



Student & Parent Handbook

2023-2024

NORTHERN DAUPHIN CHRISTIAN SCHOOL
Information Handbook

Table of Contents

PARENT SECTION

I. Introduction	page 3
II. General Policies & Information.....	page 7
III. Registration, Tuition, & Financial Policies.....	page 14

STUDENT SECTION

IV. Academic Factors.....	page 16
V. Student Conduct.....	page 24
VI. Technology Use Policy.....	page 31

PARENT SECTION

I. INTRODUCTION

Our Story

Northern Dauphin Christian School (NDCS) was established in 1995 by a group of parents determined to provide a Christ-centered education option in a traditional classroom setting in the Northern Dauphin County area. They came together in prayer to discern God's plan for creating a Biblically integrated academic setting, partnering together with parents and churches to help cultivate disciples to further His kingdom. Through the vision and hard work of these few parents, an independent organization was formed and incorporated as the Northern Dauphin County Christian School Association (NDCCSA).

They then began making preparations for the 1995-1996 school year. By faith, the Board hired Sonya Hogsett as our first employee and enrolled four kindergarten students who started class on August 28, 1995. David's Community Bible Church graciously gave us (literal) room to grow within their facility, and was our only campus for the first 18 years.

Since then, the Lord has blessed that mustard seed and guided those in the administration to press onward to reach those original goals. Little by little, more elementary grades were added to meet the increasing desire for the Christian education NDCS was providing. (A few of those original teachers are still with us to this day!)

As some of those first students were approaching their teenage years, we opened a middle school program to meet the increasing need. Then, in 2013, a high school program was added. In 2015, we gave our first diplomas to a graduating class of four students.

Our early education center opened its doors at the David's Church campus in 2008, expanding our ministry to Pre-K aged students. Our three and four-year-old classes became part of the overall ministry at NDCS, and has continuously outgrown its allotted space ever since.

To accommodate the growth of this program, and the continued growth of our Middle and High School programs, Free Grace Brethren in Christ opened its facility to us for the creation of an Upper Grade Level Campus in 2016. Then, in 2021 (to allow for even further growth), Hillside Christian Fellowship became the new home of our Early Childhood Center, making us the three-campus school we are today.

Our Purpose, Mission, and Vision

Being a part of the NDCS family means joining together with a community having a common purpose, mission, and vision for the education of our children. When a family enrolls students at NDCS, they are agreeing to partner with the administration, faculty, and fellow parents in achieving the following guiding values:

Our Core Purpose:

We exist to further the Kingdom of Heaven in the world by achieving the promise of Psalm 145:4 “One generation shall praise Your works to another, And shall declare Your mighty acts.”

Our Mission:

We are a Pre K-12 school that develops disciples who are spiritually and academically prepared to impact their world for Christ.

Our Vision:

NDCS is a community of parents and teachers which prepares graduates who:

- live in their private and public lives with the observable character of Christ,
- are prepared to discern and pursue their life’s calling wherever it may lead them, and
- carry a biblical worldview through which they will impact the world into which they are sent for Christ.

Our Philosophy of Education

Northern Dauphin Christian School, remaining true to the heart and purpose of its founding families, believes that parents are to be the primary instructors of their children. God has given families the responsibility to *bring them up in the discipline and instruction of the Lord*, and God has given parents’ the grace and wisdom for raising their own children. No school should try to replace that role, but rather be a resource and support to parents.

NDCS is a school that partners with parents in the discipling of our children, and this is reflected in everything from our policies and procedures to our curriculum. It can be seen in how parents and teachers partner together by communicating and feeding back into one another as our students’ hearts and minds are cultivated in Christ. We view ourselves as stewards of parents’ children while they are in our classrooms, and honor parental authority in all we do.

We believe that a Christian education should primarily focus on building the character of Christ in its students; our end product should be young men and women who live with an observable character of a disciple of Jesus Christ. Our school will have the kind of discipline which produces disciples, and our school’s culture should reflect the reality that we are a *Christian* community. As one beloved Head of School used to say, “We are more concerned about our students getting into Heaven than Harvard.”

