

**2018-  
2019**

**newcity**  
christian school

# **Parent-Student Handbook**

**Main Office: 828-252-8173**

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**FROM THE PRINCIPAL:**

Dear Parents and Students of New City Christian School:

Welcome to the start of a great year! As Principal at New City Christian School, I hope this brief welcome finds you well. Our 2018-2019 NCCS Parent-Student Handbook was written as a guide for our daily interactions between our students, parents, teachers and staff, in hopes of answering questions and alleviating any potential misunderstanding about policies and procedures. The handbook does not have all of the answers to any question that may arise during the year, but it does provide families with a foundation for understanding the community expectations at our school. I want to encourage you to thoroughly familiarize yourselves with the contents of the handbook. Please help your child understand the contents as well. New City is committed to adhering to Scriptural principles, academic rigor and character development. We pray that as we work together toward the common goal of educating our students, they will emerge from this educational process with the knowledge, confidence and hope every child deserves.

Sincerely,

Matthew W. Fuller  
Principal  
New City Christian School

**I. SCHOOL INFORMATION**

**Main Campus:**  
**216 Shelburne Rd.**  
**Asheville, NC 28806**

**Mailing Address:**  
**P.O. Box 6412**  
**Asheville, NC 28816**

**Main Office: 828-252-8173**

**School Hours of Operation: Monday-Friday, 7:30 a.m. to 4:00 p.m.**

**FACULTY AND STAFF: 2018 - 2019**

Mr. Matthew Fuller-----	Principal
Mrs. Kim Graham-----	Administrative Assistant
Mr. Terry Wilken-----	Executive Director
Ms. Ashley Bond-----	Operations & Development
Ms. Barbara Smith-----	Kindergarten
Mrs. Amanda Pinter-----	First Grade
Mrs. Marianna Loftis-----	Second Grade
Mrs. Tonya Johnson-----	Third Grade
Mr. Daniel Jagoda-----	Fourth Grade
Mr. Andy Buckwalter-----	Fifth Grade
Mrs. Portia White-----	Academic Coordinator
Mr. Gerard Freeman-----	Music

**BOARD OF DIRECTORS 2018-19**

Cathy Heck, Board Chair	Coral Jeffries, Founder
Rev. John W. Brewster	Ingrid Freeman
Edward Cocciadiferro	Kathey Avery
Mary Dorris	Robyn Hester
Veechwin Li	Mary Sczudlo
Carol Mills	

**OUR VISION**

New City Christian School provides an education that is Christ-centered and academically rigorous. New City Christian School seeks to instill in our students a lifelong joy of learning and to equip them with the knowledge, skills, and values necessary to become leaders who serve others in light of Christ and His truth.

## OUR MISSION

New City Christian School serves kindergarten through 8<sup>th</sup> grade\* students from various racial, cultural, and economic backgrounds. New City equips students with the knowledge, confidence, and hope to fulfill God's purposes in their lives and community. We accomplish this goal by providing a strong foundation in academic, spiritual, and relational growth. Ultimately with our families, students and New City Christian School initiatives, we hope to reduce the educational gap and cultural divisions within the greater Asheville community.

\*It is the stated goal of the New City Board of Directors that the school eventually grow through the 8<sup>th</sup> grade

## OUR GOALS

One of our main goals in our classrooms is to promote a spirit of team and unity. We seek to create an environment of encouragement and high expectations that our students are excited to be a part of.

Our classes provide a rigorous academic program which incorporate the three "R's" (reading, writing, and arithmetic) and a hands-on understanding of the sciences, world history/geography, and the arts through a biblical worldview. Your child will be individually challenged to strive and achieve his/her best academically, physically, socially and spiritually.

## STUDENT OUTCOMES

As we strive to attain this vision, we believe it is important that New City Christian School programs, strategies, and methodologies are within the context of biblical principles. We desire to produce students who are:

- well prepared in all academic areas
- skilled in reading, writing, speaking, listening and thinking
- proficient in mathematics and reading
- growing in their knowledge and understanding of people, events and movements in history
- aware and appreciative of various cultures (other peoples and places), helping to dispel prejudice
- appreciative of literature and the arts, discerning how expressions of culture shape beliefs and values
- committed to lifelong learning
- skilled in asking questions, solving problems, and making wise decisions
- alert to the worth of every human being as created in the image of God
- perceptive about how to apply God's Word in daily life
- able to understand the nature of God, and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
- learning to practice justice, mercy, and peacemaking in family and society
- appreciative of the natural environment and responsibility for God's creation
- good stewards of their finances, time, and all other resources

