



2017-2018  
Student/Parent Handbook

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## Newberry Christian Community School

We have been given a new vision, a new beginning. What is Newberry Christian Community School? We are a family of believers that have come together with a purpose of impacting lives for eternity through a Biblically-based, Christ-centered education. Our mission is to partner with the home and church to provide a distinctive Christ-centered education in a nurturing environment which equips young people to excel in life and service to Jesus Christ. We want Newberry Christian Community School to be a school that prioritizes discipleship and encouragement and where the love of learning blooms in our young people. We will strive to cultivate character, lead them in discovering and developing their God-given gifts, confront their personal challenges and overcome them. It's a sound investment in the future of our Christian faith and Christian homes. Above all, Newberry Christian Community School desires to be a place where Jesus Christ is exalted.

Until the whole world hears,

James Schrader  
Head of School

## **Board of Directors**

## Newberry Christian Community School

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The Newberry Christian Community School Board of Directors is a vital part of our school community. We invite you to participate in the School Advisory Committee made up of parents, teachers and staff to share your ideas and participate in school planning. You are a vital part of this community!

As board members, we would like to thank you for joining us in this new mission. It is our prayer that together we will help to raise up Godly young men and women to be leaders of tomorrow.

### **School Administration:**

James Schrader - Head of School  
Debbie Cason - Assistant Principal  
Tara Iams - CFO  
Katie Hadsock - Office Mgr/Student Services

Amy Padgett - V.P. of Elementary  
Susan Zehner - V.P. of MS/HS  
Justin Hadsock - Operational Mgr/Tech Support  
Jamie Brower - AD

### **Board of Directors:**

Christine & Marty Pickard - Chairmen  
Dave & Melissa Lopez - Treasurer  
Dave & Terri Hankins - Secretary  
Rob & Myra Carr - Member  
Bill & Dee Carmen - Member

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### **ABOUT US**

## **Mission Statement**

Newberry Christian Community School, in partnership with home and church, exists to provide a distinctive Christ-centered education in a nurturing environment which equips young people to excel in life and service to Jesus Christ.

## **Statement of Faith**

Newberry Christian Community School views itself as an indispensable part of the three major forces on the life of each child: the home, the school, and the church. The school intends to be an extension of the home and, therefore, a responsive listener to the home. The school is committed to a program of excellence which strives for the best instruction through the use of the best materials in facilities of the highest quality.

Newberry Christian Community School is being founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the BIBLE. Our Statement of Faith and practices are held by every employee, director and school family of Newberry Christian Community School.

The following declaration expresses the common Christian faith of the Board of Directors of this corporation and shall be agreed upon and duly signed, by all Newberry Christian Community School employees and student families.

1. We believe the Bible to be the only Word of God, inerrant, infallible, totally expressing His purposes to mankind. We accept the Bible as our final authority; the all-sufficient and complete rule for faith and conduct. (2 Timothy 3:15-17; I Peter 2:15)
2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. God the Father, Creator and Ruler of the universe from Whom all life exists (Genesis 1:1; Genesis 14:22; Colossians 1:17); Jesus Christ, God the Son, sent to take the form of a man to put God's great plan for humanity into effect (John 17:5; Philippians 2:5-11; Hebrews 1:2); God the Holy Spirit, revealing Jesus Christ and God's plan to the Christians and bearing witness to God's work in our world. (John 16:13-14; 1 Corinthians 2:9)
3. We believe in the person of Jesus Christ, God's only eternal Son. Born of a virgin, He lived a sinless life; performed mighty miracles; died for the sin of the whole world; rose again to conquer sin, death, and Hell; ascended to the right hand of His Father to intercede on our behalf; and will return to earth again for those who have personally accepted forgiveness of sin through Him. (Isaiah 7:14; Hebrews 7:26; 1 Corinthians 15: 3-4)
4. We believe that all mankind is born sinful and separated from God, requiring individual repentance and forgiveness through the blood of Jesus Christ, shed on the cross, as absolutely essential to be in right standing again with God. (Romans 10:9-17; John 3:16; Titus 2:11-13)
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Ephesians 5:18; 4:30; 1 Corinthians 3:16)

## **America's Godly Heritage**

Newberry Christian Community School places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. We are proud to teach the Biblical doctrines of self-discipline, respect for authority, obedience to the law, and love for God, our flag, and our country. **All students are required to memorize and recite the following three pledges.**

1. **American Flag:** "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
2. **Christian Flag:** "I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe."
3. **Bible:** "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

### **Matthew 18 Principle**

Newberry Christian Community School believes strongly in the Biblical principles of communication as taught in Matthew 5 and 18. We are convinced that when one has been offended (or has offended) or has a concern of any kind, he should go immediately to the person involved to discuss the matter in love. We have seen relationships restored and new relationships develop when these precious principles are practiced between staff members, parents, and students. Our desire is that as a school family we would be committed to building up one another and confronting one another with a loving spirit.

