



WELCOME!

Dear Parents and Students,

We welcome you to Norlina Christian School, a community based educational facility. Started in 1984, Norlina Christian School has grown from one building, which housed a kindergarten, grades 1-2 and 19 students, to a campus that houses grades K5 through 12.

Norlina Christian School is accredited by the Commission International for Schools, Colleges, and Theological Seminaries and the North Carolina Commission for non-public education, and is a member of the Association of Christian Schools International (ACSI). We are dedicated to high quality educational standards, providing academic and life skills with intentional student involvement.

There is a solemn responsibility that the teachers and parents of NCS students share: the realization that together under God, they are molding lives and character and are responsible for providing each student with a good foundation for their life. Understanding the policies and standards of the school are paramount in having a successful academic experience. Please go through this handbook along with your child/children and familiarize yourself with the school policies. Emphasize the need to follow the guidelines and procedures at NCS. This will ensure a smooth year for both the school and the family.

Norlina Christian School has a rich heritage built upon the teamwork of God's word, parental involvement, and committed school workers. We welcome you as a part of that team.

In His Service,

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Mission statement

Norlina Christian School (NCS) is a community Christian school assisting families by providing excellence in academics, while instilling Biblical principles in students' lives that they might impact their society for Christ. NCS biblically serves a five (5) county area as a Christian educational facility. We are sincerely committed to providing a high quality Christian alternative for the educational, social and emotional needs of students in these communities.

Doctrinal Statement

- ◆ We believe in the verbal inspiration, inerrancy, and authority of the Scriptures as found in the original Hebrew, Greek, and Aramaic text. (2 Tim. 3:16; 2 Pet. 20, 21)
- ◆ We believe that man was created in the image and likeness of God, but voluntarily fell from his sinless state. As the result, all men are sinners and hopelessly sinful in themselves, apart from grace of God. (Gen. 1:27, 9:6; Rom. 5:12, 3:23; Eph. 2:1)
- ◆ We believe the Godhead exists eternally in three persons: God the Father, God the Son, God the Holy Spirit, and these three are one God. (Gen. 1:1, John 10:24, 4:24; Deut. 6:4)
- ◆ We believe the eternal Son of God became incarnate in the Lord Jesus Christ, was conceived by the Holy Spirit, was born of the Virgin Mary, and is both true God and true man, apart from sin. (John 1:1, 14, 18; Matt. 1:21-23; 1 John 5:20)
- ◆ We believe salvation is received by grace alone through faith in the substitutionary death of the Lord Jesus Christ, that for our sins, He died and was resurrected for our justification. (1 Pet. 3:18; 1 Cor. 5:1-4; Acts 4:12; Eph. 2:8,9; Rom. 1:16)
- ◆ We believe that every true believer, born of the Spirit can have full assurance of salvation and is eternally secure in Christ. (John 3:5-6; 1 John 5:12, 13; John 10:28, 29)
- ◆ We believe that every believer is called to a holy life of service and should belong to a bible-believing local church for fellowship and for the spreading of the Gospel to every creature at home and around the world. (1 Pet. 1:15, 16; Matt. 28:19, 20)
- ◆ We believe in the imminent return of the Lord, the rapture of the saved, which is the blessed hope of the church, to be followed by the tribulation, and the second coming of Christ to rule and reign for one thousand years. (Titus 2:13; 1 Thess. 1:10, 4:13-18; Rom. 3:10)
- ◆ We believe in the everlasting conscious blessedness of the saved and the everlasting punishment of the lost. (Rev. 20:1-6; Matt. 25:46)



ADMISSIONS AND FINANCES

Admissions

1. Submit a completed application. Include with the application previous report cards and testing records when applicable.
2. Submit immunization dates showing inoculations for DPT, tetanus, measles, rubella, polio, and HIB. Participation in competitive sports requires a yearly physical before the first day of practice to determine fitness eligibility.
3. A recommendation will be requested from your pastor.
4. Attend a satisfactory interview with the administrator and/or principal, both parents, and student (in grades K-4 through 12th).
5. Student and parents must agree with the school's philosophy and abide by the established procedures of the school.
6. Upon acceptance, a Registration Fee (non-refundable) is required to enroll your child and hold a place in his/her assigned class.

Each applicant is accepted on a six-week trial basis. A Statement of Cooperation is required to be signed annually by all students and parents. No student will be admitted or allowed to remain at NCS who does not agree and cooperate with the overall purpose and program.

Re-enrollment

From February 1 through February 15th, students attending NCS will be given the opportunity to ensure their continued enrollment for the next school year. Currently enrolled students, who re-enroll after February 15th, may be placed on a waiting list. Your school account must be current in order to re-enroll.

Withdrawals and Dismissals

The office of NCS must be notified *in writing*, regarding the withdrawal of any student. Base tuition only will be prorated based on a 9 month school year and the student's account adjusted accordingly. No fees or incidental charges are prorated, nor are they refundable. Official records will be released to the new school upon receipt of a signed Student Record Release from the new school, when all bills are paid and all books and materials returned.

A student will be dismissed from school when he or she is found to be out of harmony with the rules and policies of the school. Students who are dismissed from NCS will not be considered for re-enrollment until the following school year.



FINANCIAL INFORMATION

After acceptance to NCS, a non-refundable enrollment fee is paid which formally places the student on a class roll. If space is not available, students are placed on a waiting list.

Tuition may be paid in one payment, Ten-Month Plan (payments begin August 5th through May 5th), or the Pre-Paid Plan (Arrangements can be made with the local banks). Payments may be made by MasterCard or Visa, cash, check, or money order.

If paid in full by June 5 or through the Pre-Paid Plan, 5% will be deducted from tuition. If enrollment is after June 5, but prior to the first day of school, the 5% discount will be deducted only if the full payment is made at the time of enrollment.

Monthly payments must be in the Business Office no later than the 5th calendar day of each month. If payment has not been received by the 15th, a late fee of \$35 will be added to your account. If in the event your account becomes 30 days past due, your child will not be allowed in class until the account is brought current. The final grade report and/or diploma of the school term will not be released until the account is paid in full.

Should a student transfer before the end of the school year, tuition is prorated on the number of months enrolled at NCS. Tuition will not be prorated if the student is in attendance during the seventh (7th) month of school. No fees or incidental charges are prorated nor are they refundable.

Insufficient Funds/Returned Checks

There will be a charge of \$35 assessed for each check returned to NCS for insufficient funds. The check will not be reprocessed. If this occurs, you are asked to cover the check with cash, certified check, or money order. An ISF check could result in refusal to accept personal checks for future payments.



ACADEMIC INFORMATION

Assignments

Class work

All work must be clear and legible. A teacher may refuse to accept any work, which does not meet these two standards. Written work in every class (all grades) is subject to being checked for spelling and grammar. Work may be graded on both content and grammar. In Grades K5 through 6th, classroom work will be sent home weekly for parent perusal.

Homework

1. All students are encouraged to keep an assignment notebook.
2. All homework has the same written requirements as class work. Failure to complete and return homework is serious. Parent concern and cooperation is requested in this area. Students may earn a “0” if homework is not completed and turned in.
3. When a student is absent on the day an assignment is to be turned in, but was present on the day the assignment was made, the student will be expected to turn the material in when he/she returns to school. If the absence is excused, the time allowed to turn the work in is equal to the number of days absent.
4. Homework is given on a regular basis and the time required to complete it may vary with the material or the student. Homework will not be given just for the sake of “busy work.”
5. Parents may call the school office by 9:00 AM to request their child’s teacher prepare a homework packet for their sick child to complete. It may be picked up after 3:00 PM.

Bible teaching/Chapel

Since ours is a Christian school, daily Bible teaching is an integral part of the education offered. A person is not truly educated until he understands God’s Word. We strive not only to teach the facts and principles of the Bible, but also to apply those teachings to life.

