



# NCS Handbook



## I. INTRODUCTION

Northumberland Christian School was founded in 1972 to provide a God-centered education that stimulates in the student a passion for excellence in learning, service, and worship. The school offers a full educational program for students from preschool through high school. We are thankful to our Lord for the privilege of training our students in a Christian school where we may follow His directives and look to Him to grant our students spiritual, intellectual, social, emotional, and physical growth.

## II. NCS DISTINCTIVES

NCS is committed to...

- **a God-centered approach to education.** We embrace a Biblical world and life view and seek to teach students to think about all of life based on the truth which God has revealed.
- **discipleship as an essential part of the Christian life.** We teach Jesus Christ as Lord and seek to lift the vision of each student to bow to His authority in every aspect of life.
- **worship as central to all of life.** We teach students that the most important thing in life is to glorify God and to enjoy Him forever. Music is used extensively in worship and to fix God's Word in our hearts and minds.
- **a broad education that embraces ideas and truths as well as skills.** We offer courses in history, science, literature, languages, and the arts in order to develop students of character who think deeply about life.
- **pursuing excellence in acquiring skills for continued learning and service in God's world.** We challenge students to develop math, science, language and computer skills that equip them to be used by God in the world in which they live.

**We seek to stimulate students to develop their God-given abilities to the fullest for the glory of God.**

### III. PHILOSOPHY AND PURPOSE

The purpose of Northumberland Christian School is not merely to add a biblical curriculum and Christian atmosphere to the basic curriculum of a secular school, but rather, our purpose is to teach *every* subject from a Biblical perspective and to help the student to see *all* of life from God's point of view. The underlying philosophy of secular education teaches the child that we live in a world of chance, and whatever order is seen in the world is attributed to the laws of "nature"; however, our school continually teaches the child that all is ordered and controlled by God. For example, in order to have a proper understanding of history, one must know the God Who controls history. Likewise, in order to understand science, one must know the God Who created all things and Who continues to uphold the world by the Word of His power. It is the Creator alone Who can tell us the purpose and proper use of all those things which He has created.

Our philosophy also differs from that of secular schools in terms of our view of man. The secular schools view the mind of man to be supreme and believe that man is in a normal state. The Bible teaches us, however, that man is in an abnormal state, for his entire being has been permeated by sin. His will is enslaved to his own desires, his affections are perverse and turned from that which is pleasing to God, and his mind is darkened to truth. He is in need of the grace of God to give him a new heart and to bring his will into subjection to God. Contrary to popular belief, man's mind is not supreme, and man cannot solve all of his problems by using his mind. Rather, his mind must also be subject to the Word of God, for man can know *nothing* rightly apart from God. God must be *central* to true education, for the fear of the Lord is the *beginning* of knowledge (Proverbs 1:7).

The basic sphere of our concern is eternity and the world to come, not merely time and this present world. We must remember that we are pilgrims and sojourners in this world. Therefore, a man must have his eyes fixed on the world to come, if he is to have a proper perspective to guide his life in this present world.

Lastly, our goal is also different from that of the secular school. The ultimate goal of our entire educational process is the glory of God, and not only man's good and man's development. Man has not rightly learned, until he has learned to take his place at the feet of his Creator in worship, praise, and submission, and has learned to live to His glory in every detail of life (I Corinthians 10:31).

## IV. CURRICULUM

### A. BIBLE

Proverbs 1:7 – The fear of the Lord is the beginning of knowledge.

The Bible curriculum forms the foundation of the school. It is not merely an extra course which is added because we are a Christian school. Students must be familiar with the contents of the Bible because its revelation is absolutely essential for life and godliness. Regular devotions include the singing of scripture songs and some teaching from God's Word. The entire school meets together for devotions twice each week. On the other days, students are divided into various age groups. Instruction from the Bible is also incorporated in **all** subject areas.

Bible memorization is required of all students. The Bible memory program is contained in the *Word for Word* book, which also contains many songs which are used to aid in scripture memorization. Students in grades K–3 are required to recite their verses each week. Students in grades 4–12 take a written Bible memory test each week. The Bible memory tests count as one-half the Bible grade for students in grades 4–8. In the high school, the tests count as a separate half-credit course entitled "Bible Fundamentals."

In addition to devotions and Bible memory, students have regular Bible classes each week. Grades K-3 receive Bible instruction from their classroom teacher. K-4 also have a weekly Bible class which emphasizes the stories of the Bible. Grades 5-6 have Bible classes which are based upon material from Veritas Press; grades 7-8 have Bible classes which are based upon *The Ministry of Christ* by Francis Breisch. The high school Bible classes are based on a four-year survey of scripture, devoting one year to the Old Testament, one year to the gospels, one year to Acts and the early epistles, and one year to the later epistles and the book of Revelation.

### B. ELEMENTARY

The elementary program is founded on a strong phonics program which begins in kindergarten. Students are reading words with short vowels by the middle of kindergarten. This provides a solid basis for their reading skills. Reading is important because God has given us His written Word which we are to read and study. Reading opens the door to many other areas of learning. Not only is the **skill** of reading important to acquire, but the **content** of what is read is of the utmost importance. Students read stories which seek to stress godly character qualities. They learn about people who do what is right, and people who have eternal values. They learn to appreciate, love, and understand other people.

As their reading skills grow from year to year, their writing skills are strengthened as well. They learn the importance of good grammar, because God is a God of order and precision who communicates carefully and accurately. They learn the importance of writing and speaking the right way, because we are to reflect the image of God. They gradually learn to develop their thoughts in an intelligent and orderly manner, and to use the creative abilities God has given to them. The students' language skills are also strengthened by the study of Latin from third through sixth grade as well as a curriculum called *Easy Grammar*.