We believe that Christ should be at the center of all learning. This means all classes, from Literature to Physics, will be taught within a biblical framework. The Bible is the main textbook for every subject, and we believe that all knowledge points back to the God who created everything about which we learn. A biblical worldview is a critical component of our curriculum, and is interwoven in our classes from elementary grades on through graduation.

We believe that a Christian education should emphasize excellence in all we do. We instruct with rigorous academic standards, believing that students can rise up to the level of whatever reasonable expectations are laid before them. God is glorified when His children put their whole hearts into every area of their lives, and during school age years that means learning well. Our students will be prepared in our school for whatever call of God lies ahead, and our graduates will be prepared for college and career as they grow and discern the call of God in their lives.

1. *This includes guardians, stepparents, grandparents, foster parents, or whomever is serving the role of parent in a student's life.*

About the NDCCS Association

The primary governing body of our school is The Northern Dauphin County Christian School Association Inc. This is made up primarily of parents and faculty members, with the addition of members of our community who have an interest in partnering with our ministry. This organization elects a Board of Directors, which provides the hands-on stewardship and oversight on behalf of the Association to all aspects of the school. The NDCCSA is a non-profit organization with 501(c)-3 status.

Association Membership

At least one parent or guardian must be an approved member of the Association for their students to be accepted into the school. All staff members are also members of the Association.

Up to 15% of our membership at any time may also be composed of *Associate* Members. These are members who may have no daily involvement with the school (like a parent/guardian or staff member) but do wish to be active participants in the fulfillment of our mission.

All members have an equal vote and voice in the governing of our school.

All members must meet the following requirements:

1. Be eighteen years of age or older.
2. Give a clear testimony of being born again, in accordance with the Scriptures.
3. Participate regularly in Christian fellowship and worship at a Bible believing church whose Statement of Faith does not conflict in any way with the NDCS statement of

faith. A confirmation from your pastor will be required for admission to the Association.

4. Be in wholehearted agreement with our Statement of Faith, Lifestyle Statement and Purpose, Mission and Vision Statements. (*See attachments at the back of this manual*).
5. Agree to partner financially and practically with us in fulfilling our Mission, Vision and Purpose as contained in our ByLaws and this handbook.
6. Attend at least one meeting annually.

All members begin their process by holding an interview with a board member and/ or Head of School to ensure the family meets the spiritual requirements for admission. Associate members are subject to all the same membership requirements as parents, guardians, and faculty.

All Members are accepted to the association on an annual, renewable basis. Should any change of lifestyle, doctrine, or behavior develop which would prevent a member from signing the Lifestyle statement or Statement of faith, the board reserves the right to reject a renewal request.

III. GENERAL POLICIES AND INFORMATION

A. School Hours

1. Students should arrive by 8:00 AM. School begins at 8:10 AM K-6 (David's CBC Campus); 8:00 AM 7-12 (Free Grace BIC Campus), at which time students are to be in their classrooms.
2. School dismissal is at 2:30 K-6; 2:40 pm grades 7-12.
3. Early dismissal is at 11:30 K-6; 11:40 am grades 7-12.

Keeping a Record of Attendance

Missing up to one hour does not affect the attendance record.

Missing 1-3 hours is considered half a day absence.

Missing 3-6.5 hours is a full day absence.

