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| Nebraska  Christian SchoolsStudent Handbook2017 - 2018 |
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## STUDENT LIFE MANUAL

 Welcome to Nebraska Christian Schools! We trust that your goal is to grow in all areas of your life, as Jesus did, "in wisdom and stature and in favor with God and man" (Luke 2:52). We also trust that you will count it a privilege to attend this school. The purpose of this handbook is to help you to better understand the workings of our school, our philosophy, and our requirements.

#  MISSION

 The mission of Nebraska Christian Schools is to assist the family and church by providing a Christ-centered education, equipping students with a Biblical worldview and encouraging a love relationship with the Lord Jesus Christ.

#  STATEMENT OF FAITH

1.We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

2.We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

3.We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

4.We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.

5.We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

6.We believe 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.

7.We believe in the spiritual unity of believers in our Lord Jesus Christ.

#

## PHILOSOPHY OF EDUCATION

 NC adopts a historic, Christian view of life as presented in the Bible. The essence of this view is that life should be God-centered and glorifying to Him, since He, being the sovereign and holy God, created, owns, and sustains everything through His Son, Jesus Christ. In His holiness and perfection, God desires a relationship with His creation, especially mankind.

 Man chose to reject this relationship. Each individual is, by nature and choice, a sinner who can never in himself glorify and know God. Out of His immense love, God provided a way to redeem and regenerate mankind, restoring man to a right relationship with Himself. This is accomplished as an individual places his faith and trust in the saving work that Jesus Christ did for all on the cross.

 NCS seeks to present all truth as interpreted by or revealed in God's Word. Our curriculum is taught from a Biblical Christian viewpoint, by born-again believers. We desire to help each student grow in wisdom, stature, and favor with God and man. We believe in the inerrancy of the Bible. We believe marriage is a lifelong covenant between one man and one woman, and that God bestows gender upon each person as male or female to reflect His image.

 NCS recognizes that education is primarily the parents' responsibility. The school functions as an extension of the home in nurturing each student in a firm Biblical foundation.

##  PURPOSE

 NCS is a day and boarding school that offers Christian education in grades Preschool - 12, leading to a Nebraska high school diploma. The school's purpose is:

 \*To help young people mature in such a way that they will develop lives of service to Christ in the family, in the church, and in the world.

 \*To provide a thorough academic education with high scholastic standards, integrated with a Biblical view of God and the world.

 \*To provide opportunities that will help meet the spiritual, intellectual, physical, emotional, social, cultural, and artistic needs of its students.

 \*To cooperate with other Christian efforts that have similar purposes, including the church and the home.

## ADMISSIONS PROCEDURES

 The primary purpose of Nebraska Christian Schools is to train young people spiritually, academically, and socially. Parents of Preschool-6 applicants should be genuinely interested in providing a Christian education for their students. Applicants in grades 7-12 should show genuine interest in learning more about Christ, through a Christ-centered, college prep program.

 NCS accepts applicants who will profit from a traditional classroom approach. The school has limited resources available to assist students with learning and/or behavioral difficulties.

**Applicants must complete the following forms to be considered for enrollment:**

 \*Application for admission and $50 application fee

 \*Pastoral Reference

 \*Official transcript (if unavailable, a copy of the previous year's report card.

 Applicant’s may be asked to take placement tests.)

 \*A parent/student interview may be requisted

After receiving the above paperwork, the application is forwarded to our Admissions Committee for approval. If a student is approved for admission, additional paperwork will follow.

**Criteria that may cause the rejection of applicants:**

 \*Psychological problems

 \*Severe learning problems

 \*Tobacco use, drinking, drugs, profanity, immorality, stealing, dishonesty, etc.

 \*Discipline problems (parental, church, school, civil)

 \*Current probation with the courts

 \*Applicants who are coming against their will

##  ACADEMICS

 Nebraska Christian Schools is a member of the Association of Christian Schools International (ACSI), and is also an accredited school as determined by the Nebraska Department of Education. Each graduate earns a valid high school diploma. All teachers are certified by the State of Nebraska.

 A sound curriculum is essential to Christian education. A curriculum, which integrates the subject matter and God’s Word, aids the teacher in accomplishing this.

 Knowledge of the Bible is the foundation of Christian education. We strive to train our students to know and to live the principles that are taught in the Bible. The Bible curriculum includes memorization at each grade level. There are certain doctrines on which the school maintains a neutral stance, such as baptism, spiritual gifts, and the tribulation.

## Courses and Graduation Requirements

(Full time students are defined as taking at least 7 NC courses each semester)

**7 classes each semester required, 8 recommended**

**7th & 8th Grade**

Bible, English, Social Studies, Science, Math, Physical Education/Health, Keyboarding, Shop, Music, Art

**Freshman (9th Grade):**

 \*Algebra I or Pre-Algebra

 \*Bible I

 \*English I

 \*Study Skills (1) Computer (2)

 \*Geography

 \*Physical Science

 Elective (1)

 Fine Art Elective (if not in Band or Choir)

**Sophomore (10th Grade):**

 \*Bible II

 \*Biology

 \*Computer II (1) PE/Health (2)

 \*English II

 \*Geometry

 \*World History

 \*\*Spanish I

**Junior (11th Grade):**

 \*Bible III

 \*English III

 \*U.S. History

 \*\*Algebra II or an alternative math class

 \*\*Chemistry

 \*\*Physics or Anatomy & Physiology

 \*\*Spanish II

 Electives (2)

**Senior (12th Grade):**

 \*Bible IV

 \*English IV

 \*Government/Economics

 \*\*Physics or Anatomy & Physiology

 \*\*Pre-calculus

 *12th grade students are required to be full time students.*

\*courses required for graduation

\*\*courses suggested for college prep students

## Other Requirements

 A minimum of *28 credit hours* is required for graduation; Bible, 4; English, 4; Social Science, 4; Math, 3; Science, 3 (beginning with class of 2019); Fine Arts, 1; Phys Ed, .5; computer Apps, 1; Electives, 8.5). Graduation requirements for transfer students may be adjusted on an individual basis, based upon evaluation of official transcripts. *Transfer students’ grades will not be used to figure class rank.* Current students desiring to take an elective from a source other than Nebraska Christian must first see the Guidance Counselor to make sure the class desired can be transferred to Nebraska Christian.