The elementary history curriculum provides a strong Christian foundation for the students. Materials are chosen from various publishers to aid the teachers in building a Christian worldview. First and second grade history texts from Bob Jones University Press give the students a solid background in understanding the early years of the United States of America. Beginning in third grade we broaden their perspective to include the basics of World History by using materials from Veritas Press. Third grade studies the New Testament Era, Greece, and Rome; fourth grade covers the Middle Ages, Renaissance, and Reformation. Fifth and sixth grade continue to integrate U.S. and World History, following history texts from BJU press.

While some would suppose that math is the same, whether the perspective is Christian or secular, we believe that the study of mathematics is founded on the very character of God, who is a God of order and precision. Students learn the importance of working carefully and come to see the absolutes and the order that God has built into this world. They also learn important skills that will help them live responsibly and will enable them to be good stewards. Our elementary math program follows a curriculum published by John Saxon.

Science classes also begin in the lower elementary grades and help the students develop a God-centered view of creation and providence. Textbooks come from A Beka Books, a publisher connected with Pensacola Christian School, and Bob Jones University Press.

### C. HISTORY

Beginning in seventh grade, history and science classes are generally taught with two grade levels taking the same class but split into two sections. The subject material alternates from year to year. The textbooks are all from Bob Jones University Press. Seventh and eighth grade students alternate between *World Studies* and *The American Republic*. High school students take four years of social studies: *World History*, *Cultural Geography*, *United States History*, and *American Government and Economics*. Students also receive instruction in Pennsylvania History one day each week for one year of their high school studies.

The study of history is a wonderful opportunity to teach the students about God's sovereign control of this world and the eternal purposes which He is accomplishing. They come to see how **all** of history is indeed **His** story, as He continues to build His church and call out a people from every nation to be His very own. They learn that Jesus Christ is

**central** to all of history, and that history is not cyclical, but is steadily moving from creation to the second coming of Christ. They learn that this world can only be rightly understood in light of the spiritual world which is unseen. They learn that living in the **real** world means living with a consciousness of the spiritual and not just the material. They see abundant examples of both positive and negative character lessons from the perspective of God's Word. They also learn a biblical view of government and the proper Christian relationship to those in authority over us.

#### D. SCIENCE

The major science courses from grades 7-12 also include textbooks from Bob Jones University Press. Seventh and eighth graders study *Life Science* and *Earth Science*. Ninth and tenth graders study *Physical Science* (an introduction to Chemistry and Physics) and *Biology* (including lab). Most eleventh and twelfth graders study *Chemistry* (including lab) and *Physics*. Some eleventh and twelfth graders take a course in Anatomy and Physiology using the text *Structure & Function of the Body*, either instead of or in addition to Physics.

Like history, science is a wonderfully God-centered discipline. It is **God** who has made us and all creation, and as we study the wonders of creatures and creation, we praise a **wise** and **gracious** and **artistic** Creator! (We don't pretend that time and chance could bring about such intricacies!) We learn to use the minds that He has given us to classify and analyze and quantify and explore the wonders of the world He has made.

Students in grades eleventh through twelve are offered electives in "STEM" (Science, Technology, Engineering, and Math). These classes provide wonderful opportunities for students to use their knowledge in these areas to design, build, and create, using various tools and technology.

#### E. MATHEMATICS

The study of mathematics continues from elementary school, as we marvel more and more at the intricacies of this precise and orderly science. John Saxon's approach to upper mathematics is based upon the principle that skills are best learned by constant repetition. The student is required not only to learn new skills, but also to **retain** them. Eighth grade students are divided into two classes, with students who did well in seventh grade math and achievement tests proceeding to Algebra I, while the other eighth grade students take Algebra ½ to strengthen their background. After Algebra I and II, students proceed to one or two years of Advanced Mathematics, which is a combination of Algebra III, Geometry, Trigonometry, and Pre-calculus. Advanced students may take AP Calculus during their senior year.

## F. ENGLISH

Students in grades 7–12 continue to work on their language skills in grammar, spelling, vocabulary, writing, and speaking. Students use grammar workbooks from A Beka Books, *Grammar for Writing* by Sadlier, and also *Vocabulary from Classical Roots* by Fifer & Flowers.

Secondary students begin a much more thorough study of literature, learning to analyze both Christian and non-Christian authors from a Biblical perspective. Several literature anthologies are used, as well as many individual books. (7-8 use Bob Jones *Explorations in Literature*; 9-10 use Bob Jones *American Literature to 1865* and *1865 to Present*, alternating with HBJ *Adventures in Appreciation*; 11-12 use HBJ *Adventures in English Literature* and *Adventures in American Literature*).

High school students are required to read at least two works of literature each marking period. One of these will require a written book report, and the other will require a computerized test through the Accelerated Reader program, which evaluates familiarity with the content of the book. Students must select books from the approved reading list for their grade level, or secure written permission in advance from the teacher if they desire to read a book that is not on the list.

## G. FOREIGN LANGUAGE

It is by God's design at the tower of Babel that mankind was divided into different cultural and language groups. The study of other languages helps to expand the Christian's worldview and his appreciation for peoples of other cultures.

Students in grades 3–6 receive two classes of instruction each week in basic Latin vocabulary and grammar. This gives students an excellent foundation for later language study and for more advanced English vocabulary.

An introduction to New Testament Greek is taught to our students in seventh grade. This gives them a basic familiarity with the language of the New Testament, it gives them a solid introduction to the grammatical structures which are vital to language study, it strengthens their grasp of English grammar, and it builds their English vocabulary by teaching many Greek words from which English words are derived.

All students take Spanish I in eighth grade. In our present culture, this is probably the most valuable modern foreign language to learn. Students go on to Spanish II in ninth grade. Other languages are offered as elective courses in grades ten through twelve. Most recently students have taken classes in Spanish III and Spanish IV. Other independent language courses can sometimes be arranged. Past students have studied German, Russian, and Japanese as independent language courses, often utilizing a private tutor from outside the school or a computer-based course.



