

Level I - 1 hr. detention

- Being disrespectful to other students, school personnel, or other adults - 1st offense.
- Minor Physical Assault / refusal to adhere to NLCS's "hands-off policy" (hitting, kicking, physical contact)
- Invasion of another student's or teacher's property (backpacks, lunches, desks, computers, etc..)

Level II - 2 hr. detention

- Repeated (or escalated) offenses from Level 1
- Violating teacher's classroom rules, 2nd offense.

Level III - One-Day Suspension

- Repeated (or escalated) offenses from levels 1 and 2

Level IV - Three-Day Suspension

- Repeated (or escalated) offenses from levels 1, 2, and/or 3.
- Conspiracy of inciting to fight or fighting
- Verbally insulting or being disrespectful to others
- Verbal and/or physical harassment of students, school personnel, or others, including: Teasing or derogatory remarks about the physical appearance, body parts, body development of students or adults. (This includes the use of social media for this purpose.); "Pantsing", pulling clothes, bra snapping, etc.
- Bullying: verbal or physical abuse, either in person, on social media, or in any other form.
- Sexual Harassment (minor): Sexual gesturing, grabbing, bumping, brushing, blocking, shoving, poking, pinching, patting, etc., name calling, verbal or written, of a sexual nature, including on social media.

Level V - Seven-Day Suspension

- Repeated (or escalated offenses from levels 1, 2, 3, and/or 4.
- Lewd, lascivious, sexual behavior
- Sexual Harassment (sever): Spreading sexual rumors, "homophobic" sexual harassment, etc...

Level VI - Suspension for remainder of the quarter or year

- Repeated (or escalated) offenses from levels 1, 2, 3, 4, and/or 5
- Sexual Harassment (extreme): Pressure for sexual activity, retaliatory harassment of a person reporting harassment

Level VII - Expulsion

- Repeated (or escalated) offenses, levels 1, 2, 3, 4, 5, and/or 6
- Possession or use of illegal drugs or drug paraphernalia, or alcohol on campus at any time
- Possession of a firearm, knife, or weapon on campus at any time.

Value for Education:

Level I - 1 hr. detention

- First referral for tardies and/or no materials
- Violating teacher's classroom rules
- Dress code violation
- Disobeying cell phone and electronic device rules
- Refusal to obediently participate in assemblies, pledges, Bible class, or chapel services

Level II - 2 hr. detention

- Repeated (or escalated) offenses from Level 1
- Failure to serve detention
- Violating teacher's classroom rules, 2nd offense
- Cutting class (1 hour detention for every 30 minutes of class time)

Level III - One-Day Suspension

- Repeated (or escalated) offenses from levels 1 and 2
- Two absences from detention

Level IV - Three-Day Suspension

- Repeated or escalated offenses from levels 1, 2, and/or 3
- Possession of fireworks on school campus

Level V - Seven-Day Suspension

- Repeated (or escalated) offenses from levels 1, 2, 3, and 4
- Attempting to, conspiring to, or vandalizing property of others or the school (restitution required)
- Possession, transmission, or viewing sexually explicit pictures or pornography on campus
- Possession or use of tobacco products or other illegal substances at any time
- Possession or use of any vaping products of any kind, including nicotine-free, on campus at any time

Level VI - Suspension for remainder of the quarter or year

- Repeated (or escalated) offenses from levels 1, 2, 3, 4, and/or 5

Level VII - Expulsion

- Repeated (or escalated) offenses, levels 1, 2, 3, 4, 5, and/or 6

Value for the Kingdom of God:

Level II - 2 hr. detention

- Profanity including written, spoken, gestures, etc.
- Inappropriate show of affection
- Lying, including lying by omission
- Gossip/slander
- Viewing, downloading, creating, distributing, or displaying inappropriately violent and/or pornographic images in any manner

Level III - One-Day Suspension

- Repeated (or escalated) offenses from level 2
- Cheating; this includes but is not limited to transmission of information electronically, and plagiarism

Level IV - Three-Day Suspension

- Repeated or escalated offenses from levels 2 and/or 3
- Theft, destruction, or unlawful possession of school, business, or personal property (Restitution required)

Level V - Seven-Day Suspension

- Repeated offenses from levels 2, 3, and/or 4

Level VI - Suspension for remainder of the quarter or year

- Repeated (or escalated) offenses from levels 2, 3, 4, and/or 5

Level VII - Expulsion

- Repeated (or escalated) offenses, levels 2, 3, 4, 5, and/or 6

*Students having more than two major offenses (Level III or higher), or excessive, repeated minor behavior offenses (Level I & II), may lose extra-curricular privileges as well, for example the 8th grade trip & high school activities.