## College Credit Courses

 Nebraska Christian School Juniors and Seniors have the opportunity to earn college credit. College credit classes are offered on-line from most colleges and universities. Each student must take the ACT test or the Accuplacer Test administered by CCC personnel prior to enrolling in a class. NCS will pay $150 of the tuition for one class each semester of a student’s junior and senior year for a total of 12 semester hours. The students are responsible for the cost of books and fees. Students may choose to earn more than 12 credits, but at the full tuition cost. Students need to speak with the NC Guidance Department prior to enrolling in order to make sure the class is an acceptable and transferrable class.

##  Drop/Add

#  Students may drop and/or add classes during the first two weeks of each semester. After that, schedules will remain the same until the end of the semester. Any requests for exceptions to this policy must be addressed through the Guidance Counselor for review of special or extenuating circumstances, and are subject to administration approval.

# Incompletes

 An incomplete may be given when a student has unfinished work in a course. Any Incomplete grade may become a posted failing grade if it is not removed within two weeks after the report cards are mailed.

## Grading Scale

98-100 A+ 4.33

95-97 A 4.00

93-94 A- 3.67

90-92 B+ 3.33

87-89 B 3.00

85-86 B- 2.67

82-84 C+ 2.33

79-81 C 2.00

77-78 C- 1.67

74-76 D+ 1.33

72-73 D 1.00

70-71 D- 0.67

 below 70 F 0.00

# Honor Roll

 An honor roll will be published each quarter to recognize those students whose grade point average is 3.33 or higher. The honor roll categories are:

 4.16 and higher Highest Honors

 4.00-4.15 High Honors

 3.67-3.99 With Honors

 3.33-3.66 Honorable Mention

**Transfer Credits**

 Online college, online high school, and home school courses will not show on the transfer student’s transcript or be included in the GPA but may be counted toward NC’s graduation requirements. Prior to enrollment, NC must have a copy of all transcripts from previous courses that students want counted towards graduation requirements. It is the student’s responsibility to forward all of these transcripts needed for colleges or scholarships.

 When a student transfers from an accredited or approved American school, the courses will be listed on the transcript (adusted to our gpa scale) and be counted toward the students’ cummulative GPA. Class rank will not be figured for new students until they ave attended Nebraska Christian for 1 year.

 Once a student enrolls at Nebraska Christian, no future credits will be given towards graduation for courses taken outside of NC that are offered at Nebraska Christian. If a student takes a class that is not offered at NC, it may count as credits toward graduation, but it will not go on the student’s transcript or figure into the GPA.

# Academic Probation Policy

 Students who are admitted on Academic Probation will be evaluated at each nine-week interval. Strong communication must be maintained with parents regarding the student’s progress. Anecdotal notes to accompany report cards may be necessary. Detailed written records will be kept on the student’s progress.

## Cheating

 Cheating is a serious offense against the Lord, against fellow students, and against yourself. Each teacher will explain how cheating relates to his classroom. As a school, we will enforce the following procedures as cheating occurs on homework, quizzes, tests, and/or papers:

1. The grade for the assignment that was cheated on will be a zero.
2. 1st offense - One-Hour detention; notification of parents
3. 2nd offense – a failing quarter grade for the class in which the 2nd offense occurs, and in school/out of school suspension
4. 3rd offense – may result in expulsion from the school
5. **Any student caught cheating on a final will be placed on Academic Probation, in addition to any discipline listed in the procedures found in points #2 – 4.**

Any student helping someone else cheat will face the same penalty as the cheater.

# Plagiarism

 In an academic community, one of the most unacceptable acts is plagiarism. Whether plagiarism occurs because of an intention to deceive or because of inexperience in the handling of information and ideas, it is wrong. It is the student's obligation to become familiar with the rules and regulations regarding plagiarism and to monitor one's own work to be certain that no inadvertent instances appear.

 "Plagiarism is the appropriation of the work (be it ideas or words) of another without crediting the source. Such a practice is particularly reprehensible in a community dedicated to the pursuit and advancement of knowledge." (UNO Undergraduate Catalog, 1986-1987, p. 43)

 It is important to point out that this official definition includes taking another's ideas to pass off as your own. Any fact or statement that appears in your writing and is not cited is assumed to be your own. **Plagiarism is a form of cheating and will be handled as such (see above).**

## CLASSROOM AND CAMPUS RULES

1. Teachers will establish behavioral procedures for their classrooms. All students are responsible to know and follow these guidelines.
2. Students and teachers should treat others with respect, dignity, and trust.
3. All students and faculty must identify with, dress in accordance with, and use the facilities associated with their biological gender.
4. Students and teachers should take pride in our school, helping to keep it neat and clean, and knowing how to use the facilities and equipment properly.
5. Off-campus students may visit in dorms only with the dorm parent’s permission.
6. All students report to the dining hall during lunch period. Unless permission to leave has been given by the dining hall monitor, students should remain in the dining hall until the bell rings or dismissed by a teacher. Twelfth grade students can eat lunch in town a maximum of three times during the school year. This must be done prior to April 21st. To do this, a student needs a pre-approved note or phone call from his parent (dorm parent) and a pass from the office.
7. Food is not allowed in any classroom except with permission. Water is the only drink allowed in the classroom. Gum may be used unless prohibited by the teacher. All wrappers and used gum need to be put into trash cans.
8. Students must be properly signed out if they are outside their scheduled classroom. Being properly signed out includes the use of the student’s planner. Any student outside the classroom without a Student Planner that is signed by a teacher may receive a detention. Students are allowed 2 passes a day.
9. **Cell phones and all other electronic devices are not to be carried during school hours. They should be turned off and stored in lockers or vehicles for the day and are not to be used during school hours.** If there is a violation of this policy, the staff/faculty person in charge will take the electronic device to the office, and the student can pick it up at the end of the school day. If a second violation occurs, the staff/faculty person will take the device to the office and one of the student’s parents must come to claim it. The student will then need to check it into the office each morning for the remainder of the quarter. Cell phones and all other electronic devices must not be used anywhere on campus until after school hours.
10. Students will be responsible to pay for any damages they may cause to school property and/or personal property.
11. Never leave campus without the permission of an administrator and signing out in the office. Remember to sign back in upon returning to campus.
12. Students not involved in extra- curricular activities or under direct supervision of a teacher must leave campus by 4:30 p.m. each day.