**Parents and teachers, when you have questions or disagreements regarding personnel, discipline, or any school situations, we request that you immediately discuss these questions or differences with the person involved rather than disclosing that grievance with other parents, faculty or students.** If the matter is not resolved, we advise you to then discuss it with the appropriate administrator.

We appreciate your comments about any aspect of the school program and look forward to communicating with you often. We want to encourage you to call the school, send in a note or set up a conference any time you have questions or feel there is a problem or sense of some difficulty.

A major goal at Newberry Christian Community School is to maintain close contact with parents and to communicate regularly. *Please do not hesitate to schedule an appointment with us to share any ideas or concerns.*  
WE WELCOME YOUR VISITS!

### **Bible**

Bible study is recognized here as of fundamental importance and is a required subject. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of God's Word. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

## **ADMISSIONS**

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### **General Admissions Policy**

Students will be admitted based on the availability of space, completion of the application and a preliminary interview with the Head of School or his designee. The student must have a discipline record acceptable at the discretion of Administration and/or the Board of Directors. Completion of these steps does not imply admission. Newberry Community Christian School reserves the right to refuse admittance to any student.

### **Non-Discriminatory Policy**

Students who are admitted to NCCS will be expected to observe the NCCS Code of Conduct. It is the intent of Newberry Christian Community School to provide every student the opportunity to alter negative behavior and to fulfill his/her obligation to the school, to his/her parents, and to the Lord. **Newberry Christian Community School admits students of any race, color, national and ethnic origin to all the rights, privilege's, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered programs.** Student may be denied admittance or have their registration cancelled if their religious background is or becomes, incompatible with the school's stated doctrine or beliefs, or if the student refuses to participate in any of the school's programs.

Newberry Christian Community School has limited programs to assist students who have been classified, or who during their enrollment at NCCS become classified as ESE students. This includes students classified as emotionally handicapped, learning disabled, or gifted. Each student situation fitting any of the criteria listed above must be discussed with the Head of School. Individual tutoring is available for those students with additional needs, which could include McKay Scholarship students as well as other students who need additional services such as speech or occupational therapy. NCCS will make every effort to offer these services on campus; however, we reserve the right to refer families to outside sources to meet their needs.

### **Steps for Admission**

In order to become eligible to enter Newberry Christian Community School, each prospective new student and his/her parents/guardians must do the following:

- A. Submit Registration **forms and \$100 Registration fee**, \$325 Book Usage fee and \$150 Technology fee (Total \$575 for all Registration fees). All fees are **non-refundable and due before the first day of school.**  
The Newberry Christian Community School *Parent Agreement, Student Handbook Acknowledgement* and

*Disciplinary Agreement Form* must be **signed and returned to the school office before registration is complete.**

- B. Read, acknowledge & sign the Newberry Christian Community Student/Parent Handbook. (p 16)
- C. Complete all necessary forms to request transcripts of grades and health records from the previous school.
- D. Submit a copy of the student's Birth Certificate.
- E. Submit a Florida Immunizations Form.
- F. Submit a doctor's Physical Health Form (from *State of Florida*)
- G. Submit a copy of the most recent report cards from their last academic year.
- H. Submit the student's most recent obtainable achievement test scores.
- I. Complete an entrance exam. (if applicable)
- J. Students must meet the chronological age required for a given grade by September 1 in order to be placed in that grade. Any exceptions to this policy must be approved by the Head of School.

**ALL STUDENTS ARE ADMITTED CONDITIONALLY ON A NINE WEEK TRIAL PERIOD.** NCCS reserves the right to place the child in a lower grade if it is deemed necessary. Additional probation may be set for not completing homework, failure to meet other set academic requirements of the various subjects, or as a result of disciplinary problems. If the child fails to make acceptable progress, or does not adjust to the program of NCCS, parent will be expected to withdraw the child, or the Administration will require the student to be withdrawn.

### **Health Regulations**

Florida law requires that all children who enter a Florida public or private school have immunizations for diphtheria-tetanus-pertussis (DTaP), hepatitis B (Hep B), polio vaccine, measles-mumps-rubella (MMR), and varicella vaccine. Parents must provide this information to the school upon enrollment. The current form for this is *Florida Certification of Immunization* form DH 680. In addition, all 7<sup>th</sup> grade students are required to have tetanus-diphtheria-pertussis vaccine (Tdap) and should be checked for scoliosis. **Students without these forms will not be allowed to attend school.** For more information you may visit [www.immunizeflorida.org](http://www.immunizeflorida.org).