Suspension / Escalation:

Administration may immediately escalate the level of disciplinary action at their discretion if the incident is determined to be severe.

Administration will determine if suspensions are to be served in or out of school and the designated date of such. Any delay or postponement of a suspension must have prior agreement with the principal(s) and/or the board directly. Any attempt to avoid or bargain away consequences will be grounds for immediate expulsion or dismissal.

Dismissal:

New Life Christian School reserves the right to dismiss any student/family whose attitude or behavior consistently indicates to the principal(s) or board that the student or parent/guardian is unwilling to consistently cooperate and comply with the stated school values.

Appeal Process to Board Decisions:

1. Parents/guardians are to be informed in writing or by phone any time a student is disciplined for each of the above levels and before a suspension is finalized. Parents/guardians may request a meeting with the board or representatives of the board to review the reasons for a suspension.
2. Anytime there is a question about an incident or ongoing issue, students and parents/guardians have the right to appeal to the board for a hearing.
3. Actions for Levels V, VI, and VII require board authorization and a verbal or in-person meeting with the student and parent/guardian prior to official implementation. A student may, however, be suspended until the matter can be brought by the board.

Arbitration Agreement upon enrolling students in NLCS:

The parties to this agreement do agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship including any claim or statutory claims, shall be settled by Biblically based mediation. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be handled in accordance with the rules of procedure for Christian conciliation as printed in the Constitution and Bylaws of New Life Christian School. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Detailed Harassment Policy

This school is committed to maintaining an academic and spiritual environment in which all individuals (students and staff) treat one another with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Student Sexual Harassment Policy

"Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available through this school.
- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading comments used to describe an individual, suggestive or obscene letters, notes, or invitations; and physical conduct such as touching, assaulting, impeding or blocking movements.
- Employee-Student Sexual Harassment is prohibited.
- Employee-Employee Sexual Harassment is prohibited.
- Student-Student Sexual Harassment is prohibited.

What to Do if You Experience or Observe Harassment:

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school's officials. Students who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials. All complaints will be promptly investigated.

To report, fill out the form entitled REPORT FORM for Complaints of SEXUAL HARASSMENT. The school secretary, or the classroom teacher will have these forms available. The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Classroom teacher
2. School principals (Susan Natt / Kinsey Arellano)
3. School Board president

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school cannot promise or guarantee confidentiality. The school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian, the school board, and appropriate government officials as the circumstances warrant.

Protection Against Retaliation:

It is against the school's policy to discriminate or retaliate against anyone who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment. Any retaliation or attempts at such may result in disciplinary measure up to and including termination or expulsion.

Procedure for Investigation of the Complaint and for Taking Corrective Action:

When one of the school officials designated in this policy receives a complaint, he/she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction. If the administrator is the subject of the complaint, the school board president will conduct the investigation.

Student Conduct Contract

A copy of this contract is to be signed annually by all 5th - 12th grade students and their parents.

As a student of New Life Christian School, I pledge to uphold the high standards of Jesus Christ and New Life Christian School on or off campus. (Deut. 6:17- 18). I realize that attending this school is a privilege, and I will strive to live in such a way as to glorify God (Phil. 1:20).

Specifically, I will -

- ❖ Abstain from the use or possession of legal or illegal drugs, including but not limited to: marijuana, any kind of vapes, alcohol, and tobacco.(Romans 13:13-14, Eph. 5:17-18)
- ❖ Abstain from, nor encourage others to partake in, entertainment that will tear down what the Lord is seeking to build in me. (Psalms 101:3)
- ❖ Abstain from accessing websites, phone-apps, and content on the internet and/or social media that does not adhere to the above guidelines. I will not encourage others to do so. (Eph. 5:11-12)
- ❖ Recognize the importance of what I say (Phil. 1:27) verbally, on social media, and/ or electronically. I will abstain from swearing, dirty or off-color jokes, gossip, and back-biting against authority and other students. (Ex 20:7, Eph. 5:4)
- ❖ Conduct myself properly in my relationships with members of both sexes, (Rom.1:26-32). I will conduct myself in such a manner that there will be no question about my moral purity. (Isa. 55:7, 1 Tim. 5:22, 4:12, Titus 2:7)
- ❖ Realize that I am representing Jesus Christ and this school while I am on or off school grounds. (Phil. 2:14)
- ❖ Handle all negative feelings toward the staff and the school in a scriptural manner by addressing them directly and respectfully. (Matt. 18, Lev. 19: 16-18, Phil. 2:14) I will not discuss my negative feelings with other students or with any other person except my parents and the person with whom I have the issue. (7th-12th grade: I will attempt to solve issues myself by talking to the person concerned in a respectful manner.)
- ❖ Not cheat or plagiarize.