## H. BUSINESS AND COMPUTER SCIENCE

All students receive keyboarding instruction in the computer lab beginning in third grade. Students use a computerized keyboarding program to challenge and sharpen their keyboarding skills. Seventh graders, as well as eighth through twelfth graders that have not yet taken the course, complete a course in Microsoft Word.

Students are encouraged to take at least one year of Introduction to Computers in which they learn the basics of computer hardware and structured programming using Java. Students who do well in the introductory course may go on to take AP Computer Science, and other programming courses.

Students may also elect to take one or several half-credit courses in computer applications. These courses allow the student to learn how to use the popular application package Microsoft Office. In addition to learning Word, Excel, Access and PowerPoint, students may also take courses in Web Development, Desktop Publishing, and Graphic Design.

Electives are also offered to sophomores, juniors, and seniors in Accounting I. Juniors and seniors are required to take a course in Principles of Financial Management.

## I. MUSIC

Music at N.C.S. is a daily part of worship. All Christians are called upon to sing the praises of God, and so music is a vital part of Christian education. All students from Kindergarten through twelfth grade participate in regular choir classes. Specific instruction in Music Theory is given in grades 1-6. Students in fourth through sixth grades are also taught to play the recorder. A concert of worship is presented each spring by the entire student body. The preparation for this spring program is an integral part of the educational process, teaching an understanding of many types of music, an appreciation for the great composers of the past, and an experience of pursuing excellence in worship in order to “make His praise glorious.”

## J. ART

Art is also an important part of coming to appreciate more and more the creative and artistic qualities of our God, and of man as he reflects those qualities. Elementary teachers often make use of art projects in the classroom, and specific art classes are taught each week to students in grades 2-8. Some high school art electives are also available.

## K. PHYSICAL EDUCATION AND HEALTH

God has called us to be good stewards of the bodies He has given to us. Physical education classes are a part of the weekly schedule at N.C.S. Health and safety instruction is a part of the regular curriculum in the early grades. Health and First Aid are taught weekly in grades 7–12 and as a part of the science curriculum in grades 3–6.

## V. GRADUATION & PROMOTION REQUIREMENTS

High school students must complete a minimum of 26 credits in order to graduate. All students must complete credits in the following areas:

SUBJECT	CREDITS NEEDED
Bible	4
English	4
Social Studies	3
Math	3
Science	3
Health and P.E.	2
Electives	7

The requirements for promotion in the high school are as follows:

GRADE	CREDITS NEEDED
To grade 10	6, including 1 English credit
To grade 11	12, including 2 English credits
To grade 12	19, including 3 English credits
To graduate	26, including 4 English credits

Students are given percentage grades on a scale as follows:

PERCENTAGE	LETTER GRADE
93-100	A
85-92	B
78-84	C
70-77	D
Below 70	F

Any grade that is below 70 is failing, and the student is not given credit for the course. However, failing grades are included in computing the yearly and cumulative averages of the student. In determining averages, all grades are weighted on the basis of the number of credits which the course is worth. Grades are not weighted based on the difficulty of the course.

Class rank is based on all high school courses the student has taken, and all students, both college preparatory and non-college preparatory, are included in determining class rank. It should be recognized that class rank is not always a good indicator of academic achievement because of the small class size. A student who ranks fifth in his class might rank second in the class a year ahead or behind him. For this reason, our transcripts include an “alumni rank”, which indicates the rank of the student compared with the final cumulative averages of all former graduates combined with the current cumulative averages of the senior class.

Northumberland Christian School has graduated 482 students since 1978. 70% of our graduates have gone on to attend four-year colleges, including state universities, independent liberal arts colleges, and four-year Christian colleges; 12% of our graduates attended two-year college programs or two-year nursing schools; and 4% have entered the armed forces. We have had nine National Merit Scholars, and sixteen additional students commended by the National Merit Scholarship Corporation for being in the top 5% of the nation.

## **VI. STANDARDS OF CONDUCT**

God is an awesome God who has created us to proclaim His glory and to find our greatest joy in a relationship with Him. His people are those who have come to know Him, love Him, and serve Him. By the help of His Spirit, we long to see more and more of the glory of Christ and to grow in our love of God, so that we will continually be transformed into His likeness.

The commands of God's Word reveal to us the character of God, so that obedience to His Word results in our reflecting the image of God, whom we love. A mark of a true Christian is that he loves God and keeps His commandments. Unbelievers resent authority and want to be their own boss, because they do not trust and love God. Our desire for students is not only that they would obey the authority that God has placed over them, but that they would delight to do so, because they have come to delight in God and trust in Him. We pray for students to develop a passion for excellence in learning, worship, and service, by growing in a joyful relationship with God through Christ.

The following standards and responsibilities have been established for the good of the student body and the school. Students should seek to reflect the glory of God by being kind to everyone and showing proper respect for people and property. We pray that students' attitudes and actions will flow from a heart that wants to honor God in every situation.

### **RESPONSIBILITIES IN GENERAL**

Show respect for God and His Word. Participate in worship, devotions, and classroom activities.

Come to class prepared to learn. Students may not use personal cell phones, tablets, headphones or other electronic devices between 7:30 a.m. and 2:55 p.m. All electronic devices must be turned off and kept in the student's locker. If a student is seen using his/her phone during the school day, the student will subsequently be required to turn in the cell phone at the office upon arrival each day for the remainder of the year. Cell phones may only be used from the office with the permission of the office staff. Juniors and seniors are allowed to use their cell phones if they are out of the building for junior-senior lunch on Thursdays from 11:45 a.m. to 12:35 p.m.

Behave in a manner that helps other students pay attention and learn.

Keep your textbooks covered with a cover that does not stick to the book surface.

Students may, with teacher permission, eat a snack, including candy or mints, in the classroom, provided all wrappers are properly disposed of and not left behind.

Students may bring a water bottle to class if they do not abuse this privilege.

Gum, breath mints or candy are permitted with teacher permission and provided they clean up all containers/wrappers properly.