B. Attendance

1. Each child is required by state law to attend school each scheduled day unless prevented from doing so for mental, physical, or other urgent reasons. According to state regulation 22 PA Code Chapter 11.25a, "urgent reasons" is to be strictly construed and does not permit irregular attendance.
2. Legal and illegal absences are determined by state law. Illness or death in the family are the only excusable absences. Educational experiences are also excusable if the procedures outlined below are adhered to.
3. Any child who is absent must submit an excuse written/emailed by the parent on the first day back from the absence. Absences of three consecutive days or more require a doctor's excuse. If no excuse is returned to the school within three days, the absence will be "unexcused" or deemed invalid by the Head of School. This excuse should be specific to the illness; this helps the teacher in knowing what to expect of the child as far as make-up work is concerned. Excessive absences, excused or unexcused, may require that further absences have an excuse from a physician.
4. Children who are absent because of a communicable disease must conform to the quarantine laws for such a disease. A student may not return to school until approval is made from an appropriate healthcare official.
5. If a student incurs more than 10 unexcused absences during the year, a meeting will be requested with the parents and school board.
6. The Head of School has the discretion to deny work make-up privileges for students who have unexcused absences. The student may receive zeros for the work missed.
7. Three illegal absences would require a conference of the parents and Head of School to resolve the situation in an agreeable manner. The student's home school district will be notified of the absences. Any action taken by the home school district will not be the responsibility of Northern Dauphin Christian School.

8. A student who is absent more than thirty days in one year is liable to be retained in his present grade.
9. Cutting of school by individuals or groups is considered a flagrant violation of school spirit and will be addressed as follows:
 - a. Absences will be defined as illegal (see 5 above).
 - b. Other appropriate discipline shall be administered.

Educational Experiences

Educational Experiences are days in which a student experiences an educational enrichment in the family setting (Please try to limit family vacations to during the summer months as much as possible). In the event that an educational trip is being scheduled, please be sure to follow the guidelines below:

- a. The parents must obtain an Educational Experience Form from the school office and submit the completed form at least one week in advance of the time of the absence for approval.
 - i. In making the decision of the absence, the Head of School will weigh the following:
 - a. Academic achievement
 - b. Extenuating circumstances which would warrant the absence.
 - c. The duration of absences is for a maximum of five days.
 - ii. Upon approval of the Head of School, the teacher will receive the Educational Experience Form.
 - iii. Upon approval from administration, the teacher will provide assignments for the student to complete while away from school
 - iv. Work assigned prior to the trip will be due in its entirety on the first day of return to school. Incomplete assignments will be given no credit. Failure to complete and submit assigned work upon return to school will result in the suspension of future approvals to participate in Educational Experiences.
 - v. In addition to the regular daily assignments, students will be required to complete an educational experience journal to be submitted on the first day of return to school. Educational Journals are to include the following:
 - a. Location of trip and the date(s) you visited
 - b. A written report describing educational experiences for each day (a journal prompt will be provided to assist in writing an organized report)
 - c. Journals must be written at an age-appropriate level using the same expectations for writing assignments in class
 - d. Journals will be reviewed and evaluated by the student's teacher(s) and Head of School.
 - vi. Educational Experience leave may not be used in lieu of completing regular class assignments without approval from the Head of School.

Under normal conditions, approval for this type of leave will not be given.

Students will be limited to five Educational Experience Absence days per school year. These days may not be utilized during the first or last week of any marking period, during spring assessment days, or final exams. During the approval process, student's grades and academic progress will be assessed to determine how absences may impact student success.

NDCS recognizes the God-given authority to parents for their child's wellbeing and educational experience. In partnership with NDCS and its teachers, parents are asked to weigh teacher advisement in student absences. Educational experiences and their justifications are at the discretion of parents.

C. **Tardy to School**

1. **Excused**

- a. According to state regulation 22 PA Code Chapter 11.25a, a school "may, upon receipt of satisfactory evidence of urgent reasons, excuse a child for non-attendance during a temporary period, but the term 'urgent reasons' is strictly construed..."
- b. Section 11.23 of the State Code also states: "upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional healthcare or therapy service only if the following requirements are met:
 1. "The health or therapeutic services are to be rendered by Commonwealth licensed practitioners."
 2. "It is not practical or possible for the pupil to receive the services outside of school hours."
 3. "The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies."

2. **Unexcused**

- a. If satisfactory evidence of an urgent excuse is not received by the school or the excuse is not deemed as such by the Administrative Team, a student will be marked as unexcused tardy.
- b. Three unexcused tardies will constitute one unexcused absence.
- c. After the fourth unexcused absence, a morning detention will be served by the student. This detention may impact extracurricular activity participation.
- d. All unexcused tardies to school will be recorded on student report cards.