### **Medication and Prescriptions**

If a child is on medication, it is requested that the parent administer the medicine before and after school hours. Medication may, if necessary, be administered at school by the school administration with the necessary documentation as outlined below. Students are not permitted to be in possession of medication or medicate themselves under any circumstances.

- o Parents must complete an **Authorization for Administration** form in the school office. These forms are to be completed each year and updated regularly if the child's medication needs change.
- o The original prescription container must accompany all medication. The container, one for home and one for school, should be requested from the pharmacist. The prescription container should include, name of the child, name of the medication, prescribing physician, date, accurate dosing information (amounts and interval for dosing), and details pertaining to the routine and procedure for dosing (i.e., by mouth, every 3 hours, etc).
- o All medication will be kept in a locked cabinet in the school office.
- o A record/log of all medications dispensed in the school will be kept in the health file.
- o Additional **Authorization for Administration** forms may be obtained in the school office.
- o **Over-the Counter** medications may be given by NCCS staff but an **Authorization for Administration** form must be completed and both form and OTC medication must be administered by the school office according to the same guidelines as listed above for prescription medications. The container must be the original OTC container, with the name of the OTC medication clearly on the label, accurate dosing information (amounts and interval for dosing), and details pertaining to the routine and procedure for dosing (i.e., by mouth, every 3 hours, etc).

**Severe Allergy and Asthma Information:** If your child has a Severe Allergy or Asthma, there are specific forms that must be completed and returned with the Rescue Medications. An MD must complete portions of the forms. Please plan to meet with the school staff to discuss your child's specific needs.

### **Communicable Diseases**

Newberry Christian Community School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Head of School. Any student or employee with a communicable disease for which immunization is required by law shall be temporarily excluded from school while ill and during recognized periods of

communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Newberry Christian Community School may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Newberry Christian Community School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

#### **Medical Treatment and Medical Emergencies**

If Newberry Christian Community School believes it is a medical emergency, 911 will be called for trained emergency medical attention and/or transportation to an emergency medical facility at the expense of the parent. In instances where a student needs emergency medical attention, a Newberry Christian Community School staff member will call the parent/legal guardian. If a parent cannot be reached, the next designated person on the student's Emergency Contact list will be called. All student injuries, whether they are major or minor, should be reported to a school staff member who will record them in our Accident Report Logbook. It is vital that the school office and teachers be able to contact parents in the event of an emergency. Therefore, if your emergency contact information changes during the school year, you must notify the school office.

#### **TUITION**

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##### **Tuition Plans**

It is our desire to make tuition plans convenient for your family. The following two tuition plans are available:

- o Ten Month Account: This plan divides tuition into ten payments, with the first payment due **no later than the FIRST DAY OF SCHOOL.**
- o Annual Account: This plan enables the family to pay the entire tuition in advance and receive a 5% discount. To qualify for this plan, tuition must be paid in full on or before the first day of school.

##### **Payment of Accounts**

All tuition is due by the **15<sup>th</sup>** of each month. All payments will be made payable to and mailed to:  
Newberry Christian Community School (NCCS)  
3536 NW 8<sup>th</sup> Ave  
Gainesville, FL 32605

Payments received after the **30<sup>th</sup>** are considered late. A late charge of \$25 per student will be added each month once an account is classified as delinquent until it has been brought current.

**Families whose accounts are not paid in full and brought current by the 1<sup>st</sup> of the following month will be on financial probation. After a family's financial account has been delinquent for more than 30 days, the student or students in that family will not be allowed to attend classes without an approved alternate payment schedule in place.**

- o All accounts must be paid in full before a student can receive a graduation diploma, report card, or transfer of any records to another school or individual.
- o All payments for recurring tuition and fees must be paid by check, money order or cash.
- o A charge of \$30 will be added to any check returned for any reason. If a check is returned, future payments will be required by certified funds (money order or cashier's check). Personal checks will not be accepted from that point on for the remainder of that school year.

##### **Withdrawals**

After enrollment, arrangements for withdrawal must be made through the school office. All fees must be paid before a student's withdrawal is complete and scholastic records are released. No discount is given for early withdrawal during the month. If a student has been enrolled any part of the month, the entire month's tuition is due. All other fees are **non-refundable.**

##### **Refund Policy**

It is the school's policy NOT to refund Registration, Supply, Book and Technology fees.