An assembly for a daily devotion is held each day for students. Inspirational chapel services are held weekly, during this time the students learn and sing hymns and choruses, hear testimonies and character building messages from the Word of God. Parents are invited to worship with us at chapel services.



Honors and Awards

Lists of academic honor students are published to give each child an incentive to excel and to afford the ones who earned it, the honor and praise they deserve.

At the award's presentation, held on the last school day of the year, students are presented with certificates, ribbons, and trophies in recognition of their athletic skills, attendance, scholarship, citizenship, improvement, and Christian Character.

Parent-Teacher Conferences

A conference may be scheduled at any time if requested by parents or teachers. Please send a note or call the office to arrange a time. Teachers will be happy to talk to you by telephone if you will call the office and leave your number for a return call, or send a note by your child. All notes to teachers must be in a sealed envelope. Teachers may ask you to come in to discuss the progress of your child. This can be a valuable time for both parents and teachers.

Promotion Policy

Students who fail more than one core course will be required to complete summer course work in order to be eligible for promotion to the next grade level.

Students who fail two subjects will not be eligible for promotion to the next grade level.

Report Cards and Progress Reports

The purpose of our report system is to give parents and students an indication of the progress or lack of progress which is being made. NCS has a nine-week grading period. At the end of the first and second three-week grading period a progress report will be sent home. At nine (9) weeks, a formal report card is issued.

Parents are encouraged to make an appointment with teachers through the school office if they have any questions about the student's work or about grades received on progress reports. Sometimes it is necessary for teachers to request an appointment with the parents and we ask your cooperation in this matter.

Teachers will notify parents as soon as possible if problems exist.

Grading Scale

A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
F	Below 70



Testing

Students new to NCS who will be in Grades 1-5 will be evaluated and may be required to take a placement test.

NCS has a detailed program of testing to measure the students' abilities and progress in reading, math, and language using annual achievement tests. Presently, NCS administers the Stanford Achievement Test in late spring each year for Grades 1 through 11.

Other tests include the PSAT which is given to 10th grade students in October. Parents of students in Grades 10-12 should encourage their students to take the Scholastic Aptitude Test (SAT), whether or not they are planning to go to college. Information on the scheduling of the SAT and ACT will be available in the guidance office.



MIDDLE SCHOOL

Middle school students are assigned classes. Supplemental classes are scheduled on a rotating basis and will vary from year to year.

Core Courses

1. Bible*
2. English *
3. Math*
4. Science/Health*
5. Social Studies*
6. PE*

Elective Classes for Grades 6-8

1. Band
2. Chorus
3. Keyboarding
4. Study Skills
5. Middle School Spanish

*Required course work

Courses are subject to change due to enrollment and teacher availability.



SENIOR HIGH

Students decide upon their selection of courses according to the requirements of graduation. They may select courses of their choice to complete their seven-course schedule. Listed below are all courses offered at NCS. Prerequisites are indicated by asterisk. The minimum NCS graduation requirement is twenty-four (24) units. These requirements are established by the NC State Board of Education.

English (4 units)**

- English 9
- English 10
- English 11
- English 12

Bible (4 units)

- Bible 9
- Bible 10
- Bible 11
- Bible 12

Science (3 units)

- Physical Science
- Biology
- Environmental Science
- Chemistry (Phys. Science & Algebra I)
- Chemistry (AP)
- Physics (Chemistry)*

Social Studies (4 units)

- Government/Economics
- World History (Gen)
- U.S. History (Gen)
- World History (AP)
- U.S. History (AP)
- Geography (Elective)

Math (3 units)

- Algebra I
- Algebra II
- Geometry (Algebra I)*
- Advanced Math (Algebra II)*
- Business Math
- Calculus (Elective)*

Electives (5 units)

- Spanish I
- Spanish II
- Speech
- Intro to Journalism
- Intro to Business
- Keyboarding (MS)
- Computer I
- Computer II
- Graphic Design
- Web Page Design
- SAT Prep
- Theatre Arts/Drama
- Chorus
- Yearbook
- Home Economics/Family Life Skills

PE/Health (1)

- 9th Grade

(Courses subject to change due to enrollment and teacher availability)



*The courses will be taught according to the guidelines set forth by the College Entrance Examination Board and their Advanced Placement Program. These courses will allow those students who qualify to complete college credits at the high school level.

**High School students who fail English will not be eligible for promotion.

Dual Enrollment

The majority of students who enter NCS enroll because of the philosophical approach and content that each course offers. Therefore, dual enrollment is not encouraged as a regular practice, but will be permitted for juniors and seniors. Any dual enrollment arrangement with a local college must permit a student to fulfill their course requirements with NCS. Dual enrollment will be permitted, with credit given toward high school, when the course enrolled in at the college is not available at NCS. In such cases, the course should be one that other high schools may offer, but because of limited resources NCS is unable to offer. Dual enrollment may be suggested by NCS when a student's graduation requirements, or an irregular course schedule, dictates dual enrollment as the best solution. In such cases, the course content should match the courses required for graduation from NCS. Successful dual enrollment would require satisfactorily following the procedures with both institutions involved. For NCS these involve:

1. Notifying principal of intent or desire as early as possible
2. Scheduling a conference for:
 - Checking over schedules
 - Finalizing courses to be taken
 - Discussing/deciding details of credit
3. Checking on any extenuating circumstances
4. Signing consent forms

High School Placement

High school students are placed in grades and homerooms based on the following:

- ◆ 0-6 credits..... 9th grade
- ◆ 7-13 credits..... 10th grade
- ◆ 14-20 credits..... 11th grade
- ◆ 21 + credits..... 12th grade

Awards and Honors

Academic Awards

- ◆ Principal's List – A 93 or above in each course in all quarters.



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- ◆ “A” Honor Roll – a student has made a grade of 93 or better in each course – recognized every quarter and at the awards ceremony at the end of the year.
 - ◆ A/B Honor Roll – a student has made a grade of 85 or better in their yearly final average and in each course.
 - ◆ Junior Marshals – these junior students have made a 3.0 or better average for all of Grades 9 and 10 and one semester of Grade 11. They form the “honor guard” for the seniors at graduation and are recognized in the bulletin.
 - ◆ Honor Graduates – these senior students have made 3.0 or better average for all of their high school years. They wear a special decoration at graduation and are recognized in the bulletin.
 - ◆ Academic Awards for Athletes – four (4) \$250.00 scholarships for male and female in middle school and high school for highest GPA.(sponsored by the Athletic Booster Club)

Athletic Awards

- ◆ Female and Male Christian Athlete of the Year – These two athletes have exemplified the highest levels of athleticism, sportsmanship, and Christian character.
- ◆ MVP – the most valuable player is chosen from each team as that person who has most helped the success of the team. The trophy is given at the annual sports banquet.
- ◆ Most Improved Player – this player from each team receives a trophy at the sports banquet to recognize his or her success in gaining new skills during the season.
- ◆ Christian Sportsmanship Award – this athlete has demonstrated the highest Christian standards in sportsmanship for his/her team.

Class Awards (Other)

- ◆ Departmental Awards – Each department will recognize high achievers in their various areas.
- ◆ Christian Citizenship – one or two students from each grade are usually chosen (often one girl and one boy) to recognize their helpful, courteous attitudes in dealing with peers and teachers – this award is given at the end of year ceremonies.
- ◆ Christian Leadership Award – one graduating senior who has demonstrated the ability to represent Christ in words and action, recognized by classmates and teaching staff – an award presented at graduation.
- ◆ Perfect Attendance – an award given at the end of the year ceremonies, or graduation, which recognizes attendance every day in every class.
- ◆ Homecoming Representative – a girl and boy in each grade chosen by a vote of all students in Grades 6-12.



ACSI Competitions

Creative Writing Festival – students submit poetry, short stories, or essays. Ribbons are awarded at the state level: All blue-ribbon winners are submitted automatically to the regional festival.

Spelling Bee – (Grades 5-8) the district bee selects the top four students to continue to the Southeast Regional Bee. Medals, ribbons, and certificates are awarded. There is a National Spelling Bee in Washington, DC.

