

Newton Bible Christian School

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SCHOOL VERSE: “But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.” Isaiah 40:31

SCHOOL COLORS: Blue and Gold

A Ministry of Newton Bible Church

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I. Introduction

A. School Heritage

Newton Bible Christian School is a ministry of Newton Bible Church. It was founded in 1973 as a response to growing interest within the congregation of Newton Bible Church for Christ-centered education for children. The first school term began in September of 1973 with approximately 50 students.

Newton Bible Christian School shares facilities with Newton Bible Church in Newton, Kansas and is a Christ-centered day school for Pre-K through grade 8.

B. Educational Affiliation

Newton Bible Christian School is a member of:

American Association of Christian Schools (AACCS)

Kansas Association of Christian Schools (KACS)

C. Educational Philosophy Summary

Newton Bible Christian School exists to provide a God-centered approach to education, rather than man-centered. We view Christian education as one that holds that God is central and everything exists in relation to Him (Acts 17:28). Knowing Jesus Christ as our personal Savior and Living Lord is the prime essential in life; therefore, Newton Bible Christian School seeks to present Him in its entire program. (For full Philosophy of Education, see Appendix A)

D. Parental Participation

As those responsible for the education of their child, parents delegate a significant part of the job of educating their child to the school. This requires that parents and teachers communicate regularly for the child's welfare. Parents should feel free to email, write, or call teachers to solicit information that will help them support the curriculum, instruction, and student learning at Newton Bible Christian School.

The school needs parent volunteers to read with children, chaperone field trips, facilitate communication with other parents, assist with special days, serve on various committees, help with campus beautification projects, and fulfill many other tasks. Volunteer parents help keep the cost of attending Newton Bible Christian School as low as possible. Volunteer needs are communicated through teacher requests and the office. Volunteers may be required to submit to background screening.

E. Relationship to the Church

Newton Bible Christian School is a ministry of Newton Bible Church. The church supports the school in part by providing the school facilities and by taking fifth Sunday offerings for the school.

Five of the School Board members are from Newton Bible Church, elected by the membership of the church for three-year terms. The school principal and then the board of Newton Bible Christian School have the authority to make decisions concerning matters of faith and conduct not expressly described in the statement of faith of school policy manuals. Actions taken by the board are subject to review or revision by the official church board or by the church membership. School Board meetings are not open to the general public.

II. Spiritual Life

A. Statement of Faith

1. The 66 books of the Bible are the complete, infallible, inspired Word of God and are the final authority in doctrine and practice (II Timothy 3:16; II Peter 1:20-21).
2. The Godhead eternally exists in three persons: the Father, the Son, and the Holy Spirit (Mark 12:29; John 1:1-4; Hebrews 1:1-3).
3. The Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God (John 1:1-2, 14). He accomplished our redemption by the shedding of His blood and triumphantly rising from the dead (I Corinthians 15:3-4), and He ascended to heaven, and is now exalted at the right hand of God (Romans 8:34).
4. The Holy Spirit convicts the world of sin, of righteousness and of judgment (John 16:7-13), and He is our abiding Comforter and Helper (John 14:16-17).
5. Man was created in the likeness of God, but because of sin has become totally depraved without hope for eternity except through acceptance of salvation made possible by the shed blood and resurrection of Jesus Christ (Romans 3:10-23).
6. The moment that we trust in Christ as our Savior, we pass out of death into life (John 5:24).
7. The Lord will descend in the clouds to take His own to be with Him just before the Great Tribulation period of seven years; at the Second Coming of Christ, He will, with all His saints, set up the Millennial Kingdom on the earth (I Thessalonians 4:13-18; Daniel 9:24-27).
8. There will be a resurrection of the saved and the lost, those who are saved unto the resurrection of life and those who are lost into the resurrection of damnation (Revelation 20:11-15).
9. God has defined marriage as an exclusive, covenant union for life between one man and one woman (Gen. 1:27, 2:24, Matt. 19:4-6). Any form of sexual immorality including, but not limited to pornography, adultery, fornication (including cohabitation), polygamy, homosexuality, incest, pedophilia are therefore condemned by God as sinful (Ex. 20:14,17, Lev. 18:6-23, Matt. 5:27-28, Rom. 1:18-19, 24-27, 1 Tim. 1:8-10, Rev. 21:7-8).
10. God established two distinct sexes, male and female, in His own likeness at creation (Gen. 1:27, 2:22). Any attempt to alter one's gender is a sinful rejection of His sovereign will (Psalm 139:13-16).

B. Mission, Vision, and Values

1. Mission Statement - Newton Bible Christian School provides a comprehensive, biblically based education to help children of Bible believing families excel in knowledge while growing in faith, love, and in service.
2. Vision Statement – We desire that students become lifelong learners and followers of Jesus Christ who are committed to serving Christ, building His church, and reaching the lost for the glory of God.

3. Values – As a ministry of Newton Bible Church accountable to church leadership, we hold to the following values:
 - We hold to a literal view of Scripture as the authority for life and godliness.
 - We believe that parents are the primary teachers of their children, and we are partners with them.
 - We believe that the Bible is the source of all truth and everything we teach should be viewed through the truth and point to Christ.
 - We are committed to providing a thorough, academically sound education that prepares students for high school and beyond.
 - We recognize that the daily events of the school will naturally provide many opportunities for discipleship and growth, and we eagerly embrace these moments to teach students what it means to live like Christ.