##### **Tuition Fees**

REGISTRATION FEE:	\$100 (Non-refundable)
BOOK USAGE FEE:	\$325 (Non-refundable)
TECHNOLOGY FEE:	\$150 (Non-refundable)

TESTING FEE (MAPS): \$75

**ACADEMICS**

**Grading Scale**

**K3- K4**

E = Excellent  
S+ = Above Satisfactory

**K -**

**12<sup>th</sup> Grade**

S= Satisfactory

90 - 100% = A

N= Needs Improvement  
U = Unsatisfactory

80 - 89% = B

70 - 79% = C

60 - 69% = D

0 - 59% = F

**Achievement Testing**

The MAPS is administered to students 3x a year. This is a digital 40 minute test that they will take on a computer. Appointments may be arranged through the school office for parents wishing to discuss achievement test scores.

**College Entrance Tests**

Sophomores and juniors are encouraged to take the PSAT. Seniors must take either the ACT or SAT. There will be a testing fee charged by the testing agency for these tests. Students may take the ACT and the SAT exams more than once to improve their scores. The MAPS test will be given to all students, grade Kindergarten through 12<sup>th</sup> grade each year. The cost of administration of the MAPS is \$75.00 and **must be paid by November 1<sup>st</sup> of each year**. Eligible students may participate in the Duel-Enrollment program through Santa Fe College.

**Report Cards**

Report cards are distributed to students through their teacher. Please refer to the school calendar for these dates. The copy of the student's report card **must be signed and returned to school within two (2) days after it is received**.

**Mid-Term Progress Reports**

A mid-term progress report will be sent out halfway through each quarter. These reports are to serve as an indicator of the progress or difficulty being experienced by your child. The parents are urged to confer with the teacher frequently in these cases.

**Homework**

Students at NCCS will normally have homework. We believe it is an integral part of the school's program which will aid students in advancing their studies. Students are expected to complete the homework assigned. Parents are expected to monitor their child's homework activity and grades online.

**Make-Up Quizzes, Tests and Assignments**

All tests must be made up at teacher's discretion. Making up work is the responsibility of the student, not the teacher. If Parents wish to get a student's assignment while the student is absent, the office needs to be notified by 9 AM. The assignment can then be picked up at the close of the school day.

**Chapel**

Chapel and Special Assemblies: Students will gather regularly for Chapel. Students are encouraged to take notes and learn to apply Bible principles to their everyday living.

**Honor Roll**

The NCCS Honor Roll is reserved for those students whose academic achievement warrants recognition. The honor roll is divided into:

1. "A" Honor Roll (for students with all A's)
2. "A-B" Honor Roll (for students who have A's and B's)

**Academic Probation**

A student may be placed on Academic Probation as determined by the administration.

**Promotion**

Promotion from Pre-Kindergarten to Fifth Grade will be determined by the teacher and administrator on the basis of a child's maturity and academic ability.

**Transcripts**

Grades are recorded each semester on the student's transcript that is kept in the cumulative folder of each student. Upon entering 9<sup>th</sup> grade, each student starts with a "clean slate" – no previous grades (with the exception of Algebra I or Foreign Language) are recorded on this transcript. Students and parents need to realize that these transcripts are sent to colleges or prospective employers. Absentee, tardy information, and conduct grades are kept on file and is often requested by colleges and employers as well. If a student or parent needs to request a transcript, a transcript request form must be completed through the Academic office. **Please allow three (3) full school days to process the request.**

**Grade Point Average**

Most colleges and many prospective employers request that we inform them of a student's GPA and rank in class. All high school students grades nine through twelve must have a cumulative GPA of at least 2.0 to meet the minimum standard for graduation.

The GPA is obtained by converting the grades of a student's courses into a point value system. Only the high school courses taken during a student's 9<sup>th</sup> through 12<sup>th</sup> grades and courses taken prior to the 9<sup>th</sup> grade which are considered to be high school courses (Algebra I and Foreign Languages) are figured in the GPA. All grades will be calculated, including those from other schools, for college reporting purposes.

**Transfer Credits**

When grades are accepted from another school, the grade point earned at the prior school will be recorded as if the grades were earned at NCCS. Every effort will be made to match all transfer credits with the graduation requirements of the State of Florida and NCCS.