Math Olympics – (Grades 3-8) arithmetic computation and mathematical reasoning testing allows students from area Christian schools a chance to hone their math skills. Medallions, ribbons, and certificates are presented.

Science Fair – (Grades 6-12) students will display exhibits that demonstrate a scientific principle or show original research and creativity of a scientific problem with supporting data. A project includes systematic observations derived from the use of the scientific method. It is expected that each project is the work of the participating student. Rules of the International Science and Engineering Fair will be followed.

Art Festival – (Grades K-12) students display artwork of various artistic mediums. All projects must be prepared according to established guidelines and will be judged on the day of the festival.

Speech Meet - (Grades 7-8) students demonstrate their ability to communicate by presenting speeches before evaluators and an audience of students and parents.

** There are other awards that will be given out throughout the school year as well.



DIPLOMAS

Vocational – 22 Credits

Guidelines published in the Learning Center Handbook.

General – 24 Credits

At grade level (12th grade) in all classes with no more than 2 core subjects taken in the LC in any given year*

Bible – 4 units

English – 4 units

Mathematics – 3 units

Science – 3 units

Social Studies – 4 units (includes Government/Economics, World History, U.S. History)

Health/PE – 1 unit

Electives – 5 units

*Exceptions may be made based upon individual academic evaluations with the final decision at the discretion of administration.

College Prep – 26 Credits

General Diploma requirements plus the following additional units:

Mathematics – 4 units (Algebra I & II, Geometry)

Foreign Language – 2 units

Electives – 6 units

Classroom Modifications:

Extended test time

Oral reading of tests and quizzes (Except in English)

Learning Center:

Students will be placed in the Learning Center if any of the following conditions apply:

Documented learning disability

Any modification needed other than extended testing time and/or oral reading of tests and quizzes

Parental decision, if made within the first nine weeks of school.

Student would remain in the Learning Center for the entire year.



Exams

Examinations are administered in all classes for grades 6-12.

Student Incentive-Examinations

To provide an incentive for students to keep consistently high scores, the administrator shall employ special examination exemption procedures.

1. A student at the end of a particular semester who has an “A” average in a course may be exempted from taking the final examination in that course.
2. A student who qualifies to be exempted from taking an examination may choose to take the examination.

Grading Policy (Secondary)

1. Students transferring into NCS after the first school day of the year may be allowed full year credit for a course, at administrative review. Transfer grades are typically given credit as determined by the previous school.
2. Students transferring out of NCS will be allowed half-semester credit if they have not completed a full semester course but have successfully completed work for the first eighteen weeks.
3. If a student fails to pass a required course, he/she may be given permission to make up that course through summer school work (that is approved by the administration) to complete its requirement.
4. Courses dropped after a grade has been posted on a quarter or semester report will remain on the student’s report card, averaging with other courses for the year. It will be reported on the transcript as WP (withdrew passing) or WF (withdrew failing) and not averaged in the GPA (grade point average = 4 point scale).
5. Courses passed or failed and repeated will both be written on the transcript and both are averaged in the GPA.
6. Fine arts courses (art, band, choir, drama, and yearbook) may be taken more than once for credit since the content changes from year to year.
7. Coursework is unweighted for NCS purposes; including highest class average each year, class rank, valedictorian, and salutatorian.
8. Class rank, junior marshal status, salutatorian, and valedictorian are based on GPA (4 point scale, with 4.0 the maximum).



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9. A student must be in attendance at NCS for at least 2 years (Jr. & Sr.) to qualify for salutatorian or valedictorian.



Exceptional Children's Program

Norlina Christian School offers several options for the student that has been identified as having a learning disability, or one that has an attention deficit disorder. A specialized learning center is available in which the student is guided by teachers through his/her various subjects using the Accelerated Christian Education curriculum. Each student works at a pace that is comfortable for him or her. Below is a list of the subjects taught in our learning center through the Accelerated Christian Education curriculum:

Bible

New Testament Survey
Old Testament Survey
Life of Christ
New Testament Church
History

Social Studies

NC State History
Civics
World History
World Geography
US History
Government
Economics

Electives

Accounting
Business Math
Collectivism
The Constitution
General Business
Expository Writing

Language Arts

Remedial English I, II, III, IV
English I, II, III, IV

Math

Remedial Math I, II, III, IV
Algebra I
Geometry

Science

Biology
Physical Science
Chemistry
Physics
Introduction to Science
Life Science
Earth Science
Algebra II

A number of services are available through specialized professionals that offer Norlina students additional educational opportunities.

Achievement testing for learning disabilities
Testing for Attention Deficit Disorder
Psychological testing

Guidance

In attempting to meet the divergent needs of our students, NCS offers a variety of guidance services.

Academic Guidance

This is a cooperative effort on the part of the student, parent, teacher, and counselor:

1. To determine what level of performance should be expected of the student;



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2. To assess his readiness for a new learning experience;
 3. To enable the student and his teachers to determine whether or not the student is making satisfactory progress;
 4. To enable the student and teachers to identify, diagnose, and treat learning problems; and
 5. To identify exceptional students and thus attempt to accommodate them. The Stanford Achievement Test is used at NCS.

Career Development

Both educational planning and vocational planning are continuing processes. Thus, in all aspects of these areas, we attempt to listen to the interest of the student, exhibit respect for him, encourage him to discuss his plans, and provide information to assist him in finding answers to specific questions.

Mission Project Requirements (Ministry Hours)

	<u>1st Semester</u>	<u>2nd Semester</u>
Grade 9	18 hours	18 hours
Grade 10	18 hours	18 hours
Grade 11	18 hours	18 hours
Grade 12	18 hours	18 hours

A total of 144 hours is required for graduation. Report forms will be available to verify the type of mission work completed and the number of hours it took to complete the work. Also a short paragraph will have to be written describing the mission activity. At the bottom of the form a signature will be required by the person for whom the project or work was done. These completed forms must be turned in to your sponsoring teacher before any credit will be given for the project activity.

Sponsoring teachers will have a list of a number of approved activities and projects available to you. Any other activities or projects must be approved by the sponsoring teacher before the actual work or activity has started. Failure to get the necessary approval could result in no credit for the activity or project.

Withdrawing from a Subject

A student has up to one week to withdraw from a course of study. No student may withdraw after the first week. No Student may withdraw from a class to take the course in the Learning Center. Exception to this will be with special recommendation from the administration or other appropriate staff personnel.



ATTENDANCE AND TARDY POLICIES

Attendance Requirements

Attendance at Norlina Christian School is a privilege that we encourage our youth to appreciate. There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where the teachers carefully plan learning experiences. Even though students must make up class work missed because of absence, they may never be able to replace the educational, cultural, and social contacts they would have experienced through face-to-face instruction and class participation. Students with good attendance generally achieve higher levels of learning than those with poor attendance.

Absences caused by student's participation in school-sponsored activities will not be counted as absences.

There are several other reasons that can be considered for an excused absence. These may include attendance at a Christian retreat, educational travel, court proceedings, immediate demands of the home, and other special situations. The time allowed to complete the work is equal to the number of days absent. The calendar begins on the first day the student returns to school. The administration will make the final decision as to whether the absence is excused or unexcused.

Parents of students who drive to school are requested to notify the school office by 8:15 a.m. if their student will be tardy or absent.

There is nothing contained in the policy of accompanying regulations which prohibits a parent from imposing more restrictive standards of attendance on his child.

Class Admittance

In order to gain admittance to a class, an absent/tardy slip is to be obtained from the office and presented to the classroom teacher.

Early Dismissal

A student will be allowed to leave school early when a note signed by a parent is sent to the school on the day he is to leave early, or when a parent comes in to the office to sign the student out. All students who leave campus for part of a day must sign out in the office. Upon return, they must sign in. Absences from class will follow the "Attendance Requirement" guidelines to determine excused or unexcused status.