_____ I understand that if I cannot live in agreement with what is stated above, that it may be necessary for me to be dismissed from the school.

_____ I have read the cell phone and electronic device policy and agree to abide by it.

_____ I have read and am aware of the **Behavior Policy and Consequences**.

Student Signature

Date

Parent/Guardian Signature

Date

Appendix

Contents

- **FAQ's**
- **Plagiarism Policy**
- **8th Grade Graduation Requirements**
- **High School Graduation Requirements**
- **8th Grade/High School Graduation Responsibilities**
- **Notes to Chapel Speakers**

Frequently Asked Questions

Q. When did New Life Christian School begin?

A. New Life Christian School opened for the Fall Term in 1998. It formed through the winter and spring of 1998 as local pastors began to see the wisdom of God in combining the accumulated experience, staff, resources, school sites, and students from two local Christian schools into a more efficient and effective single Christian school which would serve the Eel River Valley. Christian Life School had been offering excellent Christian Education since September of 1976. North Coast Community Christian School had been offering excellent Christian Education since September of 1986.

Q. How many of the graduates are attending college or taking some form of advanced training?

A. Of the high school graduates from the school, the majority have attended at least some college, and some have received advanced degrees. In general, it may be said that students are prepared to go wherever their goals might be.

Q. How active in their faith are these graduates?

A. Our students are often leaders in the youth ministries of the local churches. Once they graduate they usually continue these leadership patterns and bless the local churches where they attend. Over 90% of NLCS graduates are actively serving the Lord. They live lives of integrity and are a compliment to the communities where they live.

Q. How is NLCS organized?

A. The school is a non-profit organization formed for the purpose of offering Christian education as an extension of the mission of the local church to make disciples and to train the children of those churches. The board consists of Karen Johnson, President; Anita Horner, Secretary; Ann Selby, Treasurer; Pastor Jennifer Campbell, Board Member; Susan Rios, Board Member..

Q. What criteria is used in the choosing of teachers for the school?

A. The teaching positions in our school are ministries, and not just "jobs." Prayerful consideration precedes the appointing of any person to a teaching position. A potential teacher must be a Christ-like example, work well with children (I Tim. 4:12), have a gift of teaching (Eph. 4: 11&12), and be academically prepared. The selection of the staff for New Life Christian School is not taken lightly. The quality of our school depends largely on the quality of our teachers (James 3:1).

Q. What type of academic program do you have?

A. New Life Christian School uses a variety of educational materials at different levels of instruction. Curricula are selected which are God-centered and fit the needs of the students and staff. Classes are small and individual attention is a priority.

Q. How can we know if our child is learning?

A. Nationally normed achievement tests are given to our students in the spring of each year. Iowa Testing used by NLCS is a national test provided through ACSI (Association of Christian Schools International). Copies of student results are available by parent/guardian request and/or at the following year's first quarter conference.

Q. Can students transfer into public school from NLCS? Will academic work be acceptable?

A. Yes, public schools have accepted the academic work accomplished at this school.

Q. Are certain denominational doctrines promoted in the school?

A. Our objective is not to emphasize a denomination, but to promote the fundamental truths of the Bible. Our goal is the promotion of the "Word of God" and not a denomination.

Q. What does NLCS have to offer over a public school with Christian teachers?

A. The Christian philosophy permeates every phase of our school: school work, physical education, discipline, administrative decisions, deportment, field trips, and every other part. Each situation is faced with an objective in view of obedience to God; therefore, every aspect of schooling is training in how to live in a way that glorifies God. NLCS seeks to effectively promote the Gospel (II Tim. 2:15, Deut. 6:17-18) and disciple Christian young people, in small class sizes where each student is valued and known by the staff.

Zero Tolerance Policy of Plagiarism

Definition of Plagiarism:

The act of using, or closely imitating, the language and thoughts of another author without permission and the representation of that author's work as my own by not crediting the original author.

(Dictionary.com/browse/plagiarism accessed July 15, 2017)

Clarification of Plagiarism:

Plagiarism is the act of copying someone else's work without giving them credit. It is, in fact, stealing. It also counts as cheating. If you lean over and copy someone else's answers in a test, schools call that cheating. If you copy someone's work and call it your own, the law calls that stealing. There are severe consequences for plagiarism both at schools and colleges.