## STATEMENT OF FAITH--WHAT WE BELIEVE

*The Bible alone is the Word of God, and is therefore perfectly true and completely authoritative in every way. There is only one God, who has always existed, and He is three persons: the Father, the Son, and the Holy Spirit, who are all fully God. God the Son is the Lord Jesus Christ, who was by miracle born to a virgin. Jesus himself performed miracles as He lived a perfectly sinless life, and obeyed His heavenly Father in everything. He suffered and died as a substitute for sinners, and was resurrected from the dead. He went up into heaven, where he sits at the right hand of His heavenly Father, until He returns in power and glory at the last day. On the last day every person who has ever lived and died will be resurrected, and will be either eternally saved or eternally punished. Sinners are saved from the eternal punishment their sins deserve only by trusting Jesus. Sinners are powerless to believe in Jesus unless the Holy Spirit changes them and gives them faith. Salvation is an undeserved gift that does not depend on what sinners do, but depends completely on what God does. Saving faith changes the way people live, and the Holy Spirit keeps working in believers to make them live more and more in line with what God has revealed in His Word, the Bible. Everyone who is united to Jesus by faith is united to each other as a part of His body, the church.*

## PHILOSOPHY OF EDUCATION

1. Parents have a God-given responsibility for the education of their children and therefore parents are expected to take an active role in the educational process.
2. Teachers and staff who stand in the place of the parents during the school hours should genuinely model the Christian world and life view with love and grace.
3. Since God's truth is revealed in the Bible as well as in all creation, the Christian worldview approach integrates the truth of scripture with learning in all subject matter.
4. We aspire towards academic excellence and conduct that is honoring to God in an attempt to love the Lord our God with all our hearts, souls and minds.
5. Academic and character development should promote principled reasoning, a love of learning that brings glory to God, and an attitude of servant-leadership to become all that God calls us to be.
6. Prayer is essential to this Christian institution and we solicit the prayers of all who are involved with this mission so that the unity of the Spirit and the peace of the Lord will be manifested in all our activities.

## II. DISCIPLINE POLICY

### GOALS

The ultimate goal of our discipline system is to train students in character and behavior consistent with what the Bible describes as Christ-like behavior in passages such as I Corinthians 13:4-7, Matthew 5:3-16, and Galatians 5:22-23. We have a particular focus on the following 12 traits which form the foundation of our behavioral expectation:

Loving, caring, and attentive to the needs of others

Joyful

Peace-loving and peace-making

Patient with self and others

Kind and good

Persevering and diligent

Faithful

Humble and respectful

Self-controlled

Grateful

Hopeful

Truthful and trustworthy

### PRACTICES

Our practices at New City are focused on helping students view their behavior choices in light of impact on relationships rather than simply being “good” or “bad.” We want students to understand that how they act affects others, both positively and negatively, and they are responsible for continuing to grow in their ability to recognize and turn away from behavior which makes relationships more difficult. It is the goal that any disciplinary action conclude with clear and positive expectations, repentance, forgiveness, and restoration of relationship.

At New City we are committed to the Biblical principle that the family is the primary authority in a child’s life. Parents/guardians will be made aware of ongoing concerns as well as significant disciplinary actions taken. The school does not ever replace the parent, but does stand in their place of authority during the school day. It is expected that misbehavior at school will be followed up with further discussion and possible consequences at home as well, so that the school/home partnership is clear to the student. Parents are invited to more fully discuss disciplinary matters with the Principal and/or their child’s teacher. Please note that teachers and the Principal will require you to make an appointment for a discussion of this type.

At each grade level, the classroom teacher is the primary source of day-to-day discipline and instruction. New City does not include corporal punishment as a means of discipline. When issues arise, consequences may be assigned by the teacher in response to a particular offense.

Most often this will take the form of loss of privileges or reflective writing. There may be occasions where parents are called, notified of an incident, and asked to speak with their child. Correction will be done in a manner which is respectful and contributes to helping the student grow in personal responsibility.

It is imperative that New City offer a safe, orderly, and respectful environment in which learning can take place. Each student pledges in our school covenant to ***think, work, and behave in a way that reflects well on self, family, and New City, and to always show respect to adults in authority at New City and to teammates.*** In the event that a student continues to be disruptive to the learning environment; is disrespectful or unresponsive to someone in authority; engages in behavior which could cause harm or threatens harm to self or others; or demonstrates any other behavior which is deemed to be outside of this covenant promise, an office referral may be made, and one of the following actions may be taken according to the discretion of the principal:

- **Discussion** of the situation, between student and Principal; return to classroom.
- **Dismissal to home for the remainder of the day** so that the student and parent may reflect on how the student's conduct is impacting self and others. Prior to the student's return to class, a conference with the Principal will be required, so that expectations are clear.
- **Extended home stay/Required absence from the classroom:** In the case of extreme misconduct or classroom disruption, a student may be required to be absent from the classroom for a period of time set by the Principal. Return to the classroom would require a conference with the Principal and a written plan of action will be created, read through and signed during this conference.
- **On-campus evaluation period:** A student may be required to enter into a set period of close monitoring by a team of New City staff members. The goal of this evaluation period is to work closely with a student and family to address issues of conduct, attitude, or effort, to revisit the level of adherence to the Covenant promises by all parties, and to create a set of measurable goals toward which the student will be expected to progress. At the end of the evaluation period, progress will be reviewed. If there has been significant improvement, the evaluation period will be ended. If the issues persist, the team may extend the period of evaluation, or may recommend that the family withdraw the student in order that the student may be better served elsewhere.
- **Required withdrawal:** Severe student misconduct of any type which impedes the ability of New City Christian School to carry out its mission may result in the required withdrawal of a student. New City Christian School also reserves the right to dismiss a student if the conduct of parents or guardians demonstrates an unwillingness to abide by the Covenants and stated policies of New City, or if such conduct actively promotes dissension, disrespect, or disruption within and among the New City community.

## LIMITATIONS

In some instances, a family may be asked to pursue diagnostic evaluation or testing by a licensed professional as a condition for return to the classroom. Due to our small size we are unable to offer behavioral intervention or counseling sessions, and some students may require a greater level of service than New City is able to accommodate. If it becomes clear that a student has special needs or significant behavioral issues that exceed the ability of the school staff to adequately address and meet, we will re-evaluate our ability to serve your child effectively. If it is determined that New City does not have the resources in place to serve your child well, we will help you transfer your child to a school that is better equipped to address those identified needs. If a parent is unwilling to act on the school's recommendation for testing or evaluation, or unwilling to follow through with the recommended plan of action, and if an alternate plan cannot be agreed upon, the parent will be required to withdraw the student.

#### IV. STUDENT HEALTH

NCCS strives to provide education in a safe and healthy environment. **All students are required to have a completed and up to date Certificate of Immunization, a doctor's physical and emergency contact form on file prior to the first day of school.** These forms must be updated each year. It is important that we have medical/contact information on file in case of an emergency. NCCS will not distribute any medication (including Tylenol or other pain relievers) to a student without authorization of the student's parent or guardian. The school will administer any basic first aid for students according to its blood borne pathogens policy.

We realize that some children may need to have medication administered at school. In order to do this, we must have a form signed by a healthcare provider (doctor, nurse practitioner, physician's assistant) that tells the name of the medication, the dosage and the frequency with which it must be given (detailed, specific instructions). We can not administer any IV or intramuscular medications.

You can obtain a **Medication Administration Form** and/or a **Medical History Form** from the Main Office. **It is your responsibility to inform us of any change in your child's condition—such as a worsening of asthma, restrictions on activity, a new allergy, or a change in medication.** Please bring any important medical changes to the office in written form. In addition, please talk directly to your child's teacher as well as to the Principal so that we are well-informed of your child's needs (you may need to make appointments with the teacher and Principal so that they have time to ask questions and understand your child's health issues without being rushed).

#### **ILLNESS GUIDELINES**

Most parents are quick to realize if their children are really sick, but there are some grey areas. On page 11 you find a quick reference guide to aid in last minute judgment calls. Please be conscientious about having a healthy program for all the children. We have children with asthma who may miss several days from school if they are infected by another child. ***If your child is in the contagious stage of an illness, please keep him/her home and we'll work with him/her in whatever way is needed to catch up with his/her school work.*** We will provide you with work that the child can do at home which you will be able to pick up from the teacher.

Symptoms	Recommendation
Coughing and nasal discharge	If discharge is clear, child is safe. However, children with continual running (i.e. wiping needed every 10-15 min.) can be very demanding for teachers/workers. Use discretion.
Fever	A child must be free of fever for 24 hours to be considered free of infection.
Sore Throat	Unless accompanied by other symptoms (such as fever), consider safe and simply judge by how child feels.
Ear Infections	Not considered infectious in itself, but the cold that set it up is, so go by those symptoms.
Eye Discharge	If discharge is wiped away and new discharge returns, there is probably an underlying infection, which should be considered contagious.
Antibiotic	Child is no longer contagious after 24 hours on antibiotics and is fever free.
Diarrhea	More than two abnormally loose stools in a single day should be considered infectious and given a 24 hour waiting period.
Vomiting	<p>If a child vomits 2 or more times in a 24 hour period, they must be kept home. Please do <u>not</u> bring your child to school if they have vomited during the night.</p> <p>If a child vomits 2 or more times <b>at school</b>, parents will be called to pick up their child. This principle also holds if a child vomits once <b>and</b> exhibits any other symptoms (fever, lethargy, etc.)</p>