D. **Home and School Cooperation**

The school, the home, and the church must work cooperatively in the task of Christian education. The school endeavors to keep parents informed about each student's progress

and school activities. Parents need to follow through in various ways also. The following are some of the ways parents are expected to help:

1. Prayer – the single most important thing that each parent can do for the school is to pray for its ministry regularly. Pray for teachers, students, administration, and finances.
2. Work with Teachers – the teacher is a very important person in your child’s life. Please work with the teacher as closely as possible. Many times teachers will ask you to cooperate in a special way with the class or with your child. Parents are needed to help with parties and field trips.
3. Gifts – tuition and fees do not cover the cost of education for students. Many parents ease the financial burden by making sacrificial gifts.
4. Promotion – many times parents can help the school by promoting the school to other parents or to businesses or institutions that may help. This type of promotion is greatly appreciated.

E. Property Damage

Any school property (including property of David’s Community Bible Church and Free Grace Brethren in Christ Church) willfully destroyed by a student will be repaired or replaced at the responsibility of the parent.

H. Parental Involvement

1. Parents are to follow all aspects of the parental involvement policy.
2. Parents are encouraged to volunteer in many areas of school life.
3. All parents are **required** to participate in one of the options of the parental involvement program. Parents should respond to the online form indicating their preferences of service before the start of school.
4. Exemptions from required duties:
 - a. You are exempt if you teach a weekly “Specials” class: Music Class, Art Class, Library Class, Computer Class, Physical Education Class, Home Economics Class, etc.
5. Parents should report to the school office before going to the area of service or to a classroom.
6. Parents should dress appropriately for the type of service with which they are involved. If parents are working on normal school days in a classroom, their dress should comply with the staff dress code.
7. Parents should always display a Christian attitude during their service. Parents should support the teachers in charge and help with assigned duties, especially during field trips.
8. Every adult who will be working as a volunteer in the school or on the school grounds will be required to submit a PA Child Abuse Clearance form and a Criminal Record Check form. These forms may be obtained by contacting the office.

I. Parent – Teacher Conference and Relations

1. Parents wishing to visit their child’s classroom during the school day may request permission from the classroom teacher. The teacher’s approval will be forwarded to the Head of School for final approval.
2. Parent-teacher conferences are to be held after the first marking period. Teachers will arrange other conferences with specific parents during the remainder of the year, as they are necessary.
3. Throughout the year a parent might wish to confer with teachers. They may do so by contacting the teacher or calling the school office. If a parent strongly disagrees with any practice being used by a teacher, that parent is advised to see the teacher in person to discuss the disagreement. Parents who are not satisfied with the teacher conference should request to meet with the Head of School. When parents have questions, which involve school policy, and wish to have their questions discussed, they should see the Head of School.

J. Visiting the School

1. All visitors must first report to the school office or other designated area within the school. All visitors must sign in upon arrival and prior to leaving, sign out.
2. All student visitors to the school must have prior permission from the Head of School. The student visitors must conform to all school regulations while in school (including proper dress).

K. Cancellation Days / School Delays / Emergency Dismissal

Changes in the schedule of the normal school day due to weather conditions or other emergencies will be announced on board approved multi-media locations, normally consisting of television, radio, and computer. A listing of the approved locations will be sent home in the fall of each year.

L. Bus

1. Transportation is provided by the local public school districts. Those districts are: Halifax, Line Mountain, Millersburg, Williams Valley (Free Grace campus ONLY) and Upper Dauphin.
2. Students are not permitted to ride a bus from another school district in accordance with the home district’s transportation policy.
3. Any change in transportation must be submitted in writing to the School office. Under emergency situations, verbal approval may be given to the Head of School or another administrator. A change in transportation shall include, but not be limited to, car pick-up instead of riding the bus, going home with another student, staying at school past dismissal, and leaving school early.