You are advised to check your work for the following types of plagiarism:

1. Copying a sentence or paragraph(s) from the internet and pasting into your paper, without giving credit in the Works Cited or as a footnote.
2. Copying someone's progression of ideas, even in your own words.

Example: You find an article on the internet on the topic for your composition subject, "How to Buy a Dog". The article says, "First, check the reputation of the breeder. Then check the dog's health. Then check its behavior for alertness."

If you then write, "The best way to buy a dog is to 1. Check the breeder, 2. Make sure it is healthy, and 3. See if it's alert," you have copied and stolen the original progression of ideas, unless you cite the author.

An acceptable way to research and avoid plagiarism is to look in several places for suggestions and then come up with your own work. Your work could read like this: "According to several experts, when buying a dog, you have to check several things about the dog that will show you if the dog is a good buy. One of them is your first impression. Is he/she alert and lively? Another way is . . ." etc.

Works cited: Barking, D. "Purchasing Your Pooch" dogcare.com. Accessed May 14, 2017

3. Copying by typing and simply switching a few words.
4. Copying metaphors and similes.

Example: You are asked to write a story that takes place at night. You see on the internet or in a book, "The stars twinkled like precious jewels." You write, "The stars reminded her of precious jewels the way they twinkled." You have just stolen a simile, unless you cite the author.

5. Copying another person's conclusions and thoughts.

Example: You get to the end of your report on the creation of the world. You read on the internet, "After surveying the fossil evidence, the only conclusion we can come to is that the world was created by intelligent design."

You write, "I looked at all the theories and came to the conclusion that only a super intelligent being could have designed it." You have stolen a thought/conclusion from someone else's brain because that's where you saw it first, unless you cite the author of the statement.

Remember – information on the internet is not "free" to copy and paste. It comes from someone else's brain.

Plagiarism also applies to tunes, song lyrics, art, inventions, and any other original work you claim as your own.

8th Grade Graduation Requirements

During their 7th & 8th grade years, NLCS students must complete the following courses with an overall grade of 60% or higher, and a minimum annual gpa of 2.0:

- 2 units of Mathematics
- 2 units of Language Arts
- 2 units of Science
- 2 units of History
 - U.S. History (including NLCS-required U.S. Constitution component & Geography component)
 - World History (including Geography component)
- 2 units of Bible

In addition, students will complete 2 units of Physical Education and a minimum of 1 unit of Visual/Performing Arts to complete the graduation requirements.

Any students with an IEP, ISP, or other assessed learning challenges may be assigned modified requirements.

♣ 7th grade students who earn 2 or more failing quarter grades on quarter report cards in any of the required courses listed above may be required to complete online courses over the summer at parents' expense, or double-complete those courses the following year to meet graduation requirements. (Double-complete = complete two courses at the same time, i.e. two math courses simultaneously, or double assignments in one course. Determination to be made by school administration and staff.)

♣ 8th grade students who earn failing grades in any required class for two quarters or more, or who earn failing overall grades in required classes, or fail to meet the gpa requirement, may be subject to exclusion from the NLCS 8th grade graduation ceremony and/or 8th grade trip.

High School Graduation Requirements

Course/Unit requirements: 250 units required for graduation, breakdown listed below

Additional requirements: 20 hrs of volunteer work in local community outside of school

- Mathematics - 30 units
 - Algebra 1 must be completed.
- English - 40 units
- Sciences - 20 units
 - 1 lab course & 1 physical science course
- History - 30 units
 - U.S. History - 10 units
 - World History - 10 units
 - American Government - 5 units
 - Economics - 5 units
- World Geography - 5 units
- Health - 5 units
- Bible - 40 units
 - Residency Requirement: You are required to take a minimum of 10 units of Bible at NLCS each year and to attend chapel during your year of graduation. If a course is being offered by NLCS, credit will not be given for it if taken elsewhere.
- Physical Education - 20 units
- Technology course - 5 units (1 or 2 semesters)
- Personal Finance course - 5 units (1 or 2 semesters)
- Visual/Performing Arts or Foreign Language elective - 10 units
- Additional elective courses - 40 units

Total: 250 units

High School Electives: availability subject to schedule

- DRIVER'S EDUCATION
- SPANISH I/II
- CRAFTS: Exploring a variety of techniques and skills, such as leatherworking, woodworking, jewelry making, and weaving
- MUSIC ENSEMBLE: Learning to lead and participate in church worship, vocal and instrumental.
- TECHNOLOGY: Computer literacy, often incorporating construction of school's Yearbook.
- TBA: Electives to be offered depending upon the availability of qualified instructors. (i.e. Culinary Arts, Folk Dance, Home Economics, Drama, Speech, etc...)