*\*\*\*Please understand that the health of students and faculty is put at risk when a student comes to school with an illness. We ask that you are considerate of others when it comes to students coming to school with an illness. New City strives to keep illnesses to a minimum in a classroom.\*\*\**

**\*\*\*ASBESTOS NOTIFICATION (required by law)\*\*\***

TO: All Parents and Staff of New City Christian School

FROM: Coral Jeffries, Founder and Asbestos Coordinator

RE: Notification of Asbestos Inspections

In the fall of 2012, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), we had our school building inspected to identify any asbestos-containing building materials. The inspection findings and resulting asbestos Management Plans have been approved by the State of North Carolina and are on file in the school administrative office.

The EPA requires us to perform Periodic Surveillances of the asbestos materials every 6 months. This will be performed in March and again in October of each calendar year.

Every three years the EPA requires us to have the asbestos materials re-inspected by an accredited Asbestos Inspector or Management Planner. The Management Planner then reviews the results of the re-inspection and recommends actions we should take to safely manage each of the identified asbestos materials in our buildings.

There are small amounts of asbestos in the area of Trinity Baptist Church used by the school. The ACM (Asbestos Containing Material) is in good condition and does not pose a threat to health and the human environment as long as it is not disturbed. The operations and Management Plan provided by the certified Management Planner details the management of the ACM in its current locations.

The results of the Periodic Surveillance and Re-inspections will be on file in the Management Plan Notebook in the School's administrative area. Everyone is welcome to view those anytime during normal school hours. The AHERA designee, Coral Jeffries, is available to answer any questions you may have about asbestos in the space at Trinity Baptist Church.

Sincerely,  
Coral Jeffries, LEA Designee

## **V. STUDENT POLICIES**

### **GRADING POLICY**

Grades are considered a reflection of student achievement, but may at times differ from the student's actual ability or potential. Description of the type of work associated with each letter:

GRADE "A" Indicates quality work, which is outstandingly superior to that of other grade can be found below. Those who receive the "A" grade not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

GRADE "B" Indicates high quality work and mastery of the subject. This grade reflects above-average achievement and some ability to analyze and apply principles. The "B" grade is considered a recommending grade fro college preparatory high schools.

GRADE "C" Indicates that the work of a student has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has not, however, gone beyond the expected assignments but has done the minimum amount required.

GRADE "D" Indicates below average accomplishments and/ or grasp of the subject. A student who earns a "D" grade has done only the minimum amount, has been somewhat negligent in turning in assignments, and /or has not done well in examinations and quizzes.

GRADE "F" Indicates that the quality and/or quantity of work are so far below what is students. Those who receive the "A" grade not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

## ACADEMIC PROBATION

Any student (**3rd-5th grade**) who has two or more “Ds” or one “F” in core or enrichment subjects at the end of each quarter will be placed on academic probation for the following quarter. As previously stated: a grade of an “F” indicates that the quality and/or quantity of work is so far below what is expected of the class that it cannot be considered adequate for the granting of credit.

The requisites and guidelines of Academic Probation are as follows:

- 1) Any student who receives 2 “Ds” or 1 “F” will automatically be placed on Academic Probation.
- 2) At the end of each quarter, New City’s Academic Grading Policy Committee will review the grades and status of every student on probation.
- 3) Student must make a C average or higher in order to be removed from Academic Probation.
- 4) Student must be present in every tutorial unless excused by teacher or designee.

If at any time it becomes clear that the child may have learning disabilities or learning challenges that exceed the ability of the school staff to adequately address and meet, diagnostic testing may be required in order to determine if New City has the resources in place to effectively serve the child. If it is determined that the student’s needs exceed the ability of the school staff to address and meet, we will work with the parents/guardians to transfer the child to a school better equipped to address those identified needs.

## ABSENCES AND TARDIES

NCCS values academic excellence and we believe that good student attendance correlates to outstanding student achievement. A school that has strong emphasis on outstanding student attendance has laid one of the integral foundations to enhancement of student success.

- Parents should call the school at 828-252-8173 by 8 AM on the day your child will be absent from school. A note explaining the reason(s) for any absence must be sent with your child upon his/her return to school.
- **Any student arriving after 8:00AM will be considered tardy.** Class begins promptly at 8AM. Any student arrivals after 11:00AM or dismissals before 11:30AM will be considered ½ day absences.
- Please note: excessive absences are possible grounds for reporting to the Department of Social Services, as required by NC State Law.

### *Planned Absences: Full/Partial Day*

1. Prior to the day missed, a note from the parent/guardian must go to the office stating the reason for missing school. This will be signed by the Principal and kept on file.
2. Students will be required to make up any missed classroom work and tests.