Students may not have in their possession any medication. This includes pain reliever and cough drops. If medication must be taken during the school day, the appropriate form must be completed. The medicine will be administered by the school nurse or another designated person.

Honesty and integrity are important qualities for every student to learn. Students found cheating on any assignment or test will receive a zero on that assignment or test. Any student who allows a student to copy his work will also receive a zero on the assignment or test.

### **RESPONSIBILITIES UPON ARRIVAL**

Come inside as soon as you arrive and stay in. If you arrive late, report first to the office. Tardiness caused by sickness, medical appointments, or emergencies will be excused. Emergencies are urgent situations that are not foreseeable. Excuses such as overslept, got caught in traffic, had to stop for gas, could not find a parking space, or needed to finish an assignment clearly arise from foreseeable situations and will be considered unexcused. If you must leave early, secure an early dismissal pass from the office.

### **RESPONSIBILITIES IN THE CLASSROOM**

Make every effort to glorify God by working hard to learn all you can and to develop your abilities to enable you to serve Him better. Be responsible to complete all your work well and in a timely manner. Late work will be penalized.

You are responsible to supply your OWN pencils, pens and paper; do not ask the teacher or other students for supplies. Bring them from home or buy them in the office.

You are to take your OWN notes and may NOT copy the notes from another student. The copier is not to be used for copying student notes except with teacher permission.

Be neat; take care of the building; keep lockers neat, gym bags must be in or on top of your locker, do not sit on or put feet on tables; do not lean back or to the side in chairs.

If you need to go to the office, go first to your ASSIGNED CLASS and ask the teacher of that class for permission to go to the office.

If you are sick, tell your TEACHER, and the teacher will send you to the office with a pass to call your parents.

During fire drills, no one is to talk except the teacher; the last person out of the room should close the door. Walk in single file; know the primary and secondary exits for each of your rooms.

Seek to have attitudes that will please the Lord. Don't complain! If you have a problem, talk to your teacher or to the Principal. Be an encouragement and positive influence on those around you.

### **DRESS CODE**

Our dress should always be modest and appropriate to the situation. We must be sensitive to the cultural customs of the society around us, but we must also recognize the need for guidelines concerning dress and that the way we dress makes a statement about us. These are the standards of dress for Northumberland Christian School. Students are expected to respect the dress code and rectify their appearance as quickly as possible when it is determined that the dress code has been violated. Not respecting the dress code will be considered disobedience and handled according to the discipline procedure.

Students must always be neat and modest. No clothing with holes or tears that show skin, belts hanging below the waist, inappropriately sized clothing, or other sloppy dress will be permitted.

Boys may not wear earrings

Students may not wear jewelry in pierced body parts other than ears for females. Tattoos are not allowed.

Students may not wear immodest or suggestive clothing—clothing that is too short, low-cut, or too tight, clothing which exposes the midriff or underwear, or clothing which suggests behavior contrary to Biblical principles.

Students may not wear shorts to class. (The one exception being that students do not have to change out of shorts after Gym class once they have them on) Girls may wear split skirts, skorts, or culottes, only if they are clearly full enough not to be considered shorts. Capri pants must be well below the knee. Students may not wear sleeveless shirts or cut-out shirts. All students must wear non-marking sneakers for gym or indoor recess.

Students may not wear clothing representing rock groups, celebrities, or offensive philosophies. Halloween, gothic, and macabre themes are also to be avoided.

### **ATTENDANCE**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. for all grades. Doors open at 7:30 a.m., and students should be out of the building by 3:15 p.m. A written excuse by a parent or guardian must be presented to the teacher when a student returns to school after an absence. Excuses must be presented within 3 days of the student's return or the absence will be considered unexcused. If an absence is foreseeable, a note should be sent in advance. Absences other than sickness and emergency will be excused only if arrangements are made in advance with the principal. Students who choose to participate in athletics are responsible to arrive at school at 8:00 a.m., even if they have arrived home late the night before from an away game. Tiredness is no excuse for tardiness or absence. Doctor, dental, and other such appointments are to be after school whenever possible. Students with more than three unexcused absences or more than five unexcused tardies are subject to consequences as a result of violating attendance requirements. These

consequences could include, reporting to the principal and parents, a truancy meeting, or, in extreme cases, reporting to Children and Youth services or the local district magistrate.

From time to time parents may wish to take their children along on a family trip. Because of the importance of school attendance and the relationship between attendance and academic performance, we encourage families to take trips when school is not in session. If these trips must occur while school is in session the following guidelines must be followed:

1. Excuses for the trip must be approved by the building principal in advance of the trip.
2. The student's attendance and academic progress must be satisfactory.
3. The student is responsible to make-up all school work missed during the trip. The parent should request from teachers any work that can be completed in advance of the trip or during the trip when possible. Any other work will need to be completed when the student returns.

(Absences for unapproved trips will be considered unexcused.)

### **DISCIPLINE**

Most behavior problems are dealt with by a conference with the teacher or principal and an appropriate loss of privileges within the school day. Elementary students may lose recess time, and secondary students may be given a writing assignment or may lose computer privileges. Issues of discipline are handled on a case by case basis, in communication with parents beginning with classroom teachers and progressing to the principal as needed. Discipline consequences are based on the seriousness of the infraction, but always with the good of the student and his/her growth in mind. Repeated offenses or more serious infractions may result in an in-school suspension at the discretion of the principal.

We are thankful that the Lord has blessed us with cooperative students through the many years of NCS, and the need for more serious disciplinary action has been rare. However, students may be suspended from school or expelled if the administration deems such action to be necessary. Leaving the school without permission, flagrant disobedience, the use and/or possession of tobacco, alcohol or drugs, the use of matches or lighters, open or aggressive sexual behavior or language, physical violence such as punching, hitting, or fighting, the possession of knives or weapons of any kind, or any behavior which the administration judges to be a serious detrimental influence to the student body or the ministry of the school will not be tolerated.