Concurrent Enrollment:

Concurrent Enrollment is an opportunity for students who are enrolled at our high school to receive credits for both high school and college by enrolling at College of the Redwoods or any other college.

- To participate, students will need to be enrolled by parent/guardian as a student at College of the Redwoods (or the college of their choice).
- Approval by NLCS principal is required; the form for concurrent enrollment is in the NLCS office.
- Classes selected to take at the college level must not conflict with NLCS' schedule.
- Students may take up to 11 college units per semester. Community college units are currently free for high school students; additional book and/or materials fees may apply.
- For each semester of college credit, high school students also receive 1 year of high school credit. (1 semester of college math equals 1 year of high school math, **AND** 1 semester of college math.)
- NLCS students must earn a minimum grade of a "C" or 70% to receive high school credit at NLCS.
- Students must arrange their own transportation.
- Any college class available for Concurrent Enrollment may be taken as elective credits for NLCS. If a student is looking to complete a specific course requirement (i.e. math, English, etc...), please consult with NLCS administration to ensure the selected class will fulfill that requirement.

Senior Privilege:

Students who have earned enough credits may qualify for the senior reduced attendance day, or "Senior Privilege". For senior-year students with less than 60 units remaining in graduation requirements, these students may arrive at school prior to the start of their first class of the day, and leave following their last class of the day, thereby skipping any excess study halls, under the following conditions:

- Student maintains a minimum grade of 70% or C- in all required classes
- Student maintains consistent attendance in all required classes in accordance with NLCS guidelines
- If any of the student's grades drop below 70% on any midterm, quarter report card, or semester grade, Senior Privilege may be revoked, and the student will need to attend full-schedule school each day, until grades are improved and meet the requirement. Senior Privilege may then be reinstated.

Graduations

When it comes to graduation...

The school is responsible for-

- Setting time and date for graduation.
- Selection of location.
- Selection of a speaker with the graduates' input. The school pays any honorarium, meals, lodging, etc...
- Selection, organization, and arrangement of the evening's events (working with the students involved).
- Typing & printing the program / bulletin.
- Providing diplomas and covers.

Seniors/8th Grade Graduates are responsible to-

- Select a theme, bulletin cover design.
- Suggest ideas for their participation (each student is to take part in some way).
- Be prepared at deadlines set.
- Suggest ideas that will make graduation special.

Parents are responsible for the-

- Decorations: deciding if or how they will decorate, (simple is good).
- Reception: planned by graduating families.
- Graduating student caps, tassels, and gowns can be purchased. The school has some caps and gowns which may be borrowed. If you use one, it needs to be returned washed, folded, and bagged.
- 8th grade and Senior Graduation Pictures/Announcements to friends and relatives.

Graduation/ High School Banquets (Formal wear):

- Dresses: Sleeveless dresses may be worn. Strapless dresses are not permitted. Dresses with spaghetti straps may be worn as long as the dress is modest, will stay up without constant attention, and shows no cleavage or side views. The hemline of dresses may be up to 3 inches above the knee in all layers of fabric.
- Gentlemen are to wear slacks or dark jeans, with no holes, and a dress shirt. Ties and jackets are optional.
- Banquet guests are to follow the same dress code.

(For 8th grade and High School graduation, navy blue caps and gowns are worn over attire following banquet guidelines)

Notes to Our Wonderful NLCS Chapel Speakers:

1. Thank you for agreeing to minister to our students. It takes time and effort to prepare properly, and your efforts are appreciated. It is wonderful to see how God brings different people with messages that fit so well.
2. We have children in grades TK through twelve. If you feel your message would be better suited to just our older students or to our younger ones, please let us know and special arrangements can be made.
3. Please be aware that we are a non-denominational Christian school and as such we absolutely must avoid any topics that are controversial in the Body of Christ. We are to avoid emphasizing a particular denominational distinctive. We have students from many different area churches, and some students who do not attend anywhere. Our parents trust us to minister to their children, and we take that responsibility very seriously.
4. Students memorize verses from the New King James version of the Bible.
5. It is recommended that your message be no longer than 30 minutes and that you include one or two scripture references. Older students are required to take notes and write paragraphs about their Chapel experience.
6. We meet in the sanctuary of the Fortuna Church of the Nazarene and so are equipped with microphones and most projection devices. Let us know what we can do to help.

Again, thank you for agreeing to share at our chapel. It is a special time.

Blessings! NLCS Board