### *Unplanned Absences: Full/Partial Day*

1. Parent must call the school in the morning between 7:30AM and 8:00AM to let the office know why the student is absent. This allows for the teachers to plan accordingly.
2. All signed notes from parents and/or guardians will be kept on file.

**Tardiness:** We firmly believe that arriving on time begins the day and sets the learning expectation for our students and is essential for students in preparing for a good learning experience. It also reinforces the value of school to your child. Tardiness has a negative impact on the community as it causes interruptions and distractions for other students.

**Definition:** A student is considered tardy if he/she is not in the classroom ready to begin class promptly at 8:00AM. **Students arriving after 8:00AM must be signed in by a parent in the front office. NO EXCEPTIONS.**

**Consequences:** We understand that sometimes tardies and absences are unavoidable. However, we must have cooperation regarding our policy. The consequences are as follows:

- 3 tardies = 1 absence
- Students missing 5 days or more within a quarter will receive a letter of warning from the Principal's office. Letters will be placed in the student's permanent file.
- **Students missing 20 days or more during the entire year, may be asked not to return to NCCS the following year. All decisions regarding continued enrollment as a result of school attendance shall be at the sole discretion of the NCCS administration.**

***Children are expected to be in class every day unless they are sick or there is a family emergency. Try to schedule appointments (haircuts, dentist, etc.) after school hours if possible.*** Parents, please be mindful of testing dates, field trips, etc. when scheduling planned absences. **Children who miss more than fourteen (14) days out of the year and have fallen behind will likely need to repeat that grade.**

#### EARLY PICK UP POLICY

Students needing to be released from school early, must have a note from a parent/guardian prior to the early pick up day when possible or a phone call in advance (call 828-252-8173). The student must be signed out in the Main Office.

**If for any reason your child is to be picked up by someone other than you (parent) or guardian we must have written permission from a parent/guardian. Parents may sign a form giving information for all adults approved for pick up at the beginning of the school year.**

#### VISITORS

All doors will be locked to the outside during the school day. No visitors will be allowed on school premises or designated school areas without **prior** permission from Principal or an administrator. In the event that it is necessary to contact a NCCS staff member or the Principal during the hours of 8:00am – 4:00pm please call the school at 828-252-8173. If someone is unavailable to take the call, please leave a voicemail. Messages will be checked regularly.

### CELL PHONE USAGE BY STUDENTS

Student use of cell phones is not allowed at any time during the school day for calls, texts, photos, or any other purpose. Students may use the office phone for emergencies or urgent communication, with permission from their teacher or an administrator. Students bringing phones to school are requested to keep them in their backpacks. If a student phone is brought out during the school day, the teacher will require the student to give the phone to the teacher for the remainder of the school day.

### STEWARDSHIP OF CHURCH PROPERTY

Trinity Baptist Church has been very generous to make space available on their campus for New City Christian School. In response, we want to be good stewards of the spaces they are willing to share with the school. We expect all of our students to demonstrate care and respect for both church and school property and to refrain from actions which may cause damage of any kind, or contribute to a need for extra work for the facilities management team either inside or outside of the buildings.

### SCHOOL HOURS

School begins promptly at 8:00 am. Student drop off will begin at 7:15am. Parents may not drop their children prior to 7:15 unless a prior arrangement has been made with the Principal. Afternoon pick up will begin at 3:00 pm and end at 3:20 pm. *Please call the school immediately if you recognize that you will be unable to pick up your child by 3:20 pm.*

### CAR LINE PROCEDURES

It is important that our pickup and drop off line flow in a timely manner. In the morning and afternoon, all students should be dropped off and picked up in the main breezeway. ***It is important to follow this procedure for drop-off and pick-up for the safety of our children. If you need to speak with a faculty member, please leave the car line and park your car.***

## INCLEMENT WEATHER POLICY

Being a private school, we do not always follow the city or county inclement weather schedule. Inclement weather make-up days will be scheduled by the NCCS administration and communicated once they have been decided.

**As always, please use your own judgment about whether it is safe to transport your child to school. We will not count any student as tardy or absent as long as you let us know that your roads were not passable. If roads are impassable or dangerous, please do not try to drive to the school.**

### ***\*\*Closings or Delays\*\****

Please listen to **WLOS (Channel 13)** or check the **WLOS** website for school closings or delays for New City. You can also sign up through **WLOS** to have your phone texted with closings. You may also receive information via our automated voice broadcast system.

### ***\*\*Early Closing Due to Weather\*\****

**If school is in session and the weather causes a need to close school early, please listen for the announcement to the above-named TV station. We will also initiate a broadcast call to announce the early closing.** In the event of early dismissal due to weather, parents are expected to pick up children at school.