### **TECHNOLOGY USE AND ABUSE AT SCHOOL AND AT HOME**

The development of new technology in recent years has brought great advantages and opportunities to our society and to our children, but it has also brought many potential dangers. Probably most parents know some of the dangers of the Internet, but we may be oblivious to other dangers and often find ourselves less "computer savvy" than our children. If you do not monitor your children's Internet usage, we would strongly recommend that you do so. Some type of Internet filter is almost a must. (There are

several free filters available for home use.) Placing your PC in a common room with the screen generally visible and establishing reasonable use and time limits can help ensure a positive Internet experience. It is important to be alert to the possible dangers.

As a school we certainly take precautions to protect the students from the dangers of the Internet. We are careful to both filter and monitor their Internet access. We also seek to educate students and warn them of temptations. The easy access to pornography on the Internet is a great concern. I address this issue repeatedly with the high school students. We warn students about the danger of sharing personal information in e-mails and on Internet sites which are not secure. Identity theft and credit card fraud are rampant. Sites which share personal information are extremely dangerous. Many sexual predators gain access into people's lives through the Internet. They pretend to be another young person, draw someone into a relationship on the Internet, and eventually get the information they need to perpetrate their evil intentions. Our children need to be warned continually of the folly of sharing personal information on websites which others can access. They also need warnings about the terrible danger of entering into relationships with strangers on the Internet through websites or chat-rooms.

We have seen at school and have heard from many parents that children are willing to be much more daring in things they will say in an email instead of face-to-face (especially to friends of the opposite sex). Other parents have mentioned how the cell phones they have given their children have created issues in terms of whom children were talking to, what they were saying, and at what times of the night they were saying it.

We hesitate to say negative things about our students as we would all rather hear the positive things about how God is working in their lives. However, our students are not perfect kids, they are not all Christians, and even the ones who truly are saved are still struggling with sin. It should not be a surprise that our students have issues with email, texting, and the Internet. The unkindness and inappropriate communication via e-mail and texting is not only a school issue, but a home issue as well. In trying to get to the bottom of some unkindness between some elementary students, some of these young children have shared with staff the inappropriate things they have e-mailed from home to other students or received in text messages. They do this "when their parents are not around."

Because we take seriously the role we have in protecting our students, the school's policy on internet activity is:

**If a student purposefully tries to get around the web filter,**

**1) the student will be taken out of whatever computer class they are in, and they will fail the course. A grade of 60% for that course will be entered on their permanent high school transcript.**

**2) the student will not be allowed in the computer labs for any purpose for the remainder of the school year.**

**3) during their former computer periods, the student will be moved to the back of another class and will be given additional reading assignments. A minimum of two additional book reports will be required per quarter, which may not be typed**

**at school. They may be typed at home or be handwritten. Each satisfactory book report will raise their grade one point from 60% up to a 69% maximum.**

We strongly encourage you to be actively involved with your children's use of technology, and to develop good communication with your children about all these matters. We need your prayers for wisdom and grace as we seek to train up this generation to live godly lives in a very technological world. We also pray for you parents, that God will give you wisdom and grace as well. Please feel free to contact us at any time with any questions you may have about these matters, or any concerns of which we should be made aware.

### **CELL PHONES**

Cell phones are a great asset to have in case of an emergency and to keep in touch with parents about after school sports arrangements, etc. Unfortunately, the privilege can be abused. In order to permit NCS students to bring cell phones to school, the following guidelines must be followed. Please read over the list carefully with your child, complete a separate cell phone registration form for each child, sign it, and send just the bottom portion back to school.

- Students may not use personal cell phones, tablets, headphones or other electronic devices between 7:30 a.m. and 2:55 p.m. without staff permission. All electronic devices must be turned off and kept in the student's locker.
- Cell phones may only be used from the office with the permission of the office staff. Cell phones and other electronic devices may not be taken to gym classes.
- If a student is found using the phone without permission, he or she will be required to speak to the Principal. If violations continue, the student will be required to turn the phone in at the office upon arrival each day for the remainder of the year.
- Juniors and seniors are allowed to use their cell phones when they are out of the building for junior-senior lunch.
- The Office staff, upon direction from the Principal, may periodically call the registered cell phones to aid in verifying that the cell phone guidelines are being followed.
- A parent must notify the school in writing if the student's cell phone number changes or if he or she will no longer be bringing a cell phone to school.

## **VII. PARENTAL INVOLVEMENT**

Not only do the Scriptures teach that a child must be trained according to the Word of God in every area, but they also teach that the training of a child in the totality of what that child is, is the responsibility of the parent. Therefore, it is vitally important that



every parent be actively involved in his child's schooling. Parents should attend the elementary parent-teacher conferences and other parent meetings. Parents should also be aware of their child's day-to-day progress, so that they can properly encourage the child, praise him for his successes, help him in his weak areas (e.g. drill spelling words, encourage neatness, review memory work, etc.), and be alert to any problems that arise. It is essential that parents be consistently supportive of the school. Therefore, if there are ever any problems, questions, or suggestions about school policy, student progress or assignments, matters of discipline, or any other matter, the teacher or principal must be promptly contacted.

We are never too busy to hear from parents, because we believe that good communication between parents and staff is vital if we are to minister to the specific needs of each child.

Test folders for 1-5 are sent home regularly by the classroom teacher. Parents should look at the tests, sign the papers and return the folder promptly. Mid-quarter progress reports are sent home for 6-12 grade major subjects on the dates indicated on the school calendar. Parents are encouraged to contact teachers with any questions or concerns about their child's progress.

Field trips are planned at various times during the school year to enhance the educational program and the cost is billed to your school account. Parents are asked by classroom teachers to help chaperone these trips. Because these trips are a part of the educational program, all students are expected to participate unless there is a definite schedule conflict or extenuating circumstances.