Excessive Absences

A student may not be promoted if absent more than 20 days during a school year, unless a verification of extended illness or injury is provided to the school by a doctor and accepted by the administrative team after review.

Excessive Class Absences

A student may not pass a class if absent more than 20 days, unless a verification of extended illness or injury is provided to the school by a doctor and accepted by the administrative team after review.

Penalties for Unexcused Tardies (per semester)

To school or to class:

3 rd tardy	- 1 day detention
6 th tardy	- 2 days detention
9 th tardy	- 1 day suspension
12 th tardy	- 2 days suspension
15 th tardy	- 3 days suspension
18 th tardy	- 5 days suspension
21 st tardy	- Possible expulsion from school

Perfect Attendance

All students will be recognized for perfect attendance at the end of the year if there are no absences.

Work Missed

Excused

Work missed during an excused absence or tardy is expected to be completed. The time allowed to complete the work for an excused tardy is one day. The time allowed to complete the work for absences is equal to the number of days absent. The calendar will begin the day the student returns to school.

Unexcused

For an unexcused absence, students automatically earn a grade of zero for each assignment missed. Scores on make-up tests are decreased 10 points.



CONDUCT AND DISCIPLINE

Pledge of Conduct

A pledge of conduct is required of all NCS students in grades 6-12. This standard and accompanying pledge are not designed to usurp any parental authority or influence, but to set some behavioral standards, which reflect Christian principles – both during and after school hours. Please consider this pledge seriously. The pledge will have to be signed each year.

Specific guidelines and standards have been established for students for NCS. The students are taught moral and ethical principles based upon the Word of God. Standards are established in order to encourage the application of these values into the individual's behavior. Additionally, students from NCS represent the school to their families and friends and, therefore, should reflect Christian character traits being taught here.

At orientation this pledge will be discussed with parents. At that time, parents will be asked to sign the pledge. During a special time of instruction at the start of school, students will have explained to them the responsibility placed upon them to conduct themselves according to the standards of NCS. At that time, they will be given the opportunity to sign the pledge. If students or parents do not feel that they can sign the pledge, they will not be allowed to continue at NCS.

Student Pledge:

As a student at NCS, I pledge that at school and away, I will be honest, courteous, and respectful of authority. I will practice sexual abstinence. I agree that homosexuality is a sinful lifestyle. I will not use tobacco products, alcohol, drugs, (except as prescribed by a physician), or abuse other similar substances. I will not cheat, swear, or use indecent language. I will dress and act in a decent and respectful manner. I realize that failure to uphold these standards, at school or away, may be grounds for expulsion. Additionally, I agree to support the decision and policies of the teachers and school administration and will strive to speak positively about my school.

Parent Pledge:

I agree with the above Code of Conduct and will require consistent behavior from my child in accordance with these standards. My signature below indicates my support of your discipline policy.



Corrective Discipline

Order is necessary in any school to maintain control and to effectively teach. Self-discipline and respect for authority are certain standards of conduct and maintained at NCS.

Students are expected to comply with the standards and regulations of the school. They are encouraged to use “Yes Sir” or “Yes Ma’am” when conversing with a teacher or other adult. Courtesy and respect for fellow students are also expected. A student who does not respond to corrective discipline and who displays an attitude which is consistently out of harmony with the spirit of the school will be considered for dismissal.

Student’s and Parent’s Response to Discipline

If there is a question concerning a discipline note, the following graduated procedure should be used:

1. The student speaks to the teacher privately. He explains respectfully that he is either not guilty or that there were extenuating circumstances.
2. If the problem is still not resolved, the student discusses the problem with his or her parents. The parents may choose to discuss the problem with the teacher by telephone, conference, or letter.
3. If unresolved, the parent’s written explanation of the problem will be forwarded by the teacher in sequence to the principal, and then to the school administrator until a resolution is made. The parent is notified of the progress at each level. The administrator will have the final authority.

Detention Hall

Detention Hall is held on Thursdays from 3:15 – 4:00 p.m. Students who must serve detention for whatever reason are given a Detention Hall Notice, which states the date he or she is expected to attend. The student must have this notice signed by a parent or guardian. Failure to do so will result in another Detention Hall issued. Failure to attend the Detention Hall at the appointed time will also result in an additional Detention Hall being required. The second and subsequent failure to attend will result in a discipline notice for each Detention Hall missed. Detention Hall dates may be changed at the request of the parent/guardian.

Detentions earned must be served in the current school before any report cards or transcripts will be released.

Discipline Notices

The purpose of Discipline Notices is to point out to the student and parent the need to maintain order in the school. Discipline Notices will be utilized for students in Grades 6-12.

The following are the consequences for each Discipline Notice issued:



- 1st Noticenote to parent
- 2nd Notice mandatory parent conference
- 3rd Notice.....1-2 days suspension
- 4th Notice2-3 days suspension
With mandatory parent-teacher conference
- 5th Notice3-5 days suspension
With letter to parent by mail
- 6th Notice expulsion

This sequence is a general guideline only. The Administration reserves the right to handle each instance based on its own merits and administer disciplinary measures accordingly.

Discipline notices may be issued for any of the following reasons. This list is **not** exhaustive.

- | | |
|--|------------------------------------|
| Chapel misconduct | Hall pass violation |
| Class disruption | Horseplay |
| Lack of class responsibility | Gum, food, drink in building |
| Disobedience/disrespect/sassiness | Leaving class without permission |
| Dress code violation | Misconduct at athletic event |
| Expulsion from class | Misuse or defacing school property |
| Fighting | Kissing, holding hands, etc. |
| Speeding/reckless driving | Student disrespect to student |
| Profanity | |
| Possession of inappropriate items (magazines, tapes, cell phones, CD players, laser pointers, trading cards, electronic games, etc.) | |

The following infractions are of the more serious nature and could result in probation or expulsion. This list is **not** exhaustive:

- Cheating
- Possession of drugs or alcohol (on or off campus)
- Substance abuse
- Lying
- Theft or vandalism
- Weapons possession
- Pornography
- Skipping class/leaving school without permission
- Smoking or use of other tobacco products

Expulsion

The decision to expel any student is made upon the consideration of the School Administration. A student may be dismissed:



-
1. If the parents do not cooperate with the school;
 2. If the Pledge of Conduct and Statement of Cooperation, which each middle and high school student and parent signed as part of the enrollment, is broken;
 3. When six Discipline Notices have accumulated.
 4. If the absence of tardy policy is abused.

Probationary Status

Probation is a means whereby the administration advises the student, parent and teachers that a serious problem has developed which bears scrutiny on a day-to-day basis. Probation is assigned by the principal or administrator.

A student may be placed on academic probation or disciplinary probation when he/she is having difficulty adhering to class rules, school rules or commits one of the more serious infractions listed previously. Disciplinary probation may be assigned at any time for the amount of time required to correct the problem. The details of the disciplinary probation are spelled out in a conference with the student and parents and on a "Disciplinary Probation" form that is to be signed by all parties and kept on file. The student will not be allowed to participate in any NCS sports activities or represent NCS in any school sponsored event for the duration of the probation. Any student on disciplinary probation committing any infraction of NCS rules and regulations may be immediately expelled. The probation is subject to periodic review, which may be requested by the parent or student. The probation may be extended or removed at any time by the administration.

NCS Cell Phone and Inappropriate Items Policy

NCS seeks to provide an environment free of distractions for student safety, liability, and protection of personal property. Students should not bring iPods, MP3 players, CD players, electronic games etc. to school. Students in grades K-5 should not bring cell phones to school. Cell phones brought to school by students in grades 6-12 should be turned off and secured in their locker from 8:05 a.m. - 3:15 p.m. All emergency calls by students to parent/others should be made through the main office.

1st Offense

- Upon the first offense, the item will be confiscated by the teacher or staff member. The student's parent must pick up the item from the headmaster/administrator's office.
- Student will be assigned a three day suspension.