C. Purposes of Newton Bible Christian School

1. To provide a thorough academic education with high scholastic standards, integrated with an evangelical Christian view of God, of the Bible, and of the world (Deuteronomy 6:5-7; II Timothy 2:15).
2. To help young people mature in such a way that they will develop lives of useful service to Christ and the church, thus benefitting mankind (Proverbs 22:6; II Timothy 3:15–17).
3. To assist each child in discovering and developing his God-given talents and abilities (Proverbs 2:1-12; Romans 12:6-8).
4. To promote Christ-centered self-discipline (Philippians 4:8; Titus 2:11-15; II Corinthians 10:5).
5. To assist each child in seeking his purpose for life's service and necessary preparation for eternity through emphasis on Biblical relevance (Romans 12:1-2; Matthew 6:19-34).
6. To help each child learn how to live to honor the Lord by meeting the daily responsibilities with which God has entrusted him (Romans 6:11-13; Luke 16:10).

D. Chapel

Students meet weekly for chapel. The primary purposes of chapel are to honor the Lord with our worship and to grow in our understanding of the Gospel and knowledge of the Word. Staff and outside speakers are invited to share special messages. Parents are always welcome to attend chapel.

E. Student Conduct Policies

1. Newton Bible Christian School Code of Ethics
 - Because of God's grace alone, through faith alone, on account of Christ alone, every member of the Newton Bible Christian School community ought to:
 - a. Fear, love, trust, and enjoy God above all things.
 - b. Think, speak, and do all things for the glory of God alone and the physical and spiritual benefit of others.
 - c. Fear and love God so that he does not curse, swear, lie, or deceive by His name, but calls upon God in every trouble, prays, praises, and gives thanks.

- d. Fear and love God so that he does not despise preaching and His Word but holds it sacred and gladly hears and learns it.
- e. Fear and love God so that he does not despise or anger his parents and other authorities, but honors them, serves and obeys them, loves and cherishes them.
- f. Fear and love God so that he does not hurt or harm his neighbor, but helps and supports him.
- g. Fear and love God so that he leads a sexually pure life in what he says and does.
- h. Fear and love God so that he does not take his neighbor's money or possessions, or get them in any dishonest way, but helps him to improve and protect his possessions.
- i. Fear and love God so that he does not tell lies about his neighbor, betray him, slander him, or hurt his reputation, but defends him, speaks well of him, and explains everything in the kindest way.
- j. Fear and love God so that he does not avoid his responsibilities at school, but diligently works to learn, complete his schoolwork assignments, and contribute positively to his class.

2. Discipline Policies and Practices

- a. We strive for an orderly, productive, and Christ-honoring learning environment.
- b. The goal of discipline is self-control that enables the child to choose to do what is right in the sight of God.
- c. The school's aim is to teach, train, enforce, remind, reward, and discipline based on Biblical principles that are administered in love.
- d. The school's expectations are grounded in the authority of Scripture and our mission.
 - 1) Students are expected to respond respectfully to all school authority and be respectful of all other students.
 - 2) Parents are expected to support the school in the discipline of their child at all times. When there is disagreement, parents are invited to request a conference with the teacher first, and with the principal, if necessary, and to work together in helping the child grow toward godly self-discipline.
- e. Any behavior that makes it difficult to maintain an environment where the preceding standards are upheld is considered inappropriate behavior.
- f. Clear communication to students and parents is important.
 - 1) Teachers will keep parents informed of their child's progress and character development. Conduct notes will be sent home during the week, as needed, identifying behavior that needs to be adjusted. At the teacher's discretion, a conference may be necessary, especially for persistent or recurrent behaviors.
 - 2) Students can expect consequences for improper behavior. Teachers have several choices of consequences. More serious infractions and chronic offenses may require the principal's assistance. The principal may also set up times for counseling the student or recommend pastoral counseling.
 - 3) The possibility of probation, suspension, and in extreme cases, expulsion, exists in the event of a serious breach of behavior or chronic, inappropriate behavior.
 - 4) When students repeatedly misbehave, teachers will contact parents, providing them with a chance to address the behavior. If change is not seen in the student's behavior, the principal will be informed, and further disciplinary measures will be taken. Chronic misbehavior is misbehavior that occurs over several weeks and adequate improvement is not seen after intervention by the parents, teacher, and principal. If the behavior is reported to the school board, the student will be placed on a probationary period of four weeks after which the board will receive a report of the student's behavior. The

board may decide to remove the student from probation, extend the probation period another four weeks, or dismiss the student.

3. Standards in the Home

The Christian home bears the primary responsibility for the standards of conduct. Newton Bible Christian School challenges the Christian family to attend a Bible-teaching church, to examine carefully God's direction for the family, to exercise discretion, and to attempt to maintain standards of separation and testimony in regard to their behavior and practice.

F. General Behavior Guidelines

1. School equipment is not be used by students without permission from those responsible. The school office and telephone are for school use only.
2. Students are not to leave the school area during school hours without permission from home and school.
3. The use of any form of harmful drugs, cigarettes or alcoholic beverages by any student on or off campus is expressly forbidden. Students are never permitted to bring guns, matches, lighters, firecrackers, knives, or other potentially dangerous objects to school. Questionable books or magazines are also prohibited.
4. Cell phones, iPods, and other electronic devices may only be used with the express permission of a teacher or the principal. We will advise students of any other items that may be deemed as unsuitable for the school environment.
5. Parents and friends are urged to speak positively of the school before their children and friends. If there is dissatisfaction or concern, parents should go directly to the teacher or the principal involved. Following this, the School Board Chairman or the Pastor of Newton Bible Church may be consulted (Matthew 18:15-17). We share your concern for a school where God's blessings abound.