## FIELD TRIPS

As a school we are committed to providing many educational field trips that will enhance your child's education and view of the world. These field trips are treated as a vital part of the curriculum. Parents are often welcomed and encouraged to be a part of these experiences. However, there are instances where trips may be restricted to staff and students. Due to liability and insurance issues, the school may need to restrict you to providing transportation to your child only. **All field trip drivers must fill out the necessary forms and must have a copy of valid driver's license and insurance information on file with the office.** There may be rare occasions when a student is not permitted to go on a field trip due to behavioral concerns.

## HOMework POLICY

When given homework, the student must complete it that night. The school strives to send homework that reinforces the things that the students have learned during the school day. If your child regularly struggles with completing their homework, please communicate with their teacher.

### TUTORING PROGRAMS

After school tutoring is available on a limited basis for NCCS students. Teachers will notify you in advance about this opportunity. Also, the YWCA, the Salvation Army Boys and Girls Club and the Christine Avery Learning Center offer services to our students. These services are run separately from New City Christian School. Both programs provide a bus to pick up New City students. Please contact these programs for more details.

### PROMOTION AND RETENTION

You will be notified of any concerns about your child at your parent-teacher conferences. New City Christian School has a rigorous academic program. We will make every reasonable effort to help students who are falling behind. There may be some children who need to be held back for either social or academic reasons. **Mastery leads to confidence and more success.**

### DRESS CODE POLICY

School uniforms are required. Boys will wear red, navy, light blue, or white school polo shirts, and khaki or navy pants or shorts. Girls will wear red, navy, light blue, or white school polo shirts and khaki or navy pants, shorts, skirts or jumpers. Shirts must be tucked in at all times. All pants with belt loops require a belt at all times. No large belt buckles, large jewelry, logos/written messages, baggy or sagging clothes permitted. Closed-toe shoes are to be worn at all times (no flip flops or sandals—tennis shoes preferred).

We request that the children wear bottoms and belts that they can fasten/unfasten themselves. It is very important that the child come to school in their uniform unless we have allowed an exception such as for a special field trip or dress down day. **We will call you to bring a change of clothes if your child is not dressed in uniform.** FOR KINDERGARTEN STUDENTS: We suggest that parents send an extra set of pants or shorts to the school along with a pair of underwear in case clothes become soiled due to a bathroom accident. These will be kept in their cubbies and returned at the end of the school year.

Any areas of dress not covered by the stated requirements in the handbook will be decided by the Principal and administration in accordance with the mission of NCCS and with the goal of promoting an orderly learning environment.

## V. DISASTER AND EMERGENCY PLANS

In case of emergency your child will be taken through the necessary protocol to ensure their safety. Students are to remain calm and follow all instructions from faculty/staff members. Please call 828-252-8173 for emergency information. As required by law, we practice a monthly fire drill.

In the event of inclement weather (see Inclement Weather Policy), parents should tune to local news and radio. Please listen closely to official announcements. Also, make sure your phone number is added/updated to our automated call system.

## VI. LUNCH POLICY

Students must provide their own nutritious bagged lunch daily as well as a healthy snack. All lunches must be self-contained and self-preserved (do not send any food requiring refrigeration or that has to be heated up). **No sodas, gum or candy please.** Please limit the amount of sweets. Students are required to clean up at the end of each lunch period. Parents or guardians (or other relatives) are invited to have lunch with their students—simply notify the office **prior** to the date you plan to come. If a student forgets lunch or snack, you will be notified immediately. **Lunches need to be dropped off prior to 11:15.**

## VII. TUITION

Every family at New City pays tuition. Tuition will be decided on an individual basis depending on the household income and household size. **Tuition is due on the fifth of each month.** There are 10 monthly payments beginning in August and ending in May. Tuition is payable by **check, cash or money order.** Please bring the exact amount of cash---we are NOT able to make change.

**You must contact Principal's office immediately if you are unable to pay your tuition on time.** Late fees will be assessed at a charge of **\$15.00 per occurrence, which begin after September 5th.** **If you do not stay current with your tuition payments, New City will not guarantee the opportunity to re-enroll your child for the next school year. Also, if your child leaves New City for any reason, we will not forward records or transcripts until your balance has been cleared.** If a family pays by check and the check is rejected for insufficient funds, the family will be expected to cover the additional bank charge currently at **\$15.00 per occurrence.** Also, the school will no longer be able to accept payment by check from that family for the remainder of the school year.

## VIII. VOLUNTEER OPPORTUNITIES

All parents/guardians are encouraged to volunteer at NCCS during the school year. We strongly believe that volunteers are crucial to the long-term success of the school. We do not always place parent volunteers in their child's classroom as we have found that some children lose focus when their parent is in the classroom.