2nd Offense

- Upon the second offense, the item will be confiscated by the teacher or staff member. The student's parent must pick up the item from the headmaster/administrator's office.
- Student will be expelled from school.



DRESS CODE

The following guidelines for male and female students have been prepared in the interest of good grooming and Christian modesty. The dress code for Norlina Christian School is in effect when a student is on campus during the school day and at all Norlina Christian School sponsored activities unless otherwise noted. When a student is observed by a teacher or staff to be in violation of the following code, the parents or legal guardian will be called and the student will be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she will be held out of class for the remainder of the day. The student's grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could be subject to disciplinary action from detention to dismissal. Parents or guardians are urged to supervise their child's dress on a daily basis. If a student is judged in non-compliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student and his or her parents or guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. Norlina Christian School reserves the right to determine the acceptability of clothing and hairstyles. Students not adhering to the dress code cannot attend class or school activities until acceptable attire has been provided. Questions concerning the dress code should be addressed to the headmaster/administrator.

Boys

Boys should always present a neat and well-kept appearance and must be clean shaven. Hair should be above the ears and collar. Beards and mustaches are not allowed, except for seniors, who have well-groomed facial hair. Boys must wear neat, full length khaki navy blue or khaki brown pants with belts. Oversized pants are not permitted. Shirts must be solid color polos (full sleeve or half sleeve). Except for the top button, all shirts must remain buttoned. Shirts must be tucked in at all times. Knit sweaters may be worn over the polo shirts. All clothing should be in good repair with no holes or frayed hems. No unnatural hair coloring or tattoos are permitted. During the day of an athletic contest, participating male athletes are required to wear a tie. Sunglasses, hats and hoodies may not be worn indoors. They may be worn outside during PE. No flip flops, sandals, clogs or open toed shoes are allowed. The administration reserves the right to determine the appropriateness of all dress.

On Chapel Day, middle/high school boys are required to wear dress slacks, dress shirt and tie. Hoodies are not allowed on chapel days.

Required dress for formal occasions such as the Homecoming Court or Junior-Senior Banquet is a dress suit or tuxedo with shirt and tie, dress shoes and socks.

Girls

Girls should always present a neat and modest appearance. Girls must wear neat, full length, *relaxed fitted* khaki navy blue or khaki brown pants. Girls may also wear khaki navy blue or



khaki brown skirts. Hem length is to be no higher than two inches above the knee. Shirts must be solid color polos (full sleeve or half sleeve). Any clothing which is worn *too tightly*, or does not have sufficient weight is unacceptable. All button-type shirts, blouses, and dresses must be buttoned except for the top button. Shirts must be tucked in at all times. Knit sweaters may be worn over the polo shirts. All clothing should be in good repair with no holes or frayed hems. No unnatural hair coloring or tattoos are permitted. No more than two earrings per ear may be worn. Sunglasses, hats and hoodies may not be worn indoors. They may be worn outside during PE. No flip flops, sandals, clogs or open toed shoes are allowed. The administration reserves the right to determine the appropriateness of all dress.

On Chapel day, middle/high school girls are required to wear a dress skirt or slacks with a dress blouse or top. Dress length and/or a dress slit may not be higher than two inches above the knee. Hoodies are not allowed on chapel days. Any clothing which is worn *too tightly*, or does not have sufficient weight is unacceptable. Appropriate footwear may be worn.

Required dress for formal occasions such as the Homecoming Court or Junior-Senior Banquet is a formal or semi-formal dress that is modest in the neck and back style, and fabric weight. Backless, strapless, and low-cut lines are undesirable. Dress length and/or a dress slit may not be higher than two inches above the knee.

Physical Education Dress Code

PE clothing should be worn during gym class. Only athletic shoes may be worn on the gym floor. Students in grades 7-12 are required to bring a change of athletic shoes.

ATHLETIC PROGRAM

NCS maintains a sports program for middle school and senior high students in interscholastic competition with other private schools in the area. In order to play on a NCS team, a student must maintain an acceptable disciplinary and academic level (at least an “80” average). Any student not maintaining the required level will not be allowed to represent the school in organized sports such as basketball, baseball, softball, volleyball, soccer, cheerleading, etc. Special recognition is given at the end of the year to all those who participate in athletic activities.

The NCS Athletic Handbook will be provided to all athletes. Detailed guidelines, restrictions, and regulations for the NCS program are contained in the Athletic Handbook.

Sports physicals are mandatory. The medical forms must be turned in to the Athletic Director before tryouts begin.

GOAL OF ATHLETICS



Athletics can be a vital part of developing the “whole person.” It can help develop strong healthy bodies and develop the skills of the gifted as well as the average athlete. Athletics builds character, i.e., a lifestyle of discipline, cooperation, commitment, confidence, self-control, endurance, and a desire to honor God in all things. Through competition one can put winning and losing into proper perspective, yet challenge the athlete to always give his/her best effort-to reach his/her own potential. John Wooden, the great UCLA coach, never talked about winning. He stressed “playing hard,” and Vince Lombardi has been misquoted when he said “Winning is everything.” He actually said, “Winning isn’t everything, but trying to is.” Therefore, it is our purpose to provide athletic opportunities for our student/athletes through which they are able to develop their “whole person,” not only physically, but emotionally, mentally, socially, and spiritually. It is our desire that this growth be reflected on the field as well as in the home, at church, in the classroom, and in our community as these athletes continue their journeys through life.

AGE REQUIREMENTS

According to the North Carolina Independent Schools Athletic Association, if a student/athlete is 19 years of age on or before October 16 of the current school year, he/she is no longer eligible to participate in high school athletics.

Please note the following two rules:

- (1) Seventh graders are now eligible to play at the varsity level.
- (2) Boy’s teams are limited to boys only and girl's teams to girls only.

ATTENDANCE

Athletes are expected to be at all practices and games. If a player is consistently absent, he/she may be dismissed from the team.

Excused absences are the same as those of the school:

- 1) illness
- 2) medical appointments
- 3) death in the family
- 4) special family situations
- 5) special church activities

Prior personal notice to the coach is required or these become unexcused. Unexcused absences include any reason not mentioned above. If a player has earned post school or detention due to poor behavior, excessive tardiness, etc., an absence is unexcused.



CLASS AND SCHOOL

Students are expected to be at school and in class on time. If a player is not at school by 11:30 a.m. due to an unexpected tardy on game day, he/she cannot participate in that game. Athletes are also expected to be present and on time the day after games. Students are responsible for obtaining class assignments prior to leaving for a game. A game is no excuse for not doing class work. Plan ahead.

ATHLETIC EQUIPMENT

Each athlete is responsible for his/her equipment. Uniforms should be washed after each game in cold water and hung dry to avoid shrinkage. If any equipment is lost or damaged due to neglect, the player is expected to replace it. Uniforms should be turned in no later than one week after the last game of the season.

TRAVEL POLICY

Due to concern for liability and team unity, all athletes will ride the team bus or van to and from the game. The only exception is if a player rides with his/her parents, informing the coach before departure. A player may ride with another's parents if written permission is given by his/her parents to the coach before departure. Only players, coaches, and chaperones may ride the team bus. Walkman and radios are not allowed on trips. Athletes of different sexes are not allowed to sit together on the bus.

SPORTS PICTURES

Individual and team sports pictures are taken at the beginning of each season. Athletes may purchase these through the school office.

TWO SPORT PARTICIPATION

No student may participate in more than one sport at a time in a season. There is one exception: A student playing a team sport may participate in an individual sport in the same season (for instance, golf). The team sport however, would take priority concerning practices and games. Participation must be approved by the athletic director, the team sport coach, and the individual sport coach.

ATHLETIC FEES

An athletic fee of \$50.00 per sport per athlete is payable before the first game of each season. Payment of fees constitutes a commitment. Athletic fees are non-refundable after you commit to a team. A student who decides during mid-season that he or she does not want to participate in a sport will not be reinstated until tryouts the next year. If a student quits a team



during the season he/she will not be allowed in team pictures nor will he/she receive a pin for the sport. You must complete one sport to be eligible to receive an award at the athletic banquet.