III. Academic Policies and Related Items

A. Classroom Structure

Pre-K and Kindergarten are separate classes, but grades one through eight consist of two-grade combination classes. Classes are limited to a maximum of 24 students per combination class. The classroom size limit is subject to change by the School Board.

B. Testing

Every other year, students will take The Iowa Assessments and Cognitive Abilities tests to monitor their academic progress. Parents will receive copies of the test results.

C. Curriculum

Our curriculum is set up to meet the child's spiritual as well as academic needs. Listed below are the subjects we offer:

Bible	Penmanship (K-4 th) Spelling/Poetry
Reading	History & Kansas History
Mathematics	Science
Language	Art

Physical Education
Music Education

Health Education

D. Pre-K Program

Our Pre-K class is a half-day program. The class is structured and academic with a focus on preparing students for kindergarten. Pre-K students will participate in some school-wide activities.

E. Student Records

1. The confidentiality of student records is important to us. The following have the right to inspect student records without prior written consent:
 - a. State and local officials for the purpose of reporting infectious diseases, gunshot wounds, or abuse, or as ordered by a court of law.
 - b. Accrediting organizations for accomplishing accrediting functions.
 - c. Educational testing organizations for the purposes of test validation and development.
 - d. Appropriate persons in the event of health and safety emergencies.
 - e. Parents or legal guardians of students.
 - f. Teachers and support staff when needed to assist the educational process.
2. Parents must receive prompt written notification of the release of student record information when records are released in response to the judicial process.
3. No other person may obtain access to information contained within the student records without written consent from the parent.

F. Grades

Our goal at NBCS is to train Christian youth so that they in turn will be “complete, equipped for every good work” (II Timothy 3:15). Academically, the following standards and procedures have been established to attain our goals.

1. The grading periods are based on four nine-week intervals. Report cards are sent home in a sealed envelope with the oldest child after each of the first three grade periods. Report cards will be mailed home at the end of the school year.
2. Every 4-½ weeks, progress reports will be sent home.

3. Grading Scale

Excellent	A+	(97-100%)
	A	(93-96%)
	A-	(90-92%)
Good	B+	(87-89%)
	B	(83-86%)
	B-	(80-82%)
Average	C+	(77- 79%)
	C	(73-76%)
	C-	(70-72%)
Below Average	D+	(67-69%)
	D	(63-66%)
	D-	(60-62%)
Poor	F	(0-59%)

Excellent	E
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U
Incomplete	I

G. Honor Roll

1. According to Romans 13:7, we are to “Render therefore to all their dues . . . honor to whom honor . . .” In light of this scriptural teaching and to establish student goals, we have outlined the requirements for our Honor Roll. The students who achieve these goals will be recognized in an appropriate manner by the principal.
2. To be on the Honor Roll, a student must have all “A’s” and “B’s” with no less than a “C” in handwriting.
3. To be on the High Honor Roll, a student must have all “A’s” with no less than a “B” in handwriting.

H. Help Class

1. In order to provide for the success of students and teachers, we utilize formal tutoring. If a student receives a “D” or “F” in English, math or reading on any 4½-week or nine week grade, he/she is to be in help class. If the student’s grades improve to the level of a “C,” the student may drop help class unless the grade later falls back to a “D” or “F.”
2. It is a privilege for the child to attend these free tutoring sessions. Parents will be contacted by the school regarding their child’s need for help class. Exceptions to attendance will be the decision of the parents and the school.
3. Help class will be arranged with the teacher and will take place before or after school.

I. Homework

1. Homework is an essential part of education. Homework should be completed on time for academic progress and for teaching responsibility. Specific requirements are established by each teacher.
2. Homework assignments can be viewed at Sycamore. In grades three through eight, each student will have an assignment book that he/she is to bring home daily. No heavy homework will be assigned on Wednesdays in order to encourage attendance at mid-week church services. Students and parents may expect homework at least three evenings a week.
3. Parents can best help students by:
 - a. Providing a quiet, well-lit, comfortable place to study.
 - b. Helping the student establish a regular time to study early in the evening.
 - c. Suggesting the most difficult subject is studied first.
 - d. Checking student work for accuracy, neatness and legibility.
 - e. Monitoring the child’s other activities so that the child is not overcommitted.
 - f. Monitoring the amount of homework the child receives and observing the ability of the child to accomplish school related tasks.

4. Parents are encouraged to communicate with the school first through the student's teacher, then, if necessary, through the principal, concerning student homework.

J. Graduation, Promotion and Retention

1. To receive a diploma, a 1.5 grade point average is required in all skills, including Bible, while the student is in the eighth grade (P.E., Music and Art are not included in calculating the grade point average). An attendance certificate may be granted if the student has less than the required 1.5 grade point average, or if the student has one "F" in any final grade (feasibly, a student could have the required 1.5 grade point average and still have an "F" on the grade card). In other words, a diploma denotes work done satisfactorily, an "F" does not.
2. A student will be subject to repeating a grade if he/she has two or more "F's" on the final grade average.
3. Parents of students graduating from the eighth-grade class will be charged for the cap and gown worn at the graduation ceremony.