M. Lunch and Snack

1. Students will be permitted a morning snack at the discretion of the teacher.
2. Make sure to pack inviting, healthy lunches and expect your children to eat all their food. Be reasonable in the amount you send. All children are encouraged to eat their main food – sandwich, soup, and fruit at their scheduled lunch time.

N. School Books

1. Parents shall be financially responsible to replace lost or damaged textbooks.
2. Students are encouraged to be good stewards of the textbooks issued to them for the school year.

O. Field Trip and Chaperone Policy

1. Any person wishing to attend a field trip as a chaperone should have a child participating in the field trip, as first priority will be given to those parents.
2. Any person wishing to attend a field trip as a chaperone and driver:
 - a. Must be able to drive a vehicle to help transport the students on the trip (driver only).
 - b. Must give the school a copy of their current insurance card and driver's license.
3. Field trips are limited to students, teachers, and approved chaperones. Requests to bring younger siblings or other guests should be submitted in writing to the Head of School.
4. All field trips need to be approved by the Head of School prior to the trip taking place.
5. Travel Time (time spent on a bus or other transportation):
 - a. Kindergarten: travel time shall not exceed one hour (one way) without board approval.
 - b. First Grade: travel time shall not exceed one and one half hour (one way) without board approval.
 - c. Second grade through sixth grade: travel time shall not exceed two hours (one way) without board approval.
 - d. Seventh through twelfth grades: unlimited travel time.
6. Student/Adult Ratio – The Northern Dauphin Christian School requires that the following ratios be met when taking students on school field trips:
 - a. Kindergarten through first grade – 1 adult for every 4 students.
 - b. Second grade through sixth grade – 1 adult for every 7 students.
 - c. Seventh through twelfth grades – 1 adult for every 10 students.
7. It is a parent's/guardian's choice not to allow their child to attend a field trip sponsored by the school; however, non-attendance of a field trip will result in an illegal absence if these guidelines are not followed:

- a. Parent/guardian has given written notice to the classroom teacher that their child will not be participating.
- b. Parents shall submit an educational experience request (using the guidelines in the Attendance section of this handbook) showing that they have planned an alternate activity of educational value if they would like the absence to be an excused absence.

P. Medical Guidelines

Students will be encouraged to practice healthful habits to promote a healthy school environment. Students should be considerate of others and cover their nose and mouth in the event of coughing or sneezing. Students will be instructed to wash hands regularly or use hand sanitizer if water is not available.

Fever

Students presenting to the School office with a fever over 100°F will be sent home. Students must be fever free for 24 hours without medication in order to return to campus.

Lice

Upon discovery of a student having head lice, parents will be notified to pick up their student from school. Students may return to school after first treatment and removal of all nits.

Further information can be found: [Head Lice Treatment](#)

Strep Throat

Students with strep throat should stay home from school, until they no longer have a fever and have taken antibiotics for at least 12 hours.

Q. New Student Probation Period

All new students are accepted on a one marking period Probationary Status. At the end of the first marking period, each student's academic progress, attendance record, and behavioral pattern will be reviewed to determine if the child may be removed from Probationary Status, have the Probationary Period extend to the second semester, or if it is necessary to discontinue the student's enrollment. Communication for removal or continuance of Probationary Status and for dismissal of a student shall be by written notification from the Administration.

III. REGISTRATION, TUITION, & FINANCIAL POLICIES

RE-ENROLLMENT PROCEDURES (CURRENT STUDENTS)

Reenrollment of current students is subject to the student's ability to successfully maintain academic, attendance, and behavioral standards. NDCS reserves the right to deny re-enrollment to students who have had difficulty maintaining the aforementioned standards.