An athletic transportation fee of \$25.00 per student per year is payable to the NCS Booster Club upon sign up.

LET THE COACHES COACH

Respect the coaches and their decisions. The coaches love your children. Their ultimate goal at NCS is to be a Christian influence in these precious lives, yet, they also want to teach good skills, have fun, and strive to win every time they play. They will be more successful and relaxed if you are supportive of them. More often than not, the attitude you have toward your child's coach will be the same attitude your child has toward him or her. Be positive.

BE A SPORT

Cheer good play by both teams. Our greatest method of Christian witness is how our opponents see us – players, coaches, and fans. Cheer for us and not against them.

WINNING IS MORE THAN POINTS SCORED

Giving 100% performance is more important than winning at all costs. Teamwork, self-esteem, and sportsmanship are payoffs of competition.

RESPONSIBILITY CAN BE FUN

Sports are a fun way to teach your child responsibility. Be sure your child is at practices and games on time.

PHILOSOPHY OF ATHLETICS

Norlina is committed to providing a program which strives to honor Christ and obey His commands. It is our purpose to develop student/athletes who will display discipline, cooperation, commitment, confidence, and self-control built through athletic competition. The athletic department strives to enhance each individual's development beyond physical ability by challenging the athlete to integrate these traits into his intellectual, social, and spiritual life.

With these goals, we hope to foster a unity between the department, the school, and the parents that will create a sense of pride in NCS athletics and for what it represents.

POLICY CONCERNING ATHLETIC CONDUCT



Student/Athletes should conduct themselves at all times in a manner that is representative of Norlina Christian School and our Lord Jesus Christ for whom the school stands. All students are expected to abide by the school and athletic pledges of conduct that each signs and commits to at the beginning of each season. The school code of conduct reads as follows:

“As a student of Norlina Christian School, I pledge that at school and away, I will be honest, courteous, and respectful toward authority. I will practice sexual abstinence. I agree that homosexuality is a sinful lifestyle. I will not use tobacco products, alcohol, drugs (except as prescribed by a physician), or abuse other similar substances. I will not cheat, swear, or use indecent language. I will dress and act in a decent and respectful manner. I realize that failure to uphold these standards, at school or away, may be grounds for expulsion. Additionally, I agree to support the decisions and policies of the teachers (and coaches) and school administration and will strive to speak positively about my school.”

Any student/athlete disciplined in other areas of school (such as in the classroom) is subject to suspension from the athletic program to be determined by the coach, athletic director, and administrative staff. Any situation not specified in current athletic policy will be handled in accordance with general school policy through the chain of command.

GOALS RELEVANT TO LEVEL OF COMPETITION

Middle School

The athletic program at this level will:

- Develop Christ-like character and behavior in each athlete.
- Emphasize correctly learning the fundamentals of the sport while gaining an enjoyment for the game through accomplishing these fundamentals successfully in competition.
- Develop and nurture the concept of team play.
- Develop an attitude of sportsmanship in each athlete.
- Teach the athlete the proper attitude toward winning and losing—“proud in defeat and humble in victory.”
- Develop in the athlete an attitude of respect for fellow competitors, fans, and officials.

Junior Varsity

The athletic program at this level will:

- Develop Christ-like character and behavior in each athlete.
- Continue to emphasize building on fundamentals of the sport and gaining a greater enjoyment and appreciation for the game.
- Build and concentrate on the concept of team play.
- Develop and build an attitude of sportsmanship in each athlete.
- Cultivate the proper attitude toward winning and losing.



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- Cultivate in the athlete an attitude of respect for fellow competitors, fans, and officials.

Varsity

The athletic program at this level will:

- Develop Christ-like character and behavior in each athlete.
- Emphasize building on the fundamentals of the sport with a greater emphasis is on team strategy and winning.
- Continue to develop an attitude of sportsmanship in each athlete.
- Cultivate and develop the proper attitude toward winning and losing.
- Cultivate and develop in the athlete an attitude of respect for fellow competitors, fans, and officials.

STANDARDS FOR ELIGIBILITY IN ATHLETICS

In order to be eligible a student/athlete must maintain a “C” average (80) The following process will be used to determine a student/athlete’s “Eligibility Status” throughout the school year:

Each student/athlete begins the new year as ELIGIBLE or WARNING.

At the end of each nine week period a student/athlete’s status will be one of the following:

- ELIGIBLE to participate with no restrictions
 - WARNING that grades must meet standards by the end of the next nine weeks or they will be declared ineligible.
 - INELIGIBLE to participate in athletics for the next nine-week period. Students cannot play, practice, travel, or sit on the bench during home games.
1. We will attempt to enlist or hire an academic advisor who will be responsible each day for athlete study halls, monitoring the progress of those in danger, and communicating with teachers.
 2. The athletic director, along with the coach, will check mid-quarters to monitor progress and insure proper communication between athletes, teachers, coaches, and parents.

ATHLETIC PARTICIPATION FORM

In order to participate in the athletic program at Norlina Christian School, every student must have completed an Athletic Participation Form (available from the Athletics Department and/or School Office). Page one of this form is to be filled out completely by the parents and then signed. Page two is to be completed and signed by a doctor who has conducted a recent physical examination on the student. No student may participate in any sport at NCS until a



physical examination has been conducted. The exam will be good for one year from the time it was performed.

ATHLETIC/FIELD TRIP RELEASE FORM

Every student who participates in the athletic program at Norlina Christian School must have completed and signed an Athletic/Field Trip Participation Release Form (available from the Athletic Department and/or the School Office). Accident insurance is provided by the school for all athletes. This insurance is secondary to other insurance the family might have. It is the primary insurance when no other insurance is available to the family.



MISCELLANEOUS INFORMATION (ALPHABETICAL)

After-School Supervision

Students must be under the supervision of an adult when at school.

Building and Grounds

All school property was provided through the sacrificial gifts and labor of many parents and friends, and belongs to the Lord. He gave it to us to use for Him. Realizing this, it is of utmost importance that we work together to keep the property in good condition. All students should observe the following rules:

1. Pick up trash and place it in trash cans.
2. Protect the shrubbery and lawn.
3. Help keep the property in good repair by never defacing or damaging it; report anything that is broken or lost.
4. Students are not to be in locker rooms or gymnasium without permission.
5. Students who willfully damage, deface, or destroy school property will face appropriate disciplinary action.

Communication with Students

Lunches, homework, books, and other items should be left with the office to be delivered to your child. If you need to send a message to your child during school, please call the office and a message will be delivered to your child. Except for emergencies we **DO NOT** call students to the phone. A message may be given to a student to call a parent during a convenient break (i.e., lunch).

Driving and Parking on Campus

Students with permission are to park in the student parking lot behind the school on Center Street. Students should observe all rules of safety and refrain from any reckless behavior with a motor vehicle. Driving behavior will be monitored daily.

Students that are observed driving recklessly will receive a written warning. At the second offense, parking privileges will be lost for one week. At the third offense, parking privileges will be lost for one month. At the fourth offense, parking privileges may be lost for the balance of the school year.



Students are not allowed to “hang around” the parking lot or to sit in vehicles before or after school and during lunch. Students will only be allowed to go to their car during the school day by special permission.

Extra-Curricular Activities

Along with academic excellence, NCS strives to provide additional activities for student growth and enrichment. Any student involved in such activities is expected to be an example of this school and more importantly of Jesus Christ.

Eligibility

1. Students wishing to participate in extra-curricular activities (athletic, clubs, student organizations, etc.) must maintain a minimum average of 80% preceding the activity. Fourth quarter grades from the previous year will determine the eligibility of students wishing to participate in fall sports. Students must maintain the same average while involved in the activity.
2. Any student who does not exhibit an attitude of support towards NCS may forfeit his or her chance of participating in such activities.
3. Student Government officers are required to maintain an 85% average.
4. Student wishing to hold a class office must maintain a 80% average.