IV. Admission Policies

A. Qualifications for Admission

1. Newton Bible Christian School is operated to provide quality, Bible-centered education for the young people of our community. Admission to the school will be based upon the commitment of the parents and the student to the principles of Christian education, discipline and standards as outlined in our handbook.
2. Each application will be carefully considered. An interview with the parents and the applying student may be arranged after application. The school is open to qualifying applicants of any race, national or ethnic origin.
3. Newton Bible Christian School's Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes but is not limited to, heterosexual immorality, any parent or guardian who identifies himself or herself as a practicing homosexual, bisexual, or identifies as transgender. In cases where the family leadership is unwilling or unable to support the moral principles of the school, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

B. Admissions Procedures

1. Parents must read the Family Handbook.
2. A written application must be completed and returned to the office. The admissions committee will review the application, and parents will be contacted in several weeks. At this time, the non-refundable application and testing fee is due.
3. All parents of new students must present completed immunization forms and copies of their children's birth certificates for admission to the school.

4. If you or any other person living in your home is listed on the National Sex Offender Public Registry, you are required to disclose that fact to the principal at the time of application to the school or prior to the offender being allowed to attend any school event. The Sex Offender Policy is available upon request.

C. Age Requirements

1. Normally, students who are two years above the normal chronological age for the particular grade level will not be considered.
2. Pre-K students must be four years old by September 1. Any student entering kindergarten must be five years of age on or before September 1 to enroll in kindergarten. Students entering first grade must be six years of age on or before September 1 in order to enroll in first grade.

D. Academic Requirements

1. Entrance tests are required for all new students.
2. A student whose test grade is sub-standard for the grade level the student should enter, will be evaluated on an individual basis to determine his acceptance and/or placement.
3. The grade placement for all students is determined by the administration.

E. Health Requirements

1. The State of Kansas requires the following immunizations for all children before they may enter school.
 - a. DTP (Diphtheria, Tetanus, Pertussis)
 - b. Polio shots
 - c. MMR (Measles, Mumps, Rubella)
 - d. Hepatitis B
 - e. Chicken Pox vaccine (Varicella) – If a child has had this disease, the date and year must be documented.
2. New students must have Kansas Certification of Immunization forms completed. These forms are required by the Kansas Department of Health, and they must be returned to the school office upon enrollment.

F. Requirements for Acceptance

1. Parent(s) or Guardian(s) must agree with the statement of faith and be committed to maintaining a Christian home consistent with the statement of faith and the student conduct policies of this handbook.
2. An interview with the admissions committee may be required before acceptance is granted.
3. Students are selected regardless of race, color, national or ethnic origin, or birth gender.
4. Acceptance in any grade does not mean automatic acceptance into the next grade the following year.
5. When everything is satisfactory, acceptance is granted according to the date of the application.

6. All new students will be on academic and behavioral probation the first nine weeks of school and may at any time during probation be disciplined, suspended or dismissed as necessary.
7. NBCS administration and board reserve the right to refuse to admit students we cannot serve well because of behavior or learning needs, religious or lifestyle differences, or language barriers.

G. Transfer Students

It may take time for a transfer student to adjust to a different curriculum and a different school. There may be a tendency to get discouraged if grades are not what they were previously, but patience, persistence and hard work will result in students adjusting well.

H. Student Withdrawal

1. Students who withdraw early from school will receive a refund consisting of all remaining paid tuition. All other fees are non-refundable.
2. Parents are asked to secure a withdrawal form from the office and complete the form before the student is officially no longer a student at NBCS.
3. Requests to transfer student records will be fulfilled after any outstanding fees or tuition have been paid.

V. Financial Policies and Information

A. Educational Grant Policy

1. The purpose of an NBCS educational grant is to aid parents who have real financial needs. The School Board gives out educational grant monies to students based upon request by the parents with real needs who are committed to Christian education. It is the policy of N.B.C.S. to allow a maximum tuition aid of 50% for each child because of our belief that that which costs nothing has little value to the receiver (II Samuel 24:24). It is school policy to give grants only for tuition. Therefore, all books and other fees are the responsibility of the parents.
2. The school will not grant funds to cover past debts to the school. Educational grants are given only upon the request of the parents based on their projected need for the upcoming semester, and are granted for one semester at a time. Educational grant applications must be submitted to the school by June 15 for the first semester and November 15 for the second semester. The School Board will determine distribution of grants after reviewing all applications. Families may only apply for aide with the tuition bills of students in the first through eighth grades. Grant funds are designed to help meet unexpected financial needs and are not intended for long-term use to meet tuition costs. Therefore, grants are limited to not more than four consecutive semesters.
3. Students receiving educational grants must maintain a passing grade average in all subjects and maintain good character conduct. Parents should realize the value of the Christian education their child is receiving and should whole-heartedly support NBCS as they have opportunity.

B. Responsibility for Debts

1. Parents must have all school debts paid in full from previous years before a student may enter the new school year.
2. Accounts more than 30 days behind will be brought before the School Board for review by the treasurer or principal. Parents will be required to present to the board a plan to pay the outstanding balance.
3. NBCS reserves the right, without additional note, to suspend a student whose account is delinquent.
4. Students will not be permitted to take final exams, records will not be forwarded, nor will a diploma be given if an account is outstanding.
5. It is the parent's responsibility to inform the school principal or the treasurer if payment cannot be made on time and to provide a plan to pay.
6. Any costs that arise because of a bad check given to NBCS will be the responsibility of the person who issued the check.
7. The NBCS board may allow a student to continue with a delinquent account if the parents have submitted an adequate plan or reason for the debt.
8. The purpose of this policy is to be fair and to be a good testimony to parents who pay faithfully, teachers who depend on NBCS, and those who do business with the school.

