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# **NEBRASKA CHRISTIAN ELEMENTARY PARENT/STUDENT HANDBOOK**

## **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**

NCS 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 glorify 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 this Christian viewpoint by born again believers. We desire to help each student grow in wisdom, stature, and favor with God and man. 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 PreK-12 leading to a Nebraska high school diploma. The school's purpose is:

1. 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.
2. To provide a thorough academic education with high scholastic standards, integrated with a Biblical view of God and the world.
3. To provide opportunities which will help meet the spiritual, intellectual, physical, emotional, social, cultural and artistic needs of its students.
4. To cooperate with the other Christian efforts having similar purposes, including the church and the home.

### **ACADEMIC INFORMATION**

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 State Department of Education. All teachers are certified by the State of Nebraska.

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

A knowledge of the Bible is the foundation of Christian education. We strive to train our students to know and to live the principles taught in the Holy Scriptures. 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.

### **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.

### **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. NCS accepts applicants who will profit from a traditional classroom approach. The school has limited resources available to assist students with learning and 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 requested.

**Criteria which 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

## **GRADING PROCEDURES**

The grading scale for students in grades 1-6 is:

100-90	A
89-80	B
79-70	C
69-60	D
59 & Below	F

Kindergarten and some subjects in elementary grades are graded on mastery or satisfactory progress.

An incomplete may be given when a student has unfinished work in the course. Incompletes become failures if not removed within two weeks after report cards are mailed.

## **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.

## **REPORT CARDS/CONFERENCES**

Parents will receive a report of their student(s)' grades every nine weeks. A minimum of one parent/teacher conference is scheduled each year.

Nebraska Christian School shall keep a record of the date of enrollment and withdrawal. A copy of this shall be sent along with the report card when a student transfers.

### **ELEMENTARY BAND**

Band is required for students in grades 5 and 6. Any performances scheduled are a part of the class and attendance is required.

### **FIELD TRIPS**

Elementary teachers will arrange educational field trips throughout the school year. These trips may require a minimal fee.

### **ATTENDANCE**

Good attendance is a key to effective learning and is important to academic success. It is expected that parents will cooperate with the school in having each child in school whenever possible. A student who is absent will be held accountable 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.

1. The minimum number of hours school will be in session during the school year is as follows:
  - a. Kindergarten—400 hours (lunch periods do not count toward these hours)
  - b. Grades K-8—1032 hours (lunch periods do not count toward these hours)
  - c. Grades 9-12—1080 hours (lunch periods do not count toward these hours)
2. **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.

3. All absences will appear on a student's permanent record. Parents should notify the office if their student will not be in school.

4. Skipping school (absent from school without school and parental permission).
  - a. 1<sup>st</sup> offense: 1-day in school suspension
  - b. 2<sup>nd</sup> offense: 2-day in school suspension
  - c. 3<sup>rd</sup> offense: may lead to expulsion
5. Regular appointments for seeing the dentist, orthodontist, doctor, etc. or getting a haircut should be made for the day off during the school week.
6. Students involved in activities during the school day are responsible to make up all work missed to the satisfaction of the instructor.

**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.**

#### **BEFORE AND AFTER-SCHOOL SUPERVISION**

Before and after-school supervision is **not** provided. Parents should pick up children punctually at dismissal time. All elementary students should be off campus by 4:15 unless accompanied by a parent.

#### **PERSONAL APPEARANCE GUIDELINES**

Students at Nebraska Christian are expected to dress neatly, appropriately and modestly. Appropriate classroom attire includes modest and properly-fitted dresses or skirts, jeans or slacks. Students and parents are urged to exercise discretion and modesty regarding the selection of the student's clothing. Skirt lengths must be within 1-2" above the knee. When weather permits, students may wear loose-fitting, mid-thigh length or longer shorts, but no cutoffs or tight shorts. Recesses will generally be outside. Please make sure your child is dressed for the weather. Sleeveless dresses or tops must have straps at least two inches wide unless a shirt is worn underneath. Nice jeans that are not torn are acceptable, as well as athletic shorts and pants. Hairstyles and makeup must be neat and reflect good taste. Body piercing other than ears for girls is not permissible, and tattoos are not acceptable. The staff and administration will have discretion in enforcing the guidelines.

The school may designate certain days as "NC Spirit Day." Students are required

to wear an NC shirt or NC activity shirt on those days. (NC shirts are sold at the beginning of each school year.)

Students should wear “appropriate” shoes and clothes on designated physical education days.

## **FIRE & TORNADO PLANS**

Fire Drill Procedure: Students will evacuate according to the drill plans previously discussed and practiced. Teachers should make sure windows and doors are closed and follow students out of the building.

Tornado Alert: Students will seek protection according to the drill plans discussed and practiced.

## **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. All children below school age who are visiting on the campus shall be accompanied by a parent or guardian.
3. NCS students must make arrangements with the school before bringing visitors.
4. Visiting students are asked to dress neatly and appropriately.

## **BUS REGULATIONS**

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

Inappropriate behavior on the bus may result in temporary loss of bus transportation privileges.

## **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.*

## **CELL PHONES**

If an elementary student brings a cell phone to school, he/she is to check it in with their classroom teacher at the beginning of the day. They may retrieve it when school is dismissed.

## **MEDICATIONS**

Students may be given acetaminophen or ibuprofen in the office only with a signed permission form. Students needing to take prescription medicines should check them in to teachers in the original bottle along with a signed note from parents.

## **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 the physician to perform necessary services.

## **ADMINISTRATIVE GRIEVANCE POLICY**

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).
2. 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.
  - A. The parent or guardian should first contact the teacher or person with whom they have the grievance.
  - B. 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.
  - C. If the grievance is still not resolved, the parent shall meet with the person, administrator, and two board representatives.
  - D. IF the grievance can still not be worked out, the parent will meet with the

- administrator and the entire board of directors.
3. If a student is involved in sin, emphasis should be on correction, discipline, then love and restoration.
  4. The board encourages the administration to talk to the board in regard to disputable matters.
  5. 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.

### **NON-DISCRIMINATORY POLICY**

Nebraska Christian Schools has had a non-discriminatory policy since its inception in 1959. NCS 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 policies, admissions policies, scholarship programs, and 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 statutes 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 ELEMENTARY HANDBOOK**

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.