## Library Procedures

**The library is a study area.** Please maintain a quiet study environment.

1. Any book taken from the shelf must be returned to the counter's book return slot. **Do not return books to the shelves.**
2. Any book taken from the library must first be checked out. Books may be checked out for two weeks.
3. It is the student's responsibility to return books by the due date.
4. Magazines, encyclopedias and dictionaries must be returned to their proper places after use. These reference materials must remain in the library unless the librarian or study hall supervisor gives special permission.
5. Magazines may not be cut. Papers may be cut with the permission of the librarian.
6. The fine for late books is 15 cents per day.

## Study Hall Guidelines

1. Students should bring enough work to study hall for the full period to minimize the need to go to lockers.
2. Please be seated before the bell and remain seated until attendance is taken.
3. If you have a pass to leave study hall, present it to the supervisor before leaving for a designated area.
4. Only one student at a time is allowed at the counter.
5. The library computers may be used with permission of the supervisor for school assignments only.
6. Students need to be sure to fill out checkout sheets completely when they leave the library and classrooms.
7. Study halls are to be silent.

# Internet Use Policy

## Educational Purpose

1. Computer lab access has been established for a limited educational purpose. The term “educational purpose” includes classroom activities and career development.
2. The computer lab may be used by students for research, typing, and printing. Computers are not available for personal recreational uses such as social networking. Students are allowed to use computers in the library or computer room under direct supervision of a faculty or staff member. NC has the right to place reasonable restrictions on the material which is accessed or posted through the system. All users are expected to follow the rules set forth in the NC Handbooks and the laws of the United States and Nebraska in their use of the computer lab.
3. Students may not use the school’s Internet access for commercial purposes to offer, provide, or purchase products or services. (After hours, dorm students may use dorm computers for commercial purposes.)

## Student Internet Access

1. Internet access during class time is available under the teacher’s direct supervision. It will be limited to sites specifically selected for class instruction.

1. Internet access in the library, computer lab, or office is for educational purposes only and is under the supervision of the librarian, teacher, or office personnel respectively. Students may not use these computers for personal use, searches for personal interest or for personal mail.
2. Internet access in the dormitories is for dorm students only and is under the regulation of the dorm supervisor.

### Personal Safety

 Students must not post personal contact information about themselves or other people on the Internet. Personal contact information includes one’s address, telephone, school address, work address, etc.

### Illegal Activities

1. The school’s network may not be used to engage in any activity that is contrary to the philosophy, goals and policies of NC Schools.
2. All users of NC computers and the NC computer network must restrict their use to files and areas of the network which they are authorized to access.
3. Each computer user is expected to avoid any activity which could reasonably be expected to disrupt the computer system or destroy valuable data. Such activity may be illegal.

4. No person shall use the school’s network to engage in any illegal act.

### System Security

1. Each computer user is responsible for his or her individual account and should take all reasonable precautions to prevent others from being able to use it. Under no condition should any student provide his or her password to another person.

2. A student must immediately notify a teacher if he or she recognizes a possible security problem. Do not go looking for security

problems because this may be construed as an illegal attempt to gain access.

### Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages by faculty, staff or students.
2. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
3. Do not post information that could cause damage.
4. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
5. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Once anyone is told by another person to stop sending messages to them, he or she must stop.
6. Do not knowingly or recklessly post false or defamatory information about a person or organization.

### Respecting Resource Limits

1. Students must not download files without a teacher’s permission. If necessary, download files at an appropriate time and immediately remove the file from the system computer to your personal computer.
2. Students must not post chain letters or engage in “Spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
3. Faculty and staff must also take precautions to avoid activities which might overload the school’s computer system. If in doubt, contact the network system manager.

###  Plagiarism and Copyright Infringement

1. Every network user must avoid plagiarizing works found on the internet. (See “Plagiarism.”)

2. Each user must respect the copyrights of others. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains instructions which specify the appropriate use of that work, those instructions should be followed. In cases where there is doubt whether or not a certain work may lawfully be used, request permission for use from the copyright owner.

### Inappropriate Access to Material

1. The system’s computers must not be used to access material that is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people.
2. If a student mistakenly gains access to inappropriate information, he or she should immediately tell the teacher.

###

### Search and Seizure

1. Network users should expect only limited privacy in the contents of their personal files on the school’s computer system and records of their online activity. The situation is similar to the rights a student has regarding the privacy of his or her locker.
2. An individual search will be conducted if there is reasonable suspicion that there has been a violation of this policy, other school policies or the law. The investigation will be reasonable and related to the suspected violation.
3. A parent, teacher, or the school administration has the right at any time to request to see the contents of a student’s computer files, including those on one’s personal computers and storage devices.

### Due Process

1. NC Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school’s system.
2. In the event there is a claim that someone has violated this policy, other school policies or the law, the following actions will occur:
	1. That person will be immediately suspended from using the school’s computers.
	2. The administration will be informed of the violation and determine the appropriate disciplinary action.