C. Tuition and Fees

1. Tuition is to be paid in ten monthly installments. The first payment is due on August 1 or at registration and each payment thereafter is due the first of each month.
2. Parents paying for a full semester in advance will receive a 3% discount. Semester payments must be paid on or before registration for the first semester and within one week of the start of the second semester.
3. An account is considered delinquent 10 days after the due date. Progress reports and grade cards will be held until the account has been made current.
4. Pre-enrollment will not be accepted from families whose accounts are not current.

D. Miscellaneous Expenses

1. A one-time registration and testing fee is charged for each new applicant. This fee is non-refundable.
2. A fee is charged to all students for the use of the library and for art supplies.
3. A fee is charged to cover student accident insurance.
4. A fee is charged to cover student workbooks and textbooks.

VI. General Policies and Procedures

A. Security

1. All entrances to the school and church building will be locked during the day. The doors at the east entrance have a doorbell. Visitors should ring the bell and someone will come open the door.
2. All parents, guests, and other visitors to the school must check in at the school office desk. In addition, all parents are requested to stop by the office if they need to leave something for a student or pick up a student. Parents and visitors should not go directly to the classroom.

B. Fire, Tornado, and Security Drills

1. Fire drills or security drills are conducted monthly during the school year, and tornado drills are conducted during the months of September and March.
2. When the fire alarm sounds, students are to leave the building immediately in an orderly and quiet manner. The last student out of the room is to close the door. Students are to go quickly to the designated areas, turn to face the building and wait quietly for the signal to re-enter. Re-entry must also be in an orderly and quiet fashion. The teacher in each classroom will give students instructions concerning procedures and designated waiting areas.
3. When the tornado alarm sounds, students are to leave the classroom and go to the basement in an orderly and quiet manner. The students are to get down on their knees next to the wall, away from any windows, and cover their heads with their hands as they bend over. When the signal is given, students are to return to their classrooms in an orderly and quiet way. The teacher in each classroom will give students instructions concerning procedures and designated areas.
4. During a security drill, students will be instructed about what to do by a message from the office intercom. Classrooms may be locked down and darkened, or classes may exit the building as they would for a fire drill. Students will be told that they are having a drill.

C. Parent/Teacher Communication

1. Parent/Teacher Conference time is scheduled following the first and third quarters for parents and teachers. If possible, both parents are asked to participate in the conference. Parent/Teacher Conferences are invaluable opportunities for the home and school to become more effective in the Christian nurture of each child.
2. Special parent teacher conferences may be arranged at any time throughout the school year at the request of either parents or teachers. Arrangements for special conferences are to be made in advance through the school office.
3. If a matter is not resolved, a conference with the principal is the next step. If the parent feels that he or she cannot accept the decision or explanation given by the principal, his final recourse is to take the matter to the School Board with the principal and teacher present. A written request must be submitted to the principal for such a meeting.

D. Website

Newton Bible Christian School can be found at www.newtonbiblechristianschool.org or by visiting Newton Bible Church's website at newtonbible.org.

E. Sycamore

School records are maintained using an online system called Sycamore Education. Each family is given a user name and password and can access student grades and other school information.

F. Library

1. Any book taken out of the library must be checked out. Books may be kept for two weeks. The book may be renewed at the librarian's discretion.
2. The library may be used during study hall and with the teacher's permission.
3. Any lost book must be replaced at the student's expense. The lost book fee is \$10. Overdue books are fined at the rate of 5¢ per school day. Students with overdue books will not be permitted to check out any more books until the overdue book is returned.
4. Dictionaries, encyclopedias and reference books are not to be taken from the building.

G. Class Field Trips

Throughout the school year, individual classes take field trips. Some field trips are just an hour or two, and some are a full day. Parents sign a field trip consent form at the beginning of the school year, authorizing these trips. Parents may need to cover additional costs for a trip.

VII. Attendance, Tardiness, School Closing

A. Arrival and Departure Times

1. The school doors open at 8:15 a.m. Students should not arrive prior to 8:15, as there is no outside supervision.
2. A student is considered tardy if he is not in his classroom by the 8:30 a.m. bell. Dismissal is at 3:30 p.m.
3. If it is necessary for a child to arrive before 8:15, parents should make arrangements with the principal.
4. Students who are not picked up within 15 minutes after dismissal are subject to a supervision fee of \$5.00 per each half hour or any part thereof. Parents are to pick up students promptly at their dismissal time of noon or 3:30.

B. Absences

1. Students are not expected to be in attendance when they are ill. Students may not attend school if they are known to have a contagious disease. Parents should call or e-mail the school as soon as they know a child will be absent on a particular day.
2. Excessive absences will inhibit a child's progress. If an absence is foreseeable, parents should notify the school office in advance.

3. Students returning from having a communicable disease should bring a written excuse for the absence or the parent must call the office.
4. Excused absences include illness or a death in the immediate family. DOCTOR AND DENTIST APPOINTMENTS SHOULD BE MADE AFTER SCHOOL OR ON SATURDAYS. If it is necessary to schedule an appointment during school time, the absence will be considered excused if the school is notified the day prior to the absence. Other excused absences will be on a case-by-case basis at the discretion of the school administration. If there is a question, parents should check with the principal. Without such prior notice, the absence will not be excused. Make-up tests are given for excused absences.