**Graduation Requirements**

<b><u>Subject</u></b>	<b><u>Credit</u></b>
<b><u>Units</u></b>	
<b>Bible</b> .....	4
<b>Math</b> .....	4
<i>(1 credit must be Alg. I or equivalent)</i>	
<b>English</b> .....	4
<b>Social Studies</b> .....	3
*World History	
*US History	
*American Gov't & Economics	
<b>Science</b> .....	3
<i>(2 credits must have a Laboratory component)</i>	
<b>Physical Education</b> .....	1
<i>(.5 credit of Personal Fitness and .5 credit of Physical Education)</i>	
<b>Life Management Skills</b> .....	.5
<b>Performing &amp; Fine Arts/Practical Arts/ Career &amp; Technical Education Elective</b> .....	.5
<b>Electives</b> .....	2
<b>Foreign Language</b> .....	2

**Requirement for graduation:** *At least one course must be completed in online learning.*

*Must have a minimum of 75 **Community Service Hours** to graduate. Some Colleges expect more than 75 hours*

**Total Units** **24 Credits**

**End-of-the-Year Awards**

The End-of-the-Year Awards programs are the highlight of the entire school year. See the School calendar for the dates and times. All students and their parents are expected to be in attendance. Students must follow the dress code for these events.

**CODE OF CONDUCT AND DISCIPLINARY MEASURES**

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**Discipline Philosophy:** Our Philosophy can be summed up by these NCCS School Wide Rules:

**The 4 B's**  
**"B" A GREAT WARRIOR!!**

**BE**  
**Respectful** 1.Treat others as you wish to be treated  
2.Consider others before yourself  
3.Listen when others speak

**BE**  
**Positive** 1.Have a positive attitude  
2.Be friendly, polite & complimentary to others  
3.Practice good manners

**BE**  
**Responsible** 1.Keep personal items in a safe secure place  
2.Bring all needed supplies daily  
3.Help keep the school neat and clean  
4.Use your time wisely

**BE**  
**Engaged** 1.Pursue your own learning  
2.Assist others who are having difficulty  
3.Encourage others to follow rules

**Disciplinary Measures**

There are four levels of unacceptable conduct at Newberry Christian Community School, which apply to all school functions. All discipline incidents will be recorded in Schoolworx (or equal) which provides notification to parents as well as documenting all incidents.

**Level One:**

- unapproved use of electronics
- public display of affection
- horse-play & rough-housing
- classroom disturbances
- bad language and unacceptable conversation
- littering
- dress code violations
- unexcused tardiness to class
- other similar infractions against your fellow students, teachers, or this institution.

**Consequences:** Verbal reprimand and/or loss of privileges such as recess and talking during lunch. A student who persists in these types of behaviors without noticeable change will be subject to further action which may include ISS, after school detail or Saturday school, a loss of field trip privileges or other discipline at discretion of administration. Electronics involved will be held until the end of the school day.

**Level Two:**

- truancy (skipping school)
- fighting
- cursing
- stealing
- lying
- cheating
- bullying & harassment
- disrespect of an adult or staff member
- the use of tobacco in any form
- accessing unauthorized websites
- discussing any sexual relationships
- discussing drug or alcohol use (other than classroom discussion)
- other similar offense

**Consequences:** Call to the parents, ISS and/or suspension. Continued conduct of this nature could result in permanent expulsion from the school.

**Level Three:**

- gross disrespect of authority
- insubordination to any adult staff member
- vandalism of any sort whether on or off campus
- careless disregard of Christian morality and our Code of Conduct
- disregard of parental control including leaving the home without permission; continual griping, criticizing, or complaining against parents, this school, or church; or other similar offenses.

**Consequences:** Suspension from school (the length of which will be determined by the Head of School) or permanent expulsion. All suspensions are considered unexcused absences.

**Level Four:**

- drinking beer, wine, or alcohol
- the use or possession of illegal drugs

- the use or possession of pornography in any form
- sexual immorality in any form
- criminal vandalism
- violent behavior against anyone
- any unlawful act on or off campus.

**Consequences:** Suspension from school as determined by the Head of School or permanent expulsion.

While on suspension, a student may not be allowed on school grounds, attend any school functions, or be permitted to make up work or tests. All such work **missed will result in zeroes**. At administration or teachers discretion, work may be made up without penalty.

### **Fighting**

The Dean or Head of School will automatically deal with students engaged in any fight. All fighting will result in correction, suspension, or expulsion. All students are instructed to stay at least six (6) inches away from other students (Six inch rule). Harassing or provoking another student will not be tolerated. Any activity that is threatening or harassing should be reported to a teacher or school administration.

**Vandalism:** Any person responsible for the vandalism of any property, whether personal, or school property, will be held totally accountable and responsible for the repair and/or replacement of said item. Vandalism of any kind may result in suspension, expulsion from this institution, restitution, possible legal action, and notification of authorities. We will hold to the **Zero Tolerance** policy on vandalism. A minimum fee of \$50 per incident will be charged to the student who commits the vandalism. If the vandalism costs go above \$50 the full restitution costs will be charged to the students.