### Limitation of liability

 NCS makies no guarantee that the functions or the services provided by or through the school’s system will be error-free or without defect. The school will not be responsible for any damage a network user may suffer, including but not limited to, loss of data or interruption of service. The school is not responsible for the accuracy or quality of the information abtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. A student’s parents can be held financially responsible for any harm to the system as a result of intentional misuse.

**Planners**

 NC has provided an individual planner book to assist the students in managing their time and developing organizational skills.

1. Student planners are required to be brought by each student to every class.
2. Student planners will serve as the only authorized hall pass on campus.
3. If a student loses his/her planner throughout the year, they will be required to purchase a replacement planner.
4. Any student who does not bring his/her planner to a class will not to be allowed to leave the classroom for that period.

Locker Use Policy

 Nebraska Christian School students are responsible for the well being of the locker assigned to them.

1. Students are not allowed to use tape to put things up in their lockers. Magnets can be used to display items in lockers.
2. Each student will be responsible for any damage to the locker, and fines will be assessed at the end of the year on an individual basis.
3. Students’ belongings should be placed in their lockers at all times. Displays on the outside of the locker are prohibited unless directed by a staff member. Only gym bags may be placed on top of the lockers.

 In order to be a good steward of the locker assigned to you, the best practice is to lift the handle of your locker in order for it to close properly*. We need your help in keeping our school nice and lockers working properly.*

## Personal Appearance Guidelines

The following criteria are used in establishing the dress code:

* Modesty
* Propriety (suitability to the occasion)
* Neatness

 These criteria reflect the student’s attitude and self-respect as well as regard for other members of the school community. We desire that our students have a positive testimony through their appearance as well as through their attitudes and actions. If a teacher sees a potential violation of dress code, the student will be asked to go to the office. A staff person or administrator will decide if the student’s clothing meets dress code. The administration may deem specific items of clothing inappropriate even if they aren’t restricted below. If the clothing is unacceptable, the school may have acceptable clothing to borrow. Students who cannot meet the dress code standards of propriety, modesty, and neatness may not be allowed to attend class until the appropriate corrections are made.

 The intent of the dress code is to train our students to realize that although many types of clothing are acceptable for us to wear, some are more appropriate for specific activities than others. Because the type of clothing we wear can influence our attitude and behavior, the following dress code represents the acceptable mode of dress for our school and its activities. Students and parents are urged to exercise discretion and modesty regarding the selection of the student's clothing. Parents are expected to partner with us in the enforcement of our dress code prior to their child leaving home in the morning.

# School Dress Code for all 7-12 Grade Students

1. T-shirts, sports jerseys, sweatshirts, or sweaters that are long or loose fitting should not extend below the front pockets when the student’s pants are properly positioned on the waist. Articles of clothing that exceed this length must be tucked into the pants.
2. **Pants that have holes or excessive tears are not acceptable**. Shirts with holes or rips are not allowed.
3. Tank tops with less than a 2 inch strap, flannel pants, and athletic shorts or pants are not appropriate.
4. Clothing that advertises undesirable or questionable products or organizations, or with suggestive, derogatory, or offensive terms or pictures is unacceptable.
5. Military type uniforms, as well as gang-style clothing and paraphernalia, are not allowed.
6. Body piercing other than earrings for girls is not permissible, and tattoos are not acceptable.
7. Hair color must be natural looking and not distracting to the educational environment. Students violating this policy may be sent home. You can prevent this embarrassment by checking with the principal before making any changes in your hairstyle or color.
8. Casual after-school attire (including sporting events on campus and away) may include **shorts that are knee length or longer** and acceptable-looking wind pants. Dress should still be both neat and modest.
9. Dress for participation in athletics, music, speech, and field trips will be determined by the coaches or sponsors.
10. Appropriate footwear must be worn at all times. Shoes must have a sole.
11. These guidelines apply at school and at all school activities.
12. **The last day of the week will be designated as Spirit Day**. On this day, students will wear an acceptable top that has “NC” on it. Shirts connected with our activities (speech, sports, etc.) also will be acceptable for Spirit Day. If a student forgets to wear an NC top, the office will rent one to the student for $2 per day. The shirt must be washed and returned to the office within a week, or the charge will become $5, and the student may keep the shirt.

**School Dress Code for Grades 7-12 Boys**

1. Appropriate classroom attire includes properly fitted jeans, slacks, or shorts. No gym shorts or shorts without a hem (cut-offs). The shorts must be knee-length.
2. Caps/hats may only be worn outside the buildings. They should be placed in lockers when not worn.
3. Hairstyles must be neat and reflect good taste. Hair must be kept out of the eyes. Hair should not be extreme in style or length.
4. Hair must be cut appropriately, without shaved sides or head. Punk and spiked hair is not allowed.
5. Students must be clean-shaven; mustaches or beards are not allowed.

School Dress Code for Grades 7-12 Girls

1. Appropriate classroom attire includes modest and properly fitted dresses, skirts, jeans, slacks, or capris and dress shorts to the knee or below.
2. Skirt length must be no higher than the top of the knee when standing, with slits extending no more than two inches above the bend in the back of the knee.
3. Shirts must be long enough to cover the lower torso in all normal positions (sitting, bending, reaching, raising hands).
4. Large or loose necklines, bare backs, and sundresses are not allowed unless a shirt is worn underneath.
5. Sleeveless dresses and shirts must have straps at least two inches wide unless a shirt is worn underneath.
6. Avoid clothing that is too tight fitting.
7. Tights or leggings are not considered pants, nor do they allow for a shorter skirt, dress or short.
8. Feminine dressy hats are acceptable.
9. Hairstyles and makeup must be neat and reflect good taste.