Parents often help as chaperones on field trip. The state now requires child abuse clearances and criminal history checks for people who work with children. The requirements for volunteers are less than those for employees, but they are still essential. We are no longer allowed to have parents chaperoning field trips, helping in the classroom, helping with sports, or any other activities that involve direct contact with students unless the volunteer submits to us the necessary clearances. The accompanying packet of material you are receiving contains information regarding how to acquire these clearances. If you have any question, please contact Lori Heimbach at the office. Parents who chaperone field trips may not bring along their younger children who are not a part of the class which is on the field trip.

The support of parents is essential to the maintaining of the safety of our students. Our security policy requires that all parents and visitors to the school must first report to the office. If they need to go elsewhere in the building, they will be given a pass. This is important, so that students can be assured that any adult in the halls who is not a staff member will be wearing a visitor pass. While many staff and students would recognize many parents, it is not possible to expect all of them to recognize all parents. All students need to know that anyone who is without a pass and not a staff member is to be reported to their teacher immediately.

Another essential part of parental involvement is that of prayer. Please pray regularly for the total ministry of our school, for apart from Him we can do nothing. We

also encourage you to pray with your children about their school life and their individual needs. This will help to teach them to depend upon God in every area.

Parents will receive quarterly newsletters (electronically or by mail) and can also find much helpful information and school news on the school's website at [www.norrychristian.net](http://www.norrychristian.net). The school may also be contacted by e-mail at [ncs@norrychristian.net](mailto:ncs@norrychristian.net).

### **MOMS-IN-PRAYER INTERNATIONAL**

All mothers are welcome to attend the weekly Moms-in-Prayer group which begins on September 1. They gather at the school on Tuesdays at 8:00 – 9:00 a.m. to pray for our school and our children. For more information, contact Cathy Mento at (570) 780-3415 or [Jim.Mento@gmail.com](mailto:Jim.Mento@gmail.com). The international organization has a website at [www.momsinprayer.org](http://www.momsinprayer.org).

### **NCS PARENTS' COUNCIL**

The NCS Parents' Council is a group of parents who co-ordinate the various support activities which are essential to the health of the school. Parents are encouraged to contact the Parents' Council to learn of needs and to offer their gifts and time to the ministry of the school. Through the efforts of this group the staff and parents will more efficiently partner together in attaining our goal of developing in each student a passion for excellence in learning, service, and worship.

### **SCHEDULE CHANGES**

School closings and delays or early dismissals are posted on our school website at [www.norrychristian.net](http://www.norrychristian.net). If you would like to receive a text to inform you of these changes, send a text message to 81010 with the message [@ncsal2](https://www.remind.com/join/ncsal). If you would like to receive messages via email, send an email to [ncsal@mail.remind.com](mailto:ncsal@mail.remind.com). You can also sign up by going to <http://remind.com/join/ncsal>

## **FINANCIAL INFORMATION**

The following is a summary of the fees for the 2023–2024 school year:

<b>2023-2024 Tuition</b>	<b>Grades 7-12</b>	<b>Grades 1-6</b>	<b>Kindergarten</b>
First child from family	\$5,820 (485x12)	\$5,520 (460x12)	\$3,660 (305x12)
Second child from family	\$5,040 (420x12)	\$4,740 (395x12)	\$3,240 (270x12)
Third child from family	\$4,260 (355x12)	\$3,960 (330x12)	\$2,820 (235x12)
Fourth child or more	\$0	\$0	\$0

  

<b>2023-2024 Preschool Tuition</b>		
<b>Days per week</b>	<b>Yearly Tuition</b>	<b>12 Monthly Payments</b>
3	\$1,800	\$150

Tuition payments are due by the 15<sup>th</sup> of each month, beginning June 15 and ending May 15. Parents who pay the yearly tuition in full by July 15<sup>th</sup> will receive a 2% discount.

- A non-refundable one-time registration fee of \$50 is charged for new students.
- A curriculum fee of \$150 per student is charged for all students in K-12. The curriculum fee is billed in three installments, with \$50 per student being due on June 15, July 15 and August 15.
- Parents are charged a \$100.00 (Varsity) or \$75.00 (Junior High) Athletic Fee per sport for a 7-12 grade student who participates in soccer and/or basketball. Elementary grades are \$25 per sport. The athletic fees are used to purchase athletic equipment and uniforms, and to cover traveling expenses. Uniforms must be returned to the coach or Athletic Director one week after the last game. A weekly late fee will be charged for uniforms which are not promptly returned to the school. There is no fee for participating in the track meet. An elementary basketball program follows the varsity season.
- **The school is also dependent upon contributions of families and friends to meet its operating expenses.**

## **FINANCIAL ACCOUNTABILITY**

### **Tuition Policy**

The tuition policy that follows is intended to set clear guidelines and boundaries regarding timing and payment of school tuition. As you are probably aware, tuition fees do not cover the full cost of operating Northumberland Christian School. The school has had a long standing policy of working to keep tuition costs as reasonable as possible, and the NCS Fund has been established to bridge the gap between the revenue from tuition and the total cost of operating the school. Even so, families make tremendous sacrifices in order to send their children to the school.

From time to time there are situations where a family may get behind on tuition. The delinquent accounts policy has been developed both to help create a path forward for the family, and to protect from the accumulation of large debt to the school. While most school families will likely not face this situation, we believe that it is important that there is a consistent policy, and that everyone understands up front the steps that must be taken if the problem should arise. It is the goal of Northumberland Christian School to work with families to bring these rare situations to a positive resolution.

## **Billing Schedule / Delinquent Accounts Policy**

Billing is handled through Simple Tuition Solutions. (STS)

### **Tuition**

- Tuition can be split into 12 monthly payments, or can be paid entirely by July 15<sup>th</sup>.
- If the entire year's tuition is paid by July 15<sup>th</sup>, a 2% discount is given.
- If tuition is paid with 12 monthly payments, the payments are due on the 15<sup>th</sup> of each month, starting with June 15<sup>th</sup>.