Events

- ◆ Awards Day – a day set aside to honor the recipients of the various awards and honors accumulated during the year, usually held for all students except seniors on the last day of school.
- ◆ Band Concert – to provide an evening of entertainment by our band.
- ◆ Christmas Concert – to provide an evening of worship and entertainment by performing songs learned in music class. Usually done the first week of December.
- ◆ Christmas Program – to provide an evening of worship and entertainment.
- ◆ Elementary Science Fair – local event, allowing elementary students the opportunity to prepare a project.
- ◆ Graduation – to provide an uplifting, thoughtful, and encouraging ceremony for the graduating seniors as they move from NCS to serve elsewhere. Typically, included are prayers, singing, speaking, and the senior awards ceremony.
- ◆ Homecoming – includes Spirit Week, the selection of the Homecoming Court and the Homecoming Basketball game, usually in February.
- ◆ Junior-Senior Banquet – provides the Junior Class an opportunity to shine by planning and participating in a banquet to honor the seniors and send them off with a BANG!
- ◆ K-5 Graduation – a celebration of entrance into elementary school.
- ◆ Science Fair – to give public recognition to middle school students for their scientific work.
- ◆ Senior Teach-In – an exciting time for seniors to try their hand at teaching for a day.
- ◆ Senior Chapel – the last chapel of the school year is set aside for the Senior Class to lead in worship and say good-bye to the student body.
- ◆ Senior Trip – to allow seniors to have a week of social, spiritual, and emotional bonding with classmates and other Christians.
- ◆ Spiritual Emphasis Week – a dynamic week of worship and focus on a particular topic.



- ◆ Spirit Week – a week of fun activities and sometimes wacky dress designed to build school spirit and instill unity. Culminates in the year’s Homecoming games and activities.
- ◆ Spring Concert – to provide an evening of worship and entertainment.

Fire Drills

Fire drills are held periodically. When the signal is given, all class activities must cease and students must exit promptly. A fire drill chart is posted in each room. Observe the following rules:

1. Walk quickly in a single line, but do not run or push.
2. No talking in or out of the building. Listen for the teacher’s directions.
3. The last person out of the classroom should turn off the lights, close windows, and close the door.

Illness

If your child becomes ill or injured at school, you will be notified immediately. An emergency card is filled out by each parent naming your physician and an alternative adult to call should we be unable to reach you. Every effort will be made to reach parents/guardians of students who are ill or injured and in need of emergency care. You are asked to complete an emergency form, which will release the school of any legal responsibilities and, at the same time, give permission to us, in your absence, to obtain medical treatment for your child in case of an emergency. Students who leave school due to illness must be signed out in the office. A student, who has been ill at home, should not return until he/she **has been free of fever for 24 hours.**

Immunization and Records

It is required by law that we have a record of immunizations for each child. These immunizations should be taken care of through your physician or the local health department. No child will be admitted to class until the school receives a complete record of immunizations. These records are typically included in the records for transfer students.

The State of North Carolina requires the following immunizations:

- ◆ 5 DPT (if the fourth dose was administered on or after the fourth birthday, the fifth dose not required.)
- ◆ 4 Polio
- ◆ 2 MMR
- ◆ 4 Hib (persons born before October 1, 1988 are not required to be vaccinated against Hib)
- ◆ 3 Hepatitis B (persons born before July 1, 1994 are not required to receive the Hepatitis B vaccine.)

The dates (month, day, and year) are now required by the state with the last DPT and Polio on or after the fourth birthday



Lockers

Each student is assigned a locker. Each student is responsible for keeping his/her assigned locker clean and neat, inside and out. Any locker malfunction should be reported to the school office. Students should not keep money or other valuables in their lockers. Students are not allowed to change or share lockers. School personnel will conduct periodic inspections of all lockers. *Students are not allowed to go to their lockers for forgotten books during class.*

Loitering

Loitering, during and after school hours, anywhere on campus is not allowed. Ball fields, parking lot, and any inside area not supervised by an adult are off-limits. Special permission forms may be obtained for a student waiting for a sibling involved in an after school event.

Lunch Program

For lunch each day, students have several options: They may bring their lunch from home, or choose to purchase sandwiches from a menu with a variety of choices. The third option is to order commercially prepared food on select days. A number of items are offered daily. There are also drink and snack machines available. Each morning in homeroom, all students wanting to purchase their lunch through one of the options will fill out a lunch form indicating their choices and turn the form in with their money.

Late arrival to school will result in an alteration of your options.

Matthew 18 Principles

Students at NCS should strive to implement discipline by the Matthew 18 principle, which states:

- If another believer offends you, go and tell him his offense privately. Don't share it with others. (Matthew 18:15)
- If he will not heed, take one or two persons with you to establish every word before witnesses. (Matthew 18:16)
- If he refuses to make amends, explain the situation to the person who is in authority over you. (Matthew 18:17a)
- If his restitution is not forthcoming, the necessary disciplinary action will be taken in accordance with established disciplinary policies. (Matthew 18:17b)

Students are encouraged to consider the offenses of fellow students as indicated above. Since students are under the authority of their parents, the parents will be notified whenever a staff member becomes aware of a student offense.



Music/Media

Philosophy, tastes, and personal convictions concerning music vary greatly among Christians. NCS encourages a conservative view of music endeavoring to maintain a standard conducive to a healthy Christian atmosphere on campus.

Tape players, walkman style devices, and radios are not to be brought to school or to any school activity. Such devices and/or any material brought on campus will be turned in to the principal. Items will not be returned before the end of the school year unless a parent conference is arranged. Special permission may be given to students with regard to electronic items and media for special and specific school activities. All media must meet Christian Standards and be rated G or PG.

Parent/Teacher Organization

Participation in your child's school life at NCS is a key ingredient for a successful educational experience. Our parent-teacher-association is the Norlina Parent Teacher Organization (NPTO) and consists of parents, teachers and school staff who desire to work for excellence through service to our school. It provides parents with opportunities to become involved in important projects and activities.

The objectives of the NPTO are:

- ◆ To provide a forum for NCS parents and teachers to meet together to promote better communication and to share in Christian fellowship;
- ◆ To provide ongoing education for parents and others as to the philosophy, ideals, and goals of Christian education;
- ◆ To coordinate school fund-raisers which provide revenues for otherwise unbudgeted items or services for the academic and athletic programs;
- ◆ To provide an opportunity for students to perform and otherwise demonstrate special skills learned during the year; and
- ◆ To stimulate participation, attendance, and excellence in our athletic program.

Participation in and Attendance at School Activities

A student must report to school on time in order to participate in extra-curricular activities: athletic practices, games, banquets, programs, or other such activities. Dental/doctor appointments are exceptions. The administration will make the decision when questions arise. Students who leave school due to illness may not participate in after-school activities that day. While attending athletic contests:

- ◆ There is to be no complaining over the decision of the officials.
- ◆ Students are to conduct themselves as representatives of Jesus Christ and model citizens of NCS.

Those who violate these rules are subject to disciplinary action.



Pledges

Pledge to the Bible

"I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God."

Pledge to the 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."

Pledge to the American Flag

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nations, under God, indivisible, with liberty and justice for all."

School Trips

The same standards of conduct and dress required of students at school are also required of students on school-sponsored activities. However, the required dress for special events will be announced prior to the date of the event.

School Trip Chaperones and Transportation

When a school vehicle is used to transport a mixed group of students to an activity, there must be one adult chaperone aboard plus the driver. The teacher will be the person in charge of these affairs. Transportation will be via school bus, chartered bus, or private automobiles with properly licensed and insured drivers.