**Appropriateness Policy**



Dress-Up Event Guidelines

 Boys participating in the event must wear a dress shirt and tie, dress pants, belt, dress shoes and socks. Shirts must be tucked in. Ties are not to be pulled down. Boys in attendance need to be in khakis and a collared shirt at a minimum.

 Girls participating in the event may wear dress pants, dress or skirt and blouse, and shoes or sandals. Athletic socks are inappropriate. Skirt and Dress length should be no higher than the top of the the knee, and slits should extend no more than two inches above the bend of the knee.

 These guidelines apply to the participants of the Harvest Festival, Graduation, and other special events as announced by the Administration. Each student will need to stay dressed up throughout the event until they are off campus. Not dressing properly at these events or during the duration of the events may result in a detention.

## Conduct

 In a changing world, the Christian has an unchanging standard, the Word of God. Nebraska Christian Schools' standards of conduct are based on the teaching and principles of Scripture, seeking to develop personal holiness and discipline that is exemplified in a lifestyle that is glorifying to God.

 For these reasons, students are required to refrain from the following activities on and off campus: use of any tobacco products, illegal drugs, and illegal-looking drugs, abuse of legal substances; consumption of alcoholic beverages; gambling; stealing; profanity; and involvement in sexual immorality of any kind. Abstaining from any appearance of evil is also required (I Thessalonians 5:22).

 If the school becomes aware of such abuses, behaviors, misdemeanor or felony charges, appropriate disciplinary action will be taken. This could include detention, suspension, probation, and even expulsion.

 Because some Christians view social dancing as a morally questionable activity, social dancing at school-related functions and while under the supervision of NC is prohibited. Otherwise, students are responsible to adhere to the guidelines of their homes and churches regarding dancing.

 Additional activities requiring godly discretion by parents and students include but are not limited to the following: music, movies, TV, videos, video games, board games, internet use, magazines, and other reading material.

 The school holds parents responsible to discipline their children for off-campus violations of school policies. The school is responsible to notify parents of any infractions we are made aware of and to take appropriate disciplinary action. NC reserves the right to immediately suspend or expel a student for serious infractions of school policy, whether those infractions occur on-campus or off-campus.

## Driving

 Because of our testimony for Jesus Christ in this community, especially in the surrounding neighborhood, driving to school carefully and legally is essential. Any phone call received by the administration from neighbors or concerned citizens in the surrounding area will be seriously considered and investigated. Staff and faculty who observe poor driving habits around campus and on the way to school should report the incident to an administrator.

 The first poor driving incident will result in a warning and the notification of parents. The second incident will result in a one-hour detention and a $25 fine. Any further incidents will be handled on a case-by-case basis. If the first offense is a serious one as evaluated by the administration, the result will be a one-hour detention and a $25 fine.

## Relationships

 Our desire at NC is that every aspect of a young person's life is brought into line with God's Word, including putting others before self, living a life of personal purity and blamelessness, and bringing glory to God in all of life.

 At NC, we encourage close family relationships and friendships that are wholesome, Christ-centered, and God-honoring. Wisdom, patience, and selflessness must set the pace in all our relationships.

 Based on these principles, we provide opportunities for students to interact with those of the opposite sex and to develop better interpersonal skills. We encourage guy-girl relationships in group settings, but we want to establish an atmosphere that discourages the cultivation of romantic feelings. We believe that the dating spirit, which is prevalent in today’s society, is counter-productive to these goals. Therefore, activities that encourage the dating spirit will not be sponsored by NC, its faculty, or staff. Although parents may not agree with our position on this, we do expect parental support on school-related activities. Two related rules are:

1. Inappropriate physical contact is prohibited.
2. A boy and girl should not be in a car by themselves on campus unless they are brother/sister.

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##  ATTENDANCE

 Good attendance is a key to effective learning and is important to academic success. Parents are expected to cooperate with the school in having their child in school whenever possible. A student who is absent will need to make up missed schoolwork. When you know your child will be absent in advance, please ask for and make-up work prior to the absence. Students will be given two days for each day of excused absence due to illness and one day for each day of excused absence for other reasons, including prearranged absences to make up tests or homework. On an individual basis, teachers may advance or extend the due date for a particular assignment or quiz or test.

1. The minimum number of hours school will be in session during the school year is as follows:
2. Kindergarten—400 hours (lunch periods do not count toward these hours)
3. Grades K-8—1032 hours (lunch periods do not count toward these hours)
4. Grades 9-12—1080 hours (lunch periods do not count toward these hours)
5. **Absences exceeding seven days per semester in any class may constitute a student losing credit in that class.** If for any reason a student has reached seven absences and feels it necessary to miss again, the following reason has been predetermined to be an exception:

A student becomes too sick to attend school, verified by a doctor’s note that the student is too ill to attend school. (NOTE: This does *not* include regular check-ups, or doctor, dentist, orthodontist, and haircut appointments).

All absences exceeding the seven-day rule will be evaluated on a case-by-case basis. We recommend that you call and check with the office prior to a student’s absence beyond seven days so that you are well informed to make a decision, weighing the worth of an absence vs. the loss of credit in a class.