	Grades 1 – 8	Kindergarten
¼ day	8:30 – 10:15	8:30 – 9:15
½ day	10:15 – 12:00	9:15 – 10:00
¾ day	12:00 – 1:45	10:00 – 11:00
1 day	1:45 – 3:30	11:00 – 12:00

5. Absences are recorded on a quarterly basis.

C. Tardiness

Attendance will be recorded daily through Sycamore. If a student is tardy six times during a nine week grading period, the parents will be assessed a \$10.00 fine.

D. Inclement Weather

1. Decisions will be announced by 7:00 a.m. if school is not to be held, or if the starting time is delayed. This decision will be communicated by e-mail, on Facebook, and KWCH.
2. School will not generally be dismissed early during storms, as long as students and teachers may remain at school in safety. If school dismisses early, every possible attempt will be made to notify the parents. Parents should supply an alternate name to the school to be used in case a parent cannot be reached.
3. It is impossible for the school to know the exact conditions of all streets and roads. Therefore, it is a parental responsibility to determine when conditions are too hazardous to send their child, or if they should pick their child up early when the weather is threatening.

VIII. Activities

A. Friday Memo

Each week, usually on Friday, the school will send a memo through email. This memo will contain very important information about the programs and activities of the school.

B. Recess

1. Children who are well enough to come to school, with rare exception, will be required to play outside at recess, weather permitting. This physical exercise is essential to our total program, and to the physical welfare of the children. Parents should dress their child according to daily weather conditions.

2. If it is necessary for a child to remain inside during recess, a note of explanation from home will be required.

C. Playground Rules

1. Each class is responsible for its own equipment (what you take out, you must bring back in).
2. Never is a child to go into the street after a ball without the teacher's permission.
3. No one is to come into the building during recess without permission from a teacher.
4. Clothing is not to be used for play.
5. Students are not to climb fences, trees or on the building. If a ball on the soccer field goes into a yard, only one student may get it by using the appropriate gate.
6. Hitting is not allowed. The teacher on duty is there to help with any problems.
7. There should be no talking in line as students enter the building.

D. Lunch

1. Students are to bring their lunches to school. Students are not permitted to use the microwave or kitchen facilities. Each child should have his own lunch box, marked with his name.
2. The lunch period is usually 20 minutes long. Parents are welcome to come and eat lunch with their child on special occasions, such as a birthday, or they may take their child off campus for lunch. Parents must notify the teacher before leaving with their child.

E. Gymnasium Rules

1. Students are not permitted in the gym without adult supervision.
2. When students are using the restroom for break, they should wait in line and not play in the gym.
3. Students should not be in the shower area unless they are taking showers.
4. Lights must be turned on and off by the teacher.
5. Students are not permitted on the stage or the rooms next to the stage, or in the kitchen without permission.
6. All equipment used in the gym must be returned to its original location or position. Equipment must be used properly and for its intended use.
7. Balls or objects should not be thrown or kicked at the walls or ceilings.
8. Only non-marking shoes may be worn in the gym.

F. Physical Education

1. Several grades may be combined for P.E.
2. Part of the P.E. program for grades five through eight may include competition in the following sports: soccer, volleyball, basketball, and track.
3. P.E. uniforms will be available through the school office. All T-shirts will have the school name imprinted. The shirts and shorts will be purchased at the beginning of school or ordered if not in stock.
4. If a student's P.E. clothes become too small, parents will be required to order the proper size.
5. Physical Education Rules
 - a. All students are required to participate in the P.E. activities as planned by the school unless the student brings a valid excuse from a parent, doctor, or teacher.
 - b. Students in grades three through eight are required to have their gym clothes at school by 8:30 a.m. Students who do not have their gym clothes at school by P.E. time will be given an alternative assignment.

G. Classroom Parties

1. School parties are held several times during the school year. Room moms or dads are contacted to arrange the details of these parties.
2. Individual class parties may be held occasionally.
3. A child may celebrate his or her birthday by bringing one edible treat for each member of the class to be enjoyed at lunchtime. Parents are asked to notify the classroom teacher if their child may not eat certain food items.

IX. Student Welfare

A. Emergency Contacts

Every student is to have emergency information on file at Newton Bible Christian School making it possible for the school to contact someone in the family at all times. It is the responsibility of the parents to keep this information current.

B. Dress Regulation

1. Newton Bible Christian School sets standards for student dress that enhance the atmosphere of the school and reflect the biblical standards of neatness, modesty, and appropriateness. In addition, the dress code boundaries are designed to promote the safety, security, protection, and the moral well-being of the students and staff.
2. Enforcement of the code is the responsibility of the Principal working through the faculty members and staff. Parents demonstrate their willingness to partner with the school by ensuring and supporting compliance of their children at school and school activities. The school reserves the right of decision on what constitutes proper attire.
3. School Day Dress and Appearance Standards.

Clothing must fit properly and be modest, neat, and clean. Sweaters, sweatshirts, and shirts must be free from inappropriate graphics. Footwear must be worn at all times. P.E. clothes should not be worn until P.E. class time. There will be designated days for NBCS shirts to be worn.

C. Girls-Pre-K-6th Grade Dress Code

1. Dresses and skirts should be worn to the middle of the knee. Slips should be worn when dress or skirt fabric is lightweight. Sweatpants and tight-fitting pants are not allowed.
2. Capris or jeans may be worn every day except on Wednesday. Chapel day is our “dress up” day. Girls need to wear pants (not blue jeans) or a dress or skirt on Wednesdays and are encouraged to look especially nice on Chapel day each week.
3. Shirts must have ribbed necklines or collars. Sleeveless shirts may be worn if the armholes are not too large or the neckline too low. Shirts designed to be tucked in need to be tucked in.
4. Sandals may be worn. Beach flip-flops are not to be worn during school.