Special Academic Programs Outside NCS

- ◆ TIP – (formerly MAP) Duke University's Talent Identification Program take the achievement test scores of rising 7th grade students and gives them the opportunity to identify themselves as scholars by taking the SAT.
- ◆ ACT – awards are given at special ceremonies, and these students become eligible to participate in special summer classes.
- ◆ Summer Ventures – this North Carolina program selects qualified 10th and 11th grade students for intensive 5-week summer programs of NC campuses. The areas of study include science and math.
- ◆ Governor's School – this North Carolina program selects qualified 10th and 11th grade students for an intensive 6-week summer program at two NC College locations. Fine arts are a primary focus, with study in philosophy included.



Student Government

- ◆ Class Officers – members of each grade from 6th through 12th who are elected by other members of the class to represent them. The objectives of the program are to allow the students to choose leaders for their grade and to allow participants to be involved in leadership opportunities. Offices include President, Vice President, Secretary, and Treasurer. Students must have at least a “B” average and have attended NCS one entire semester.
- ◆ Student Council – made up of the President and Vice President from each class. Meets monthly to discuss issues relevant to the student body, search for ways to improve the spiritual, social, and academic aspects of the school, and to plan and implement student activities.
- ◆ Class Chaplain – a class officer selected by the homeroom teacher and class officers of each grade 6th through 12th to be the spiritual leader for his or her class.
- ◆ SADD – Students Against Drunk Driving
- ◆ National Beta Club – a service organization whose members participate in a variety of activities to benefit the academy and the community. Operates the “school store” and other fundraisers. Membership recognizes those high school students who maintain high academic standards and demonstrate qualities of Christian character, leadership, and service.
- ◆ Junior Beta Club – same criteria as National Beta Club for 5th through 8th grade students.

Textbook Selection

It is the policy of NCS to hold all curriculum materials against the Bible, the Word of God, for measurement. Historical facts are reported as such, and all opinion/interpretation/editorializing must stand the scrutiny of God and His Word. All teachers realize that there is no infallible curriculum material, and as such, they must use discretion at all times in the utilization of such material. It has never been the practice of NCS to support or perpetuate any principles not set forth in the Bible. Therefore, information and principles in compliance with the Bible are taught, and such things, which conflict with Scripture, are challenged and designated as error.

Timely Arrival and Departure

Students on campus must be supervised at all times. Students may be dropped off on campus at 7:30 a.m. Teachers will be on duty at this time. The school is not responsible for students on campus prior to 7:30 a.m. Student, who must remain on campus after 3:15 p.m., must be supervised. If they are not involved in school-sponsored/supervised activities, they must be picked up.

Transportation Codes of Conduct

The following rules will be observed on the bus:



1. There will be no food or drink allowed on the bus or van.
2. Talking should be in a quiet tone. Personal radios, tape players, and televisions will only be permitted pursuant to NCS standards of use.
3. The windows are to be kept closed unless the driver grants permission to open them.
4. The emergency door is to be used only in case of emergency.
5. Those riding the bus are to pick up any litter on the bus upon arrival at school.
6. All NCS rules are to be observed at all times while students are on the bus.
7. Students are to remain in their seats and not move around on the bus. Nothing is to be thrown on the bus or out of the bus windows.

High School students who complete the *Permission to Drive form* may drive their own cars or motorcycles onto the campus as long as they drive safely and courteously. Upon arrival, students leave their vehicles promptly and do not return to them until school is dismissed. Failure to follow speed limits or other safe driving practices may result in a student losing his driving privilege at school.

For the sake of a legal clarification, as well as allowing our school to be more effective in its service to others, we are asking that each family involved sign a written authorization giving students permission to ride with other students or parents:

Example 1

Those parents who are car pooling should have the names of all of the students who will be riding with them throughout the year, and each parent who takes a turn driving must be given permission from the cooperating parents to take those students.

Example 2

Student drivers must have written permission from the parents of the students that they are transporting. This may take a little more time to monitor, but in the long run, it is necessary.

Visits on Campus

All parents and student visitors are welcome but are asked to register with the School Office upon arrival.

Guests should show respect for our school by complying with NCS dress code. All guests are asked to refrain from smoking while on campus.

Classroom Visits

All parents are more than welcome to visit during the school day. It is strongly requested, however, that you not visit the school unless you have specific school business or an appointment with a teacher. This will help our school run more effectively with a minimum of unnecessary interruptions. Under no circumstances



should a parent just pop in on a teacher without an appointment. Appointments with the teachers may be scheduled through the office.

Should you need to make an appointment with the teacher, please call the office or send a note to that teacher as to the time you prefer. The teacher will verify that appointment and if a conflict should arise, he/she will be more than happy to work with you. Any written correspondence with a teacher should be sealed in an envelope.

Weather (Inclement)

Decisions concerning the closing of school, due to inclement weather or other emergency situations, will be made by the Administrator, or designee, and will be announced through the following means:

Radio station WIZS (Henderson) 1450 AM
Radio station WYFL (Henderson) 92.5 FM
Radio station South Hill Radio 101.9
TV station WRAL CHANNEL 5
TV station..... WNCN NBC 17
TV station..... NEWS 14 CAROLINA
TV station..... CHANNEL 11 ABC

***** PLEASE CHECK THE SCHOOL WEBSITE AT www.norlinachristianschool.org
FOR THE LATEST UPDATES**

Please do not call teachers or administration for information.

Information concerning unscheduled early dismissals will be announced through the same means stated above.

Work Study

Students are required to attend school for the first four periods. After 4th period, seniors, in good academic standing, may be considered for early dismissal to work off campus. To be considered for early release to work, the following stipulations must be met:

- ◆ The student must be employed.
- ◆ The student must maintain an overall average of 80% and cannot be failing any class.
- ◆ The employer must require the student to be at work by 3:30 p.m. daily.
- ◆ Employers must submit a review of student employee performance at regular school progress report intervals (3,6 and 9 weeks and final grading periods)
- ◆ The student must secure written parental and administrative approval for the early dismissal.
- ◆ If employment conditions change, so that the student no longer needs early release, the office should be notified and the student must return to the regular school schedule.



ARE YOU SAVED?

Your joy or your sorrow for all eternity will depend upon it. Above every thing else, you need salvation. Consider this:

You are a sinner. You must realize that you were born with a sinful heart and are prone to wrongdoing even though you try very hard to do right. You bear in your heart the guilt resulting from sin and the conviction or need to be saved.

“Wherefore, as by one man (Adam) sin entered into the world (resulting from disobedience), and death by sin (its punishment), and so death passed upon all men for all have sinned. There is none righteous, no not one. For all have sinned and come short of the glory of God.” (Rom. 5:12, 3:10, 23)

Sin must be punished. This is God’s rule. Punishment is separation from God in Hell forever.

“Sin, when it is finished, bringeth forth death. For the wages of sin is death. Be sure your sin will find you out.” (James 1:15; Rom. 6:23; Num. 32:23)

Jesus died in your place. God never meant for you to suffer Hell. So He gave all He had, His only begotten Son, Jesus Christ, who, being your substitute, took the punishment you deserved. He died on the cross to pay the penalty for your sin. When He rose from the dead, He proved He was the Son of God with power to save.

“God hath made Him (Jesus), who knew no sin, to be sin for us; that we might be made the righteousness of God in Him; who His own self bore our sins in His own body on the tree. For without shedding blood is no remission.” (II Cor. 5:21; I Pet. 2:24; Heb. 9:22)

Take Him as your personal Savior and be born again. A cure for cancer is no good to you unless you take it. Head knowledge of these facts will not save you. Faith means action. Pray and trust God.

“God be merciful to me a sinner.” (Luke 18:13)

O, God, I am a sinner and I am sorry. I believe Jesus died for my sins and God raised Him from the dead. Come into my heart, Lord Jesus, and wash away All my sin. Thank you, dear Lord, for saving me just now. I trust you to keep me and I commit my life into your hands. Amen.

Norlina Christian School reserves the right to add to or amend the rules and guidelines contained in the “Parent/Student Handbook” anytime the administration deems it necessary. Parents and students will be notified of any additions and/or amendments when they occur. Any additions and/or amendments will be incorporated into the “Parent/Student Handbook” at the next printing.