1. All absences will appear on a student's permanent record. Parents should notify the office if their student will not be in school.
2. Skipping school (absent from school without school and parental permission).
3. 1st offense: 1-day in school suspension
4. 2nd offense: 2-day in school suspension
5. 3rd offense: may lead to expulsion
6. Regular appointments for seeing the dentist, orthodontist, doctor, etc. or getting a haircut should be made for the day off during the school week.
7. A tardy is defined as being up to 15 minutes late to a class. After 15 minutes, it is considered an absence. The third tardy will result in 15 minutes of detention after school. Each additional tardy up to 5 will result in a 30-minute detention. The tardy count starts over each quarter. If tardies are habitual, further action may be taken.
8. Students involved in activities during the school day are responsible to make up all work missed to the satisfaction of the instructor.
9. Students involved in extracurricular activities must be in attendance at school by 6th period in order to participate in an event that day. The only exceptions to this rule would be a medical appointment with an accompanying note from the doctor, a funeral or extreme circumstances. Please communicate with the Activities Director on eligibility before being absent on an activity day to make sure you are able to participate.
10. Students are expected to be present for all of their finals. If a student must leave prior to finals being given, they will need to alert the office for permission. A $50 fee may be assessed for taking finals early, and the finals will be given at the convenience of the school and teachers. Finals missed due to sickness will need to be made up as soon as possible.
11. In cases of inclement weather and we do have school yet parents feel it is unsafe for their children to travel, please call the office to excuse them for the day. School Closing or Late Start Information will be posted on our website: [www.nebraskachristian.org](http://www.nebraskachristian.org) and at SycamoreEducation.com. Up-to-date information will also be posted on Facebook and Twitter and text-alerts will go out to parents.

# ACTIVITIES AND STUDENT ORGANIZATIONS

**Philosophy:**

NCS has established the following goals for the athletics and activities programs of the school:

1. To bring honor and glory to the Lord Jesus Christ.
2. To complement the academic and spiritual programs of NCS.
3. To use the context of each activity to emphasize spiritual lessons and principles.
4. To be ambassadors for the Lord Jesus Christ, and secondarily for Nebraska Christian.
5. To teach and train the whole person in developing Godly character.

Being a member of a school team is a great privilege. It is not a right. NCS is convinced that participation in a properly controlled, well organized activities program has the potential to aid the growth of students physically, morally, and spiritually. NCS believes that participation in such activities provides a wealth of opportunities and experiences which assist student in coping with everyday life. Becoming the best may not always be the result of our activity programs; however, doing our best must be!

Nebraska Christian Schools belongs to the Nebraska School Activities Association (NSAA). This organization sets rules designed to provide equitable competition between high schools. Parents/students must acknowlege these rules and attest to adherence before participation. Note: Because junior high teams are not governed by the NSAA, their eligibiltiy rules do not apply to junior high. In all other cases the policies will be the same.

**Rules of Conduct:**

Each participant must commit to good sportsmanship. All paraticipants in athletic events (opponents, referees, coaches, and fans) are either (a) fellow believers and brothers and sisters in Christ, or (b) nonbelievers who constitute a mission field and who may respond to Christ on the basis of our behavior. Some important concepts are the following:

 \*We need to respect all opponents.

 \*Officials are the authority figures at games. They must be obeyed and

 respected.

 \*Our words need to reflect an inward Christ-like attitude.

 \*Philippians 2:7 says, “*Let your conduct be worthy of the gospel of*

 *Christ.”*

 Each participant must commit to faithful attendance. Membership on any team is a privilege which requires commitment. Practice attendance is necessary not only for the individual, but the benefit of other members of the team as well.

 In order to participate in games or other team events, a student will be required to be in attendance by 6th period the day of the event. Exceptions will be made for doctor appointments, funerals, school related trips or activities, and emergencies.

 Every player is expected to participate in every game or team event throughout the season from beginning to end. Failure to do so, unless excused by the coach, may result in that player forfeiting his right to any rewards he may have earned that season. (An example is an athletic letter.)

**Miscellaneous:**

 Each coach will establish standards of dress for athletic events and activities. Shorts that are knee length or longer and windpants are acceptable apparel for sports activities. Failure to follow these standards will result in the loss of a student’s participation in the event which the dress code violation occurred. This standard also includes student assisitants and student managers.

 Music is not to be played in locker rooms, weight rooms, or the gym without the express permission of the Athletic Director. The use of headphones on the bus is at the discretion of the coach or the sponsor. Headphones should not be used inside buildings except for day long speech and wrestling meets.

Athletics:

Students are encouraged to try out for the various school athletic teams. Nebraska Christian Schools currently offers girls volleyball, boys wrestling, boys football, boys basketball, girls basketball, boys cross country, girls cross country, boys track and field and girls track and field. The purpose is not only to have good teams, but also to demonstrate a clear testimony for the Lord.

Nebraska Christian Schools Athletic Policy for Boys and Girls Sports:

Nebraska Christian Schools’ policy is that girls do not particpate in boys’ sports including, but not limited to, boys’ wrestling or boys’ football and that boys do not participate in girls’ sports including, but not limited to, girls’ volleyball at Nebraska Christian Schools.

As representatives of Nebraska Christian Schools, our athletes will not knowlinly participate in a wrestling match or football game against a female opponent. To do so would be contrary to our goal of teaching our male athletes how to be godly young men and the principles outlined in God’s Word. Our goal in this area is to continually teach our young men how to treat women with respect, to see her with the dignity as being created in the image of God, to be protectors of women, and to eventually care for a woman like Christ does for the church. Our competitors, regardless of gender, are made in the image of God, and we cannot set aside how God has created them or their purposes before Him.

In regards to transgender athletes, we will attempt to use prudence and judgment. Our first criteria will be to consider the athlete by the gender of their birth. If a wrestler or football player is a boy by birth, but identifies as a girl, it is possible we may still compete. If the opponent is a girl by birth, but identifies as a boy, we will not compete against her. If the opponent has undergone a physical sex-change procedure, whether it is male to female or vice-versa, we will not compete.

We will abide by the rules of the National High School Federation and the Nebraska School Activities Association as to the process of forfeiting any contest that we face in this situation. It will count as a loss on the wrestler’s or team’s record and may lead to elimination from a tournament.

Class fund-raising:

The project that is permitted yearly is the concessions and candy store by the junior class. The class sponsor and the administrator must approve all other fund-raising projects.

Music Organizations:

Students who wish to become members of choir, musical ensembles, or instrumental groups are selected by try-outs. Groups and soloists perform in churches and music contests each year.