### **Other Fees**

- The curriculum fee is either split into 3 even payments due on June 15<sup>th</sup>, July 15<sup>th</sup>, and August 15<sup>th</sup> or 12 even payments.
- Incidental fees that are on the statement by the 20<sup>th</sup> of the month, will be due by the 15<sup>th</sup> of the next month. Incidental fees are for things such as lunch, sports, activities, and field trips.

### **Late Fees & Insufficient Funds**

- A late fee of \$20 will be assessed each month the account remains past due. The fee can be waived if you are proactive and call the school to explain your situation.
- STS will charge a fee for any transaction that comes back with insufficient funds.

### **Delinquent Accounts Policy**

- Delinquent Tuition from Previous Year(s): All previously unpaid tuition, lunch bills, and fees must be paid by July 1<sup>st</sup> if a student is to be readmitted on the first day of class for the new school year. If payment is not possible, it is the responsibility of the parents to meet with the administration to determine if a suitable agreement can be reached.
- Penalties for a Delinquent Account over \$2,000: When an account has more than \$2,000 that is past due, a payment agreement must be signed or students will be restricted from extra-curricular activities that involve fees, charging food or school store items, or participating in graduation ceremonies.
- Penalties for a Delinquent Account over \$3,500: When an account has more than \$3,500 that is past due, a payment agreement must be signed or students will need to withdraw from the school and the amount may be reported to credit agencies.
- Releasing Records: For delinquent accounts, final records for a student may not be released until there is a signed Promissory Note and payment plan is in place.

## **LUNCH**

Lunch is offered at the school each day. Some students qualify for free lunches or reduced prices through the National School Lunch Program. Lunches are billed through the computer system, and the lunch bill for each child will appear on your monthly invoice. Students may bring their own lunches from home. No food is to be left at the school overnight.

## **PROBLEM SOLVING**

Recognizing that even a Christian organization is made up of sinful people, we expect that problems will arise between students, parents, teachers, and administration. The commitment to deal with problems in a Biblical manner is essential for parents and for staff, and it is a vital part of the training of our children as well. Children need to be taught by example and by instruction to deal with difficulties in a God-honoring manner. The culture in which we live promotes a disrespect for authority, a complaining spirit, and a selfish “stand up for your rights” mentality. As parents and staff, we must model and teach a respect for all God-ordained authority, a thankful spirit, and a Christ-like servant outlook on life. Our students memorize Philippians 2:14-16: “Do everything without complaining and arguing so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe, as you hold out the word of life....”

While we must teach our children by example and by word to respect authority, to give thanks instead of complaining, and to focus on serving and not on being served, this does not mean that problems must be ignored. We must teach and help our children to deal with problems in a Biblical manner. Love covers a multitude of sins, but when a matter cannot be covered, the approach is to be that of talking with the person who has caused the offense (not talking with others). If a student has a problem related to a particular staff member, the student and/or parent(s) should arrange a time to talk privately with that staff member. A student may also seek the help and advice of the principal in approaching a staff member about a problem. If the matter is not able to be resolved to the parent’s satisfaction, the parent should seek the help of the principal. Problems of a more general nature which do not have to do with a particular individual should be brought to the attention of the principal. If any matter cannot be resolved with the principal, the parent may approach the Chairman of the School Board for assistance.

In all interpersonal contacts between students, parents, and staff, it is important to cultivate the graces of Biblical communication. “He who answers before listening - that is his folly and his shame.” (Prov.18:13) “Without wood a fire goes out; without gossip a quarrel dies down.” (Prov.26:20) “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their need, that it may benefit those who listen.” (Eph.4:29)

## **MEDICAL GUIDELINES**

Northumberland Christian School follows the medical guidelines set forth by the Pennsylvania Department of Health. Students entering preschool or kindergarten must present their birth certificate and must complete a medical history form including a record of immunizations. The State requires all students to have the following:

- 4 doses of DTaP
- 4 doses of Oral Polio Vaccine
- 2 Measles Vaccine or Measles Serology
- 1 Rubella Vaccine (German Measles) or Rubella Serology
- 2 Mumps vaccine or Mumps diagnosed by a physician
- 3 doses of Hepatitis B vaccine required for students entering school for the first time
- 2 doses Varicella (Chickenpox) vaccination or written statement of having had the disease for new school enterers (K or 1)
- 1 dose of Tdap and MCV for 7<sup>th</sup> grade
- 1 dose of MCV for 12<sup>th</sup> grade

Students entering kindergarten or first grade must also have a physical examination, and a dental examination. The school provides forms for these examinations to be completed by your family doctor and dentist. Physical examinations must be repeated in sixth and eleventh grade, and dental examinations in third and seventh grade. Forms for all examinations are available in the school office. Any questions should be directed to the school office.

N.C.S. has a responsibility to cooperate with parents and physicians when it is necessary for students to take medication during the time they are involved in school activities. In accordance with the recommendations of the Pennsylvania Department of Health, students will be given medication only with the direct written order of a physician. The student, a parent, guardian, or responsible adult who is acting on behalf of the student, should bring the medication and the properly completed forms to the school office. The school nurse or an individual designated by the principal will give the medicine to the student. At the end of the designated time period, which shall be set by the physician, all unused medication will be destroyed after notifying the parents or guardians. The parent or guardian must complete a medication/treatment form before any medicine will be administered.

Students requiring the use of inhalers must complete the necessary forms in the office and have written parental permission to carry the inhaler with them for self-use. It is anticipated that administering medicine during school hours will be the exception rather than the rule. It is imperative that parents keep the school informed of any allergies, medications, or medical conditions, so that proper emergency care can be administered to the student if the need should arise. It is important that parents keep current the Emergency Information form and the Health History forms on file in the office.