### **General Volunteer Needs (subject to change):**

- Helping teachers in the classroom
- Read-Aloud to students
- School and community "clean-up" days
- Tutoring in reading or math
- Assist with parties, festivals, themed days or other special events
- Office duties: filing, copying, stuffing envelopes
- Assisting with school fundraisers

\*\*\*All volunteers are required to complete an application indicating specific dates, times and volunteer activities of interest. In addition, all volunteers must be willing to submit to a background check. Volunteers reading aloud in classrooms will use books/selections provided by or pre-approved by the teacher, and aligned with New City curriculum guidelines. Parents, volunteers, and visitors shall use the undesignated bathroom near the water fountain rather than the student bathrooms. Our volunteer coordinator can be reached at 828-252-8173 or [development@newcitychristian.org](mailto:development@newcitychristian.org).

## IX. PARENT-TEACHER COMMUNICATION

### Parent/Teacher Conferences and Contacting Your Child's Teacher

We encourage parents to meet regularly with their child's teacher. It is together that we educate your child. Please contact your child's teacher if there are any difficulties or concerns. The best way to do this is by arranging a call or visit through the office. Please respect the need for your child's teacher not to be interrupted during class time, even to answer brief questions or to have a quick word. Establishing and maintaining good communication will help ensure that your child's needs are being met. You may also contact the school Principal if you have further questions or concerns.

- Required parent-teacher conferences are scheduled for all parents at the end of each grading period. Report cards must be picked up by a parent at the end of each semester. If you desire an additional conference, please call the school office. The teacher will arrange a mutually convenient time to meet with you.
- It is imperative that you *do not ignore communication from the school*, whether it be in written form or a phone call. Repeated lack of response to school communication may result in a mandatory meeting with the Principal. Please respond **immediately** to communication from the school, and always make sure that we have your current phone number.
- We ask that parents be supportive of teachers and school leaders in front of their children and avoid making negative comments. Issues or problems should be addressed directly with school personnel. The staff is also committed to upholding the parents as they communicate with students.

It is vital that you stay in close contact with the school by attending Parent/Teacher Conferences, Back To School Night, special classroom or school-wide events, and by carefully reading the weekly newsletter and/or reading any leaflets or information sent home by the school. **Your involvement is essential.**

### PARENT VISITS TO THE SCHOOL

We welcome parents at New City. Here are some guidelines to insure that your visit is most beneficial both to your child and to the orderly function of your child's classroom. Items accidentally left at home (such as books, homework or lunch) may be delivered to the office rather than taken directly to the classroom, so that disruption to classroom instruction can be kept to a minimum. If you wish to observe a class, spend time in the classroom with your child, or arrange to have lunch with your child, arrangements must be made in advance through the school office, and may require the permission of the Principal. Parents may not use any audio or video recording devices in the classroom without the permission of the Principal.

## **PARENT GRIEVANCE POLICY**

The New City faculty is made up of teachers and administrators who are committed to Christ, committed to education, and committed to your child. Since neither faculty, parents, nor students are perfect, problems, conflicts, and communication misunderstandings will occasionally arise. We would like for our community to be committed to resolving these problems and conflicts in a Biblical manner. Following are the steps that a parent should follow:

1. If the problem is between a student and a teacher or administrator, encourage your child to "advocate for himself or herself" by sitting down with the teacher and trying to resolve the problem. If that does not resolve the problem, then:
2. The parent should make an appointment and sit down with the teacher. If that does not resolve the problem, then:
3. The parent should request in writing an appointment and sit down with the Principal. If that does not resolve the problem, then:
4. The parent may request in writing an appointment and sit down with the Board Chair.

New City respectfully requests that concerns, complaints and/or grievances be thoughtfully discussed according to the above steps, in the order in which they are listed. New City recognizes the importance of accessibility to school leadership, and also the importance of having and following a clear process. We desire to be good listeners when a concern is expressed. However, we also ask that our covenant members refrain from gossip or from conversation which promotes dissension or discord within our school community. There will certainly be occasions where there are differences of opinion, but our Covenant promises establish the expectation of mutual respect and mutual trust between the school and parents.

Please note: A well-run school that operates in the best interests of the students is managed on the basis of authority, and the Principal is the managing authority. If a decision or action by the Principal goes against a stated policy of the school, then the parent may request in writing to the Principal a meeting with the Board Chair. The Board Chair will respond in writing to such a request in a timely manner.