**Speech:**

Students are given opportunities to participate in speech contests during the winter speech season.

Student Council:

Each class elects one representative to serve on the Student Council. Class presidents also serve as members. This group is responsible for planning various events, such as Homecoming and pep rallies.

**Quiz Bowl**

Team members practice and compete during the spring semester.

**One Act**

Students in NC’s fall Drama class will go to One-Act Play competitions

## Music

 The school believes that music should fit the principle of Philippians 4:8. "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things."

 Because trends in music may encourage drug use, violence, and sexual immorality, all forms of music that suggest a sinful lifestyle are prohibited on campus or at any extra-curricular activity. All music that is used in the athletic fields, gym, or in the locker rooms must be approved by the Athletic Director. These guidelines also apply to magazines and other reading material.

# Sportsmanship

 Good sportsmanship should characterize our participants and spectators. It is appropriate to encourage our team, always respecting the opponents and officials. When an official makes a call with which you disagree, booing or yelling is not appropriate.

# DISCIPLINE

 NC will work through love to help each student exhibit appropriate behavior at school. Our aim is to help our students develop a strong sense of Christ-like self-discipline. In order to successfully meet our goals, we will employ such discipline as seems wise and necessary for each situation. Parents will be kept informed concerning their student's behavior. In the infrequent case when there is probable cause of a violation of school policy or state law, the administration does have the right to search vehicles, lockers, book bags, cell phones, computers, or other electronic devices.

Detention (non-tardy): Disruptions, Incomplete Work, Other Violations of the Behavior Code.

 A detention form explaining the nature of the offense will be sent to the student's parents. The student will also be notified of the detention.

1. Detention will be held after school on the day or the day after the detention is given. Detention begins at 4:10. Tardiness will result in extra time served. Students must bring homework or reading material to this detention time. No talking is allowed during time in detention.
2. An unexcused absence from detention will result in the detention doubling. If a student is not able to serve the detention for any reason, it is his/her responsibility to bring a note from his/her parent, or the parent must call the office prior to the assigned time. This needs taken care of prior to the detention; students should not expect to have a detention excused after it has been missed.
3. The sequence of detentions for behavior:

1st and 2nd offense - 30 minutes

3rd offense - morning detention

4th offense - one-day suspension

5th offense - two-day suspension

6th offense - may lead to expulsion

4. Depending on the situation, a morning detention may be assigned at any point as a behavioral detention.

1. Excessive behavioral detentions or two suspensions during a student’s time at NC may lead to expulsion.

Morning Detention

1. Morning detention will consist of the following, depending on whether or not the student lives in the dorm:
2. Dorm Students: Two consecutive morning detentions (on school days) from 7:20-7:50.
3. Non-Dorm Students: A one-hour study hall on the “off” day from 9:00-10:00 a.m. in the office area.

Dismissal from Class

Dismissal from class is very serious. If a student has been dismissed from class more than once, there will be a meeting with that student, parents, teacher, and administration before they are reinstated. Repetitive dismissal from classes may result in expulsion.

1. A student may be sent to the office for disruptive behavior.
2. Discipline will be administered. Students asked to leave class will be dealt with on a case-by-case basis.
3. Parents will be notified by the teacher.
4. The student and parent may need to have a conference with the administrator and teacher involved in order to be reinstated to the class.

Suspension

 There are three types of suspension: suspension from extra-curricular activities, in-school suspension, and out of school suspension. Suspensions of more than three days may occur for serious infractions of school policy. All homework needs to be completed while serving the suspension and is due on the day following the suspension.

Probation

 Probation is for the purpose of restoring a student's relationship with authority. It will be a conditional enrollment during a specified period of time. During this time, weekly accountability conferences will be scheduled for the student. If a student does not adhere to probationary procedures, he will be expelled or asked to withdraw.

 Faculty, staff, and administration all may be involved in the determination of probation for a student. Reasons for probation include academic issues, behavior, and/or attitude. Students on probation cannot serve as class officers or be on the Student Council.

Reconciliation

 When a student voluntarily chooses to come forward and confess to a faculty member his/her involvement in a misdemeanor or felony on or off campus, sexual immorality, or use of alcohol or illegal drugs, the opportunity for reconciliation is available. Consequences (such as suspension, random drug testing, counseling and accountability) can be expected with offenses of this nature, but as fruits of repentance are evident, students who have confessed and repented may be allowed to continue their enrollment at NC upon evaluation by the administration. Students who commit offenses that endanger others on campus (such as verbal threats or possessing weapons, firearms, alcohol or illegal drugs) are not offered continued enrollment.

Expulsion

 Students may be subject to expulsion for conduct in violation of the policies of the board, rules and regulations of the administration, and for refusal to obey direction of administration and staff.

 We will treat each situation individually, looking at the heart and past and present attitudes of the student. The Superintendent will make the final decision regarding expulsion. Any appeal of the Superintendent's decision may be made to the board in writing with a copy to the Superintendent.

Readmission

 A student who has been expelled or who has withdrawn for disciplinary reasons may be considered for readmission after a minimum of one quarter from the date of expulsion upon approval of the Superintendent.

# FIRE AND TORNADO PLANS

Fire Drill Procedure

 Students will evacuate according to the drill plans for each room. Teachers should make sure windows and doors are closed and follow students out of the building.

Tornado Alert

 Students in the Administration Building will seek protection in the basement hallway of the building. Students in the main classroom building will go into the hallways and bathrooms of the girls’ dorm. Students in the gymnasium complex or the classroom/athletic facility will seek protection in the locker rooms. Students in the elementary building will seek protection in the locker rooms. Students in the dorms will seek protection in the hallways.