Northumberland Christian School uses the following guidelines from the Department of Health regarding sickness and communicable diseases:

## **NCS GUIDELINES FOR COMMON ILLNESSES**

<u>Chicken Pox</u>	Student is contagious from first day before spots appear until no new lesions have appeared, which is usually five days. Please do not send child to school until all scabs are crusted over and there is no oozing.
<u>Diarrhea</u>	Student will be allowed to return to school after symptoms have subsided. If infectious diarrhea (viral; bacterial – Salmonella, Campylobacter; or parasitic - Giardia), student will not be permitted to return to school until after a health care provider documents the student no longer has infectious stools (2 negative cultures 48 hours apart).
<u>Fever</u>	Student may not return to school until no fever (100.4° or higher) has been detected for 24 hours without the use of fever reducing medicines.
<u>Hand, Foot, &amp; Mouth</u>	Student may not return to school until no fever has been detected for 24 hours without the use of fever reducing medications. Body lesions need to be covered.
<u>Head Lice</u>	Student may return to school after first treatment and <b>all</b> nits have been removed to prevent re-infection. The student will be checked before being allowed to enter the classroom.
<u>Impetigo</u>	Student may return to school after using medication for 24 hours.
<u>Pink Eye</u>	Parents are referred to their health care provider and should follow his/her instructions. May return 24 hours after medication has begun and there is no discharge.
<u>Ring Worm</u>	Student may return to school after treatment begins. Body lesions that are not dried need to be covered.
<u>Staph Infection</u>	May return 24 hours after medication has begun.
<u>Strep Throat</u>	May return 24 hours after medication has begun.
<u>Vomiting</u>	May return 24 hours after symptoms are gone.

## VIII. ATHLETICS

Students in junior and senior high school have the opportunity to participate in athletics. N.C.S. is a member of the Allegheny Christian Athletic Association (ACAA). The ACAA is comprised of sixteen schools that are divided into two divisions. The league offers competition in soccer, basketball, and a one-time JH track meet held the third week in May. In soccer and basketball each team must play the other teams in its division twice during the regular season. The top three teams in each division advance to compete in the ACAA championship tournament to determine the overall league champion in that sport. The ACAA also recognizes all-stars in soccer and basketball during the regular season. All-stars are selected during the regular season by opposing coaches (coaches are not allowed to select their own players). An MVP is also selected for the ACAA championship tournament. For more information go to the league's website at: <http://www.acaastats.com/pages/schoolsAll.php>

Parents are charged a \$100 (Varsity) or \$75 (Junior High) Athletic Fee per sport for a 7-12 grade student who participates in soccer and/or basketball. If the family serves one shift at the LLWS, there is a \$20 discount per sport for every student in the family. Track has a \$5 fee per athlete per meet. Parents are charged a \$25 Athletic Fee per sport for an elementary student who participates in soccer and/or basketball. The athletic fees are used to purchase athletic equipment and uniforms, and to cover traveling expenses. Uniforms must be returned to the coach or Athletic Director one week after the last game. A weekly late fee will be charged for uniforms which are not promptly returned to the school. Damaged uniforms, other than the normal wear and tear, will be evaluated and billed to you if the article needs to be replaced.

Students who participate in athletics are expected to keep up with their academic responsibilities. Participation in athletics does not provide an excuse for incomplete assignments or tardy arrivals at school. Students must maintain a 78 overall average and a passing grade in every subject to participate in athletics. Averages will be checked for compliance with the minimum average requirement at mid-quarter and at the end of the quarter. If at any time a student has uncompleted assignments which are more than one week late, that student may not participate in any practices or games until that work is satisfactorily completed.

In recent years we have been able to expand the opportunities for younger students. In addition to Boys and Girls Varsity Soccer and Basketball, we currently offer Boys JH Soccer 5<sup>th</sup>-8<sup>th</sup>, Boys JV Soccer 7<sup>th</sup>-11<sup>th</sup>, Girls JH Soccer 6<sup>th</sup>-8<sup>th</sup>, K-3 Basketball Clinic, 4-6 Elementary Basketball, Boys and Girls JH, JV Basketball.



## IX. STATEMENT OF FAITH

Northumberland Christian School is a ministry of the First Regular Baptist Church of Northumberland, Pennsylvania. The following is a brief statement of our faith:

1. We believe the whole Bible to be the verbally inspired and infallible Word of God, the only sufficient rule of faith and practice.
2. We believe that the chief end of man is to glorify and enjoy his Creator, Who exists in three persons – Father, Son, and Holy Spirit – and these three persons are one God.
3. We believe that the Lord Jesus Christ, the eternal Son of God, became man, vicariously placed Himself under the law and became obedient even unto the death of the cross, fulfilling the law for His people and atoning for their sin. He thereby purchased His church that they should be a holy people. He arose from the dead and ascended into heaven, where He continues to minister to His people as their prophet, priest and king.
4. We believe that man is by nature dead in sin and must be born again by the Holy Spirit. Salvation is by grace through faith. Saving faith is the embracing of Christ as Lord and Savior, turning from sin to serve the living God, and this faith is the gift of God.
5. We believe that Christ will come again, that all men will be bodily resurrected, and that Christ will judge all men. Those that have not obeyed the gospel shall be punished with everlasting destruction and shut out from the presence of the Lord, while those who by grace have obeyed the gospel shall inherit the kingdom prepared for them from the foundation of the world and shall ever be with the Lord. Until the day of His appearing, it is incumbent upon us to live in all purity as strangers and pilgrims in this world, holding forth the Word of life, that others may be brought to a saving knowledge of our God.
6. We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Gen. 2:18-25; 1 Cor. 6:18; 7:2- 5; Heb. 13:4).
7. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)
8. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the final source of all that we believe. For purposes of our faith, doctrine, practice, policy, and discipline, we hold to the London Baptist Confession of 1689 as the fullest expression of our faith, and the elder board of First Regular Baptist Church of Northumberland is our final interpretive authority on the Bible's application.

08/18/23