### **Bullying, Harassment, and Violence Policy**

Newberry Christian Community School supports every effort designed to protect the welfare of staff and students. NCCS will not tolerate bullying or harassment of any type: during any school education program or activity; during any school-related or school-sponsored program or activity or on a school bus or school bus stop; or through the use of computers, cell phones or any other electronic means. If you are found to have committed an act of bullying or harassment, or are found to have falsely accused another as a means of bullying or harassment, you may receive behavioral interventions or discipline up to and including suspension or expulsion.

In dealing with matters of alleged assault, threats, harassment, or abuse, the dignity and rights of all are preserved and respected. Because Newberry Christian Community School is an educational institution, all staff is required by law to be Mandatory Reporters in regard to suspected abuse of any kind. Verbal or written threats, racial, ethnic, or cultural harassment, physical or sexual abuse by anyone, whether intentional or unintentional, are unacceptable.

### **Prohibited Items**

Any items which are hazardous to a person or physical property are prohibited on school property, including buses, at school-sponsored activities and in any vehicle brought onto school property or to a school-sponsored activity. You may not possess alcohol, tobacco, matches, lighters, any controlled drugs, hallucinogens, or similar substances, common pocket knives/penknives, ice picks, razor blades, pornography, inappropriate reading material, etc.

## **STUDENT LIFE**

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### **Reminders for parents:**

- Please do not expect your child to receive messages from a personal cell phone during class.
- Please do not expect your child to text message you or call you on a personal cell phone during class.
- If you have an *urgent* message to get to your child, please call the school phone, and we will get the message to your child.
- If a NCCS staff member *sees* or *hears* a student cell phone during class, it will be given to the Head of School and can be picked up at the end of the day by the parent.

### **Lockers and/or Backpack Storage**

Having a locker or being allowed to store student items at school is a privilege. Each student is responsible for his/her property. It needs to be kept neat. Any student entering a locker that is not assigned to him/her will be subject to disciplinary actions. This privilege can be revoked by the administration at their discretion.

#### **Right to Search**

Upon acceptance of a school locker the student and parent agrees that the locker, book bag, or desk can be searched with or without cause at any time by appropriate personnel. A second adult will be present in all searches and the NCCS has the authority to seize and label material discovered during the search, if the administration determines the material is pertinent to its reason for the search.

#### **Parent Conferences**

It is the parent's responsibility to monitor their child's progress through Schoolworx, If an issue arises, Parents are urged to have conferences with their child's teacher whenever the need arises. Parents who desire such a conference may make an appointment by sending a message to the teacher. If a conference is needed with several teachers, call the office to arrange it. Conferences may be scheduled after school. Please do not attempt to confer with the teacher in the morning before class or at any other time when the teacher's attention is needed for the supervision of the class.

#### **Lunches**

Students will be expected to bring their lunches and drinks from home or purchase from provided services.

#### **Emergency Drills**

**Fire Drill:** When students hear the alarm sound, they are to immediately stand and walk quietly out of the building in an orderly manner under the supervision of their teacher to a designated area. Students are expected to refrain from talking, pushing, or running. The Administration or teachers will instruct the students when to return to class.

**Tornado/Hurricane Drill:** When students hear the sound of the alarm, they are to go immediately to their assigned place inside the building. They should again refrain from talking, pushing, or running. They should remain in their assigned location until told to return to class.

**Lock-down Drill:** In the event of lockdown students should obey all staff instructions without hesitation. Student activities will resume when they have been instructed that the lock-down has ceased.

#### **Severe Weather**

When the Alachua County Public Schools are closed because of weather, Newberry Christian Community School may also be closed. In cases where school is forced to close due to hurricanes or other severe weather conditions, those days shall be made up on available dates determined by the school.

#### **Student Evaluations**

Every student is evaluated each year. The areas covered in the evaluation include the following:

1. Attitude toward authority
2. Attitude and adherence to the Dress Code
3. Adherence to all Rules & Procedures
4. Attendance and punctuality
5. Conduct
6. Student's spiritual, academic, and social progress
7. Parents' financial responsibility, their attitude and support of the school

#### **ATTENDANCE**

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##### **NCCS School Day**

A definition of the "school day" is necessary for purposes of record keeping for tardiness or absenteeism. A school day is that portion of the day in which school is actually in session and shall comprise not less than five (5) net hours, excluding intermissions, for all grades above the third; not less than four (4) net hours for the first three grades; and not less than three (3) net hours in Kindergarten, or the equivalent as calculated on a weekly basis. Florida Statute 228.041(13)

If a student needs to be out for doctor visits or other reasons, the student will be counted absent or present, based on the above policy.