D. Girls-7th-8th Grade Dress Code

The dress code is the same as girls in K-6th, except the older girls are not to wear jeans.

E. Boys-Pre-K-6th Grade Dress Code

1. Jeans or dress pants should be worn with a belt when belt loops are present. Sweatpants are not permitted.
2. Shirts must have sleeves and ribbed necklines or collars. Shirts must be tucked in, regardless of the bottom cut. Wednesdays are “dress up” days. Boys must wear pants (not blue jeans) and collared shirts on Wednesdays because they are Chapel days.
3. Boys’ hair is to be neatly groomed, out of their eyes, and should not cover the entire collar or ear. Hair should not have unnatural colored styles. Lines, letters, numbers, or designs are not to be cut into the hair. No extreme shaved sides or top that are in sharp contrast to the rest of the hair will be permitted. Excessively spiked or unkempt styles are unacceptable.
4. Bracelets and necklaces are not to be worn in school unless they are for medical purposes.

F. Boys-7th-8th Grade Dress Code

The dress code is the same as boys in K-6th, except the older boys are not to wear jeans and are to wear a collared shirt every day.

G. Care of Facilities

It is of utmost importance that we all work together to keep NBCS facilities in good condition, looking clean and neat.

H. Health Policies and Procedures

1. Parents are expected to keep their children’s immunizations up to date and to have the current immunization records (Kansas Certificate of Immunizations).

2. Any student suspected of having a communicable disease or infestation (e.g. lice) shall be referred immediately to his parent or guardian for care by a physician. The student is not to return to school until he is non-infectious, non-infested, "nit free."
3. The following criteria must be met in order for school personnel to dispense prescribed medication:
 - a. ALL medication must be in the ORIGINAL, LABELED CONTAINER.
 - b. The label must contain the following:
 - i. The child's name
 - ii. The name of the drug
 - iii. The dosage and frequency
 - iv. The prescribing physician's name
 - v. The date the prescription was filled (Antibiotics and prescribed cough syrup cannot be over 14 days old.)
 - c. Any over the counter medication such as aspirin must also be in the original container with the manufacturer's directions printed on it.
 - d. All prescribed medication must be accompanied by a medication card giving the following information: date, medication, dosage, reason for dispensing, physician's name and phone number, and the parent's signature. If a medication card has not been filled out and signed by the parent, the medication will not be given.
4. Parents should notify the office of any phone number change to be used in the case of emergency or illness. Parents will always be contacted first. If unavailable, then the person designated will be contacted.

I. Student Services

1. Each year the school makes arrangements to have individual photographs taken of all students. Class pictures will also be taken.
2. A telephone is located in the school office. Permission must be granted by the office staff and will be given when it is deemed necessary.
3. Parents should not request a message to be delivered to their child unless it is an emergency. In the case of an emergency, parents should call the school office giving the student's name, grade and a concise message. The student will be given the message at the earliest convenient time. Except in cases of an emergency, classes will not be interrupted to deliver a message or to have a student return a call to the parent.
4. Cell phones are not to be used during school hours. Students are not permitted to use any electronic devices such as an iPad, iPod, Kindle, gaming device, etc., unless permitted by the principal. If cell phones or electronic devices are out, they will be confiscated.
5. Any items found on the campus or in the hallways should be brought to the school office. All larger lost and found items will be put out on tables in front of the office on designated days so that students may reclaim their property. Smaller items such as watches, rings, cell phones, glasses, and jewelry will be kept in the offices for claiming.

APPENDIX A: Educational Philosophy

PHILOSOPHY OF CHRISTIAN EDUCATION

Newton Bible Christian School exists to provide a God-centered approach to education, rather than man-centered. We view Christian education as one that holds that God is central and everything exists in relation to Him (Acts 17:28). Knowing Jesus Christ as our personal Savior and Living Lord is the prime essential in life; therefore, Newton Bible Christian School seeks to present Him in its entire program.

The Source and Purpose of Christian Education

The basic purpose of education is to provide training and instruction. The basic purpose of Christian education is to provide training and instruction that teaches, develops, and strengthens a Christian worldview. A Christian worldview is a framework for making decisions that aligns with the desire and will of God. This framework for understating the world and making decisions is revealed to mankind through the scriptures. Therefore, the basis for Christian education must be rooted in the Word. This truth is clearly expressed in Proverbs 1-4 where the value of Godly wisdom and knowledge is explained. The Bible exhorts all people to learn this knowledge and apply it in order to live a life of useful service (2 Timothy 2:14-17). Christian education is important because the consequences of a lack of knowledge and the misuse or rejection of knowledge are severe and have eternal consequences (Proverbs 19:2, Ephesians 4:18, Hosea 4:6).

The ultimate purpose of each human life is to glorify God. Every person is made in the image of God and has inherent value. (Genesis 1:27, Psalm 139:14). All people are born in sin (Romans 5:12). Sin corrupts every part of every person including their hearts and minds. Every person has a body, soul, and spirit. The spirit part of man is eternal, and where a person spends eternity depends on how they respond to the Gospel. Because a Christian worldview cannot exist apart from responding positively to the Gospel, the heart of Christian education must be the presentation of God's message of salvation and sanctification. Only God can change a person's heart through the work of His Spirit (Philippians 2:13).