## TRANSPORTATION TO SCHOOL ACTIVITIES

1. The school will provide transportation to away events for participants. Transportation for spectators will be provided if deemed advisable by the Administration. The amount charged will be established by the Business Office, on the basis of distance to an away event. Transportation charges to away events are to be paid ahead of time and are not to be placed on a student account.
2. Participants must ride on school-provided transportation. Exceptions can be made for students who have an annual permission form signed by their parents requesting that they be allowed to follow the bus in their own cars because the school-sponsored activity is in a town that is on their way home.
3. Participants and spectators who ride school transportation to an away event must ride school transportation back. Exceptions will be made for students whose parents pick them up personally and write a note to the coach.

# BUS REGULATIONS

1. Board the bus in a mannerly fashion.
2. Remain seated while the bus is in motion.
3. Talk in a conversational tone.
4. Do not put arms or any part of the body out of windows.
5. Do not throw anything out the windows.
6. Be silent at railroad crossings.
7. Keep aisles clear.
8. Use cell phones with permission only.

 9. Be responsible, be respectful, and be courteous.

# PROHIBITED ITEMS

 The following are prohibited: firearms (including toy guns), archery equipment, knives, swords, spears, matches, lighters, laser lights, fireworks of any kind, etc. Bringing these items to school will result in confiscation of the item and appropriate disciplinary action. ***Possession of firearms on campus may lead to expulsion.***

## INSURANCE

 All students are urged to participate in the school's group hospitalization, medical-surgical plan unless they have adequate protection at the time of enrollment. The parents of those who do not participate must sign a form releasing the school from all liability.

 Nebraska Christian Schools, Inc. assumes no responsibility for illness or accidents on or off campus, in or out of school activities. The use of the school facilities is at the student's own personal risk.

 A parent or guardian of each student must sign a medical authorization form, giving the school permission to obtain emergency medical care for the student and authorizing a physician to perform necessary services.

# MEDICATIONS

 Students may be given acetaminophen or ibuprofen in the office only with a signed parental permission form. Students needing to take prescription medicines should check them into the office in the original bottle along with a signed note from parents. Students shall then come to the office in order to take the medication.

# VISITORS

 Parents and others in the community are invited to visit the school during any regular school day.

1. Please report to the school office before visiting on-campus.
2. A parent or guardian shall accompany all children below school age who are visiting on the campus.
3. **NC students must make arrangements with the office before bringing visitors.**
4. Visiting students are asked to dress neatly and appropriately.
5. Outside guests are welcome to eat in the dining hall when arrangements have been made in the office.

## SUPPORT

 Tuition at Nebraska Christian Schools covers approximately 75% of the cost of educating the students. The school depends upon donations to cover the remaining cost.

# NON-DISCRIMINATORY POLICY

 Nebraska Christian Schools has had a non-discriminatory policy since its inception in 1959. NC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to other qualified students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and admissions policies, scholarship programs, athletic and other school-administered programs.

# BULLYING PREVENTION POLICY

 We recognize the negative impact that bullying has on student health, welfare, safety, and the school’s learning environment; therefore, such behavior is prohibited. For the school’s purposes, bullying is defined as any ongoing pattern of physical, verbal (spoken or written), or electronic abuse on school grounds, in a vehicle owned, leased or contracted by our school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop or at school sponsored activities or school-sponsored athletic events.

 Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statues and the school’s student discipline and due process procedures.

 It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

# CHANGES TO THE STUDENT LIFE MANUAL

 The administration reserves the right to change any policy or procedure at any time, at their sole discretion, after reasonable notice to Nebraska Christian students and families.

# ADMINISTRATIVE GRIEVANCE POLICY

 There are many interpersonal relationships important to the purpose and functions of Nebraska Christian Schools, and with these relationships are opportunities for misunderstandings, suspicions, and hurt feelings. When not immediately addresssed, these may lead to gossip and slander that counter the work of the school and destroy its testimony for Jesus Christ.

 The aggrieved should first go to the source of the grievance in an effort to resolve the grievance. Many times grievances can be resolved at this level; i.e., parents should speak with a teacher about a classroom problem; teachers should speak with the administrator about a school problem; the administrator should speak with the School Board about a policy problem.

 When dealing with a grievance, the aggrieved and the source should adhere to the following guidelines:

**Prayer:** Pray for God’s wisdom. (James 1:5)

**Discussion of the Complaint:** Discuss the grievance only with those who are part of the problem or part of the solution. (Matthew 18:15)

**Openness:** Be open, friendly, willing to listen, and seeking peace.

**Understand the Complaint:** Make certain the complaint is understood and all circumstances surrounding the grievance are clarified. Both parties should have the facts.

**Resolution:** Come to some type of resolution of the problem even if the agreed resolution is to proceed to the next higher authority.

**Implement the Solution:** If there has been a solution, allow adequate and resonable time for the solution to be implemented before proceeding to the next higher authority. Notify all parties involved of an appeal to the next higher authority.

1. Based on I Corinthians 10:27-31, we believe that each individual Christian should make his own decisions for conscience’s sake when it comes to disputable issues (Romans 14:1-5). That does not mean that the administrator should not make and enforce rules. Rules should be followed by our students from those in authority over them, and the administration should respect the authority over them (i.e. the Board of Education).

1. In no case shall the board members circumvent the administration in regard to grievances. The following 4-step program should be followed in regard to a grievance from a student or parent.
	1. The parent or guardian should first contact the teacher or person with whom they have the grievance.

* 1. In the event that the grievance is not resolved, the parent should meet with the person with whom they were not able to reach a satisfactory answer and the administrator.
	2. If the grievance is still not resolved, the parent shall meet with the person, administrator, and two board representatives.
	3. If the grievance can still not be worked out, the parent will meet with the administrator and the entire board of directors.
1. If a student is involved in sin, emphasis should be on correction, discipline, then love and restoration.
2. The board encourages the administration to talk to the board in regard to

disputable matters.

1. The board of directors and the administration should be viewed as being

on the same team. This can be achieved by honest and open communication between the board and the administration.