### **Arrival/Dismissal**

Parents are responsible for securing transportation for their own children. The school is open every morning at 7:30 AM. The school cannot take responsibility for students arriving before this time. The speed limit in the driveways and parking lot is 5 MPH. Please use the designated drop off on the East side of the property, in the am, and designated car pickup on the east side in the pm. An adult must accompany all students while in the driveway or parking areas.

### **Arrival**

Students should enter the building through the east entrance when arriving on time. Students arriving late should go to the office and pick up a tardy pass. School begins at 7:45 AM; all students should be in the fellowship hall at that time.

### **Dismissal**

Students must remain in the area assigned to them until their ride arrives to pick them up. All students must be picked up by 3:00 PM. **After 3:00 the student will be sent to GASP and the parent will be responsible for the charges. If the student is in 7<sup>th</sup> grade or higher they must walk to the park if their parent has not picked them up by 3pm.**

### **Attendance Policy**

Punctuality and regular attendance are absolute necessities for real progress in school. Excessive absenteeism is a contributing factor to a child's academic difficulties. Only illness, family emergency or extenuating circumstances (excused absence) should cause a student to be absent. The following attendance regulations are to be observed:

- Upon returning to school, the child must present a dated, signed note to the office confirming the reason for absence. Failure to do so will result in an unexcused absence.
- A student who leaves school early for a reason other than illness must have a written request from the parent. If someone other than a parent is picking up the child, **the person picking up the child should report to the school office.**
- A student arriving after 8:00 AM will be marked tardy.
- Excessive tardiness (3) will result in one (1) day of After-School-Detention.
- Work missed due to tardiness is the sole responsibility of the student.
- Regular attendance is a requirement to maintain scholarship status.

### **DRESS**

#### **CODE**

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Principles in God's Word clearly apply in all areas of Christian dress. Dress which is not proper or not suitable for school and/or school functions will be brought to the attention of the student and the parents for the purpose of instruction and correction. Under certain circumstances, if the student's dress is deemed entirely inappropriate, he/she will not be permitted to attend class. In this case, the student will be required to go home and change the inappropriate apparel or have appropriate clothing brought from home.

#### **Dress Code for Pre-Kindergarten**

- Official NCCS polo shirt embroidered w/school emblem
- Khaki, Navy, or black slacks (plain or pleated)
- Khaki, Navy, or black shorts (plain or pleated, knee length)
- Girls-khaki, Navy, or black capris (plain or pleated)
- Khaki, Navy or black skirt with built in shorts (school-approved only)

### **Dress Code for K- 12**

- Official NCCS polo shirt embroidered w/school emblem
- Khaki, Navy or black slacks (plain or pleated)
- Khaki, Navy or black shorts (plain or pleated, knee length)
- **Boys 3<sup>rd</sup> through 12<sup>th</sup> grade** must wear a belt and shirts must be tucked in.
- Girls-khaki, Navy or black capris (plain or pleated)
- Khaki, Navy, or black skirt with built in shorts (school-approved only)

### **GUIDELINES FOR ALL STUDENTS**

- No cargo pants with outside pockets, joggers, leggings or jeggings.
- Shirts must be buttoned part way.
- Uniform should be clean, in good repair, and must be the appropriate size and length.
- Pants & skirts should not fall below undergarments. Underwear and undergarment straps should not be visible.
- Shoes must be clean and in good repair.
- No flip-flops, sandals, wheelies, or Crocs will be allowed.
- Tattoos must be covered.
- Students are not allowed to display symbols that are anti-Christian. Examples of unacceptable symbols include, but are not limited to, peace symbols, Nazi, black power, anarchy, pentagrams, and rebel/Confederate flag symbols.

### **Physical Education Attire**

- Official NCCS T-shirt (with school emblem)
- Athletic shorts within 4 inches above or below the knee
- Athletic shoes
- Cold weather attire will be at the discretion of the P.E. teacher.

### **Cold Weather Attire**

Students may wear jackets, coats, or sweaters to school, which should be taken off upon entering the building. All cold weather attire should be conservatively styled with school uniforms underneath. Students may not wear hoods of jackets while indoors. **Cold weather clothing worn indoors must have the school logo.**

### **Cosmetics**

Girls in the upper grades may use cosmetics in moderation. (1 Peter 3:3-4) The school administration will define moderation.