View of the Learner

God designed people with the capacity to learn. Every person can learn, but there are many ways in which students learn including through visuals, lecture, or physical interaction with the material. Christian education should endeavor to provide students opportunities to learn using a variety of methods, but Christian education is not child-centered. The learner must take responsibility to learn regardless of the method offered. Proverbs 2 teaches that the path to wisdom is an active process.

View of the Curriculum

The purpose of education in a Christian school is to prepare students for a life of service to God. Therefore, Christian schools have an obligation to provide a well-rounded curricula from a Christian worldview. All truth taught is God's truth, and all knowledge points to Him. God is the source of all knowledge (Daniel 2:21-22). It is the Word of God that "makes wise the simple" (Psalm 19:7); therefore, the Word of God is the foundation for what is taught. The Christian school has the responsibility to maintain an educational program that is equal to or better than what is considered standard for public education as measured by a standardized test. Any teaching concerning false views should be refuted from God's Word as they are taught (2 Timothy 3:16). Christian education not only teaches children to respond by rote with what they have learned; it also teaches them to respond intellectually using their God-given reason, logic, and creativity. Students are taught to apply, analyze, evaluate, think critically, summarize, and construct using a Biblical world view. These skills reflect the image of their Creator God in them.

View of the Teacher

The teacher is first called to be God's servant and then chosen to teach (Titus 1:1). As with all of God's chosen ones, the teacher is called to "proclaim the excellencies of him who called you out of darkness into his marvelous light (1 Peter 2:9). In order to disciple students, the teacher must be a growing follower of Christ (1 Corinthians 11:1, Matthew 10:24, Acts 1:8a). The teacher should set a high standard of good works, integrity, dignity, and sound speech (Titus 2:7-8). The teacher is God's messenger when proclaiming truth, but the impact of the truth on the learner is God's responsibility (Romans 10:14, Philippians 2:13). As leaders, teachers hold a high responsibility before God for their lives, testimony, and influence (Hebrews 3:17, James 3:1). In addition to living as growing followers of Christ, teachers must be knowledgeable in their subject matter, able to relate to students, and skilled in pedagogy.

View of the Scope of Impact on the Child

Christian education is concerned with the whole child, body, soul, and spirit. We educate the mind while training the will and heart toward the authority of God and His Word. Because the spirit of a child is eternal, the truth about God, man, and eternity is central to Christian education. Discipleship is a necessary part of teaching (Matthew 28:19-20). In Christian education, this takes place formally, in the classroom, and informally, through life on life. All aspects of the educational program from recess, to lunch, to programs are designed to disciple students, preparing them for a life of service to God, his church, and the unsaved. In order to be life-long disciples of Christ who continually grow in wisdom, student must be guided into a passion for learning that motivates the student to further develop his Christian worldview even after formal education is completed.

View of the Parent's Role

All authority rests with God. God gives parents the primary authority and responsibility for the training of their children (Deuteronomy 6:7-9; Proverbs 23: 22, Ephesians 6:4). Parents invite other mature believers into the lives of their children by entrusting their children's academic education to the Christian school. Parents play an important role in the education of their children as they support the child through facilitating homework, acknowledging failure, encouraging success, and communicating with teachers. Parents also play a role in Christian school education by supporting the school and teachers in front of their children and speaking positively about the school to others. The Christian school, in cooperation with the home and a Bible preaching church, helps develop the entire child. The school is most effective when teaching values, goals, discipline, and atmosphere of the home and the school are in harmony. The teaching of Deuteronomy 6 extends to grandparents as well, and the Christian school should value the role of grandparents and encourage them to be part of the school family.

View of Discipline

In Christian education discipline is concerned with much more than correction or punishment. Discipline is first instructive as the Word of God is to be used for teaching (2 Timothy 3:16). Students should be instructed in the habits and practices of Christian living as well as the habits and practices needed for success in life and education. When instruction is not enough, reproof, correction, and training follow. The purpose is not retributive to coerce the student to change outwardly but Godly repentance from the heart which leads to new patterns of behavior is the goal of Christian discipline (Hebrews 12:11, 2 Corinthians 7:9-10).

View of the End Goal

The end goal of Christian education is life-long learners and followers of Jesus Christ who are equipped as disciple-makers and prepared to serve in the local church and reach the lost all for the glory of God. The means to this end is the model of Matthew 28:19-20. The manual is the Word of God (2 Timothy 3:16-17).



PARENT ADMINISTRATION AGREEMENT

I agree to support my children and their Christian education in Newton Bible Christian School. I desire that this school be an extension of my home. Our purpose is to have a happy and contented home and a school where there is peace and character building. I realize that I may not understand some actions completely. Teachers agree to support the home, and I as a parent agree to support the school. Both agree to try to understand problems fully before making any judgments or accusations. If I need clarification or further explanation, I will call the school for an appointment with the appropriate person.

I realize that attending this school is a privilege and not a right. It is my intention to be a part of the team and support the decisions and discipline of the administration.

I will financially support the school by paying tuition on time in order that the school's financial commitments are met. Realizing that tuition does not cover the actual costs of education for my child, I will pray that God supplies the needs of the school.

I have read and understand the NBCS mission statement, purposes, statement of faith, and policies set forth in the handbook. I desire that my child will grow to love the Lord and His precepts. Therefore, I cheerfully agree to abide by these policies and guidelines and will support the ministry of the Newton Bible Christian School.

Father's signature

Date

Mother's signature

Date