Scriptural Mandates Regarding Grievances and Community Life

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Matthew 18:15-17

"Behold, how good and pleasant it is when brothers dwell in unity." Psalm 133:1

"If anyone considers himself religious and yet does not keep a tight rein on his tongue; he deceives himself and his religion is worthless." James 1:26

"Consider what a great forest is set on fire by a small spark. The tongue is also a fire, a world of evil among the parts of the body." James 3:5

"There are six things that the Lord hates, seven that are an abomination to him: haughty eyes, a lying tongue, and hands that shed innocent blood, a heart that devises wicked plans, feet that make haste to run to evil, a false witness who breathes out lies, and one who sows discord among brothers." Proverbs 6:16-19

"The one who has knowledge uses words with restraint, and whoever has understanding is even-tempered." Proverbs 17:27

"Therefore encourage one another and build one another up, just as you are doing."  
I Thessalonians 5:11

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## NEW CITY CHRISTIAN SCHOOL DECLARATION

We go to New City Christian School, a Kingdom School.

We exalt the name of Jesus.

We recognize His presence here.

We believe in God the Father, God the Son, and God the Holy Spirit.

We believe the Bible to be God's Holy Word, to be complete truth, a guide to our feet.

I am created in the image of God.

And He loves me beyond my imagination.

God calls me to love and serve the Lord Jesus Christ,

To listen and obey,

To listen and obey the first time,

To use words with kindness,

To respect God's creation and all authority,

To not seek harm against another,

To love and encourage others,

To serve my community.

For I can do all things through Christ who gives me strength.

I can be a teacher, a preacher, a doctor, a banker, a coach, a mother, a father, a fireman, zoo keeper, or nurse.

We will display a crown of beauty instead of ashes

The oil of gladness instead of mourning

A garment of praise instead of a spirit of despair.

**We will SEEK, HONOR, and INVEST our hearts and minds in the Lord and His work.**

**We will NEVER GIVE UP and live with an ETERNAL perspective.**

**In everything we do we will SHINE as lights in the world.**

## SCHOOL COVENANTS—OUR PROMISES TO EACH OTHER

### **Principal, Teachers, & Staff: I-WILL**

I will equip, protect, and nurture each student academically, socially, and spiritually to the best of my ability with God's help.

**Work** with parents and students to ensure that each student is working toward his or her full potential. Communicate immediately when there is a problem identified.

I will have each day well planned, and will begin each day well prepared in order to use New City resources and time effectively.

**Learning** is a priority for adults as well as children, and I pledge to continue growing as a teacher and as a follower of Christ.

**Loving** others as Christ has loved me and modeling His love through my thoughts, words, and actions will be my goal every day.

### **Board: I-SEEK**

I commit myself to carrying out the mission of New City Christian School with God's help.

**Seek** partnerships with individuals, churches, foundations, and community organizations so that New City's contribution to the community is known, understood, and valued.

**Establish** relationships which will facilitate strategic connections between people desiring to help New City and people who can make those desires possible and practical.

**Evaluate** our performance as a school according to our goals, and plan for continuing progress.

**Kingdom** work requires prayer. I will pray regularly for God's direction, protection, and provision for New City Christian School, and for the students, families, staff, and Board.

### **Parents: I-HOPE**

I am my child's most important teacher and example, and I accept this responsibility with God's help.

**Home** routines help my child succeed. I will establish a quiet place and time for my child to do homework and read, and will enforce a reasonable bedtime.

**On** time, in uniform, and prepared to hand in all assignments and required papers is how my child will arrive at school each day.

**Prevent** problems by communicating with my child's teacher or the Principal if I have a concern, or by communicating with my child if the teacher or Principal has a concern.

**Every** day I will check my child's homework and encourage my child to read. I will also encourage him or her to do their very best work at all times.

## **Students: I-CAN**

I will think, work, and behave in a way that reflects well on myself, my family, and on New City Christian School, with God's help.

Complete my homework and read every day so that I am well prepared to learn.

Always show respect to adults in authority at New City, and to my teammates. Respecting adults means having a teachable attitude, and listening to rules and directions and obeying quickly. Respecting my teammates means being kind, considerate, and unselfish.

Never give up! If I need help I will ask. I will not make excuses but will be responsible for my actions.

### **New City's Five Basic Classroom Rules**

*\*We would like all parents to be aware of these and reinforce them with their children.\**

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Keep your dear teacher happy.

### **CHANGES OR UPDATES IN POLICIES OR PROCEDURES**

The leadership of the school (Principal or Executive Director, and Board) reserves the right to add, change, or remove policies or procedures at any time in order to promote and accomplish the mission of New City Christian School. Parents will be notified within a reasonable time as changes are made.

### **NON-DISCRIMINATORY POLICY**

*It is the policy of New City Christian School to admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, and not to discriminate on the basis of race, color, national or ethnic origin, in administration of its educational, admission or any other school administered programs.*