### **Jewelry**

The use of jewelry is acceptable in moderation. Remember your body is God's Temple. Items worn on your body should reflect modesty, decency, and careful forethought. Jewelry that reflects any ungodly or anti-Christian statement or ideas is not allowed. Earrings other than in the lower ear lobe are unacceptable. Necklaces, rings, watches, and bracelets are allowed as long as they conform to a Christian standard. Necklaces must not hang below the buttons on the shirt and must be tucked in during PE. Boys are not allowed to wear earrings at any time.

### **Girls' Hair**

Girls' hair must be neat, clean, away from the face, and well groomed. Girls should style their hair in such a way as to promote their femininity. **Highlighting of hair is permitted in moderation.** Extreme cuts, shaved spots, or extreme colors in hair or weave will result in student being sent home for appropriate correction.

### **Boys' Hair**

Boys' hair must be cut with NO shaved spots. Extreme lines or color in hair will result in student being sent home for appropriate correction. Hair must be cut to not touch eyebrows, ears, and collar. Juniors and Seniors may have neat facial hair, with sideburns no longer than the bottom of the ear. Boys should maintain masculine hairstyles.

### **GENERAL INFORMATION**

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### **Book Policy**

If a student loses or damages a textbook, he/she will be charged the cost of replacing the book.

### **Volunteer/Fundraising**

NCCS is a non-profit ministry that needs to keep a positive cash flow. Fundraising and volunteering are an instrumental part of keeping tuition costs down and providing extra services for the students. Parents are strongly encouraged to become an active participant in their child's education through volunteering and helping with fundraisers. For fundraising and volunteering options, please contact the office.

### **Field Trips**

Students participating in trips, whether one day or overnight, will be expected to adhere to all school policies and regulations. Student's, parent's and other chaperone's behavior should adhere to NCCS school policies. Parents and other chaperones should refrain from smoking and other behaviors that are not allowed at school functions and should dress appropriately.

Because of the nature of trips, if a problem arises, it may be necessary for the sponsor or chaperone to take immediate action, depending on the seriousness of the offense, the attitude of the students involved, or the nature of the violation. If this happens, a parent will be called to pick up their child and provide transportation.

### **Lost & Found**

Lost and found articles are kept in the school office. Items not claimed in 30 days will be disposed of. Please mark all items (jackets, caps, etc.) with the student's name.

### **Parties**

Birthday and other parties need to be scheduled with the child's teacher. Please schedule far enough in advance to avoid any potential school conflicts. If a party outside of NCCS is planned, all class members must be invited in order for invitations to be handed out at school.

### **School Office Hours**

School Office hours are from 7:30 AM to 3:00 PM, Monday through Friday. **DO NOT GO DIRECTLY TO THE CLASSROOM.** Forgotten lunches, homework, etc., may be left in the office for the students.

### **Visitors and Volunteers**

Doors to the classrooms will be locked due to safety reasons. When parents or visitors come to the school for any reason, you **MUST CHECK IN TO THE OFFICE FIRST AND OBTAIN A VISITOR'S PASS.** Students may not admit visitors to the building. We request that all visitors please dress modestly while on campus. Students will not be allowed to have personal visitors on campus.

### **Parental Visits**

Please feel free to consult with the school office regarding any questions or problems that concern your child. It is the desire of the administration and the faculty to be of service to both the parent and the student. Parent-teacher conferences or classroom visits are welcome; however, prior arrangements or appointments must be made.

### **Transportation**

Bus transportation is a student privilege, not necessarily a right as a student of Newberry Christian Community School. Parents and students must assume that transportation privileges are contingent on acceptable student behavior aboard buses. Bus rules are stated and enforced by the driver.

### **Student Drivers**

Students who wish to drive on campus must have:

- Administrative approval
- Permission form signed by parents and administration
- Copy of driver's license and proof of insurance in office file

**This page is to be initialed, signed and returned to the office.**

I have read **ALL** sections of the Student Handbook and acknowledge by initialing each section below:

<u>SECTION</u>	<u>STUDENT INITIALS</u>	<u>PARENT INITIALS</u>
<b><u>ABOUT US</u></b> p 4-5		
<b><u>ADMISSIONS</u></b> p 5-6		
<b><u>TUITION</u></b> p 7		
<b><u>ACADEMICS</u></b> p 8		
<b><u>CODE OF CONDUCT AND DISCIPLINARY MEASURES</u></b> p 9-10		
<b><u>STUDENT LIFE</u></b> p11		
<b><u>ATTENDANCE</u></b> p 12		
<b><u>DRESS CODE</u></b> p 13		

**GENERAL INFORMATION p 14-15**

Student Signature

date

Parent Signature

date

Administration Signature

date