A. Continuous Enrollment Program

- This year, we will transition to Continuous Enrollment. Current students will automatically be re-enrolled for the upcoming school year with the non-refundable Continuous Enrollment Fee billed to the family's FACTS account on February 15. This fee must be paid in full by April 30.
- The non-refundable Continuous Enrollment Fee is per child.
- The Parental Agreement signed upon each child's initial enrollment or most recent re-enrollment (whichever is later) remains in effect until the child is withdrawn or graduates from NDCS.
- Any updates to the Parental Agreement will be communicated to families in writing, as they occur.
- Busing preferences remain the same unless a family notifies NDCS in writing of any changes.
- If a student(s) is withdrawn after parents have paid the NDCS Continuous Enrollment Fee, the Early Withdrawal Fee will apply.
- If a family is on Continuous Enrollment and then opts out, the fees paid are non-refundable. If the family later decides to re-enroll, they will be charged an additional fee.

Opting Out of Continuous Enrollment

- Families may opt out of the NDCS Continuous Enrollment Program.
- The Head of School and Finance Office must be notified in writing (e-mail or • letter) no later than February 28.
- If a family subsequently decides to re-enroll their child(ren), there is a specified Enrollment Fee that must be paid for each child.

B. Paying Your Child's Tuition on Schedule

1. Christian Schools are not known for their large cash reserves or heavy financial endowments, and Northern Dauphin Christian School is no exception. Even one day makes a difference in the efficient operation of the school.
2. Late payments will be managed on a case-by-case basis including possible escalation to meeting with the board to find remedies.
3. Current tuition rates may be found on our website.

C. Fundraising Essentials

As a private Christian school, we rely on tuition, but also fundraising to be able to provide additional opportunities and programming for our students. The purpose of our fundraising initiatives is to give each student and family an opportunity to help the school. Profits from the fundraising events are for worthy purposes in the continuing educational program at Northern Dauphin Christian School. Parents and students are encouraged to do their best in helping the school community, as the fundraisers help to provide quality programming at NDCS.

STUDENT SECTION

IV. ACADEMIC FACTORS

The Commonwealth of Pennsylvania recognizes the Northern Dauphin County Christian School as a non-public, non-licensed day school for the education of children. It is sure to be recognized for providing a superior Christian education.

A. Curriculum

Elementary School – our school curriculum for grades K – 6 includes Bible, English (reading, composition, spelling, phonics, grammar, and handwriting), Science, Math, Geography, History, Civics, Safety Education, Health, Physical Education, Music, Art, and Computer Instruction.

Middle School – our school curriculum for grades 7 – 8 includes Bible, English Composition, Literature, Math, Science, Geography, History, Health, Physical Education, and other rotating specials.

High School – grades 9 -12 curriculum will include the state-required courses of English, Math, Science, Social Studies, and Physical Education, along with several elective courses that rotate each year.

B. Scheduling for Classes

The course load assigned is determined based on grade assignment. ES/MS students in a given grade are assigned the same classes. HS students may have individualized schedules, depending on course availability.

C. Grading System

1. Major report cards will be issued every 9 weeks.
 - a. Kindergarten and First Grade receive grades based on skill.
 - b. Major Subjects (grades 2-12) and (7-12 specials) – Numerical Grade – each major subject will be graded based upon the numeric system of 1 to 100. The following conversion chart will show the corresponding letter grade.

A+ = 98-100	C = 77-79	I = Incomplete
A = 95-97	C- = 74-76	WP = Withdrawn Passing
A- = 92-94	D+ = 71-73	WF = Withdrawn Failing
B+ = 89-91	D = 68-70	NA = Not Applicable
B = 86-88	D- = 65-67	
B- = 83-85	F = 0-64	
C+ = 80-82		

- c. Elementary Specials – Effort/Participation Grades for Minor Subjects and Christian Character grades for school-wide conduct of the student – the following grading scale will be used for all minor subjects including physical education, music, art, and computer class for the 1st – 6th grades.
 - 4 = Distinguished
 - 3 = Proficient
 - 2 = Apprentice
 - 1 = Novice
- d. Pass/Fail – may be issued instead of a numerical grade, but the class would not count into the overall grade average of the student
- e. Student Failure – if a student fails two or more major subjects for the year, he/she will not be promoted for the next school year.
- f. Graduation Requirements - if a student fails a course required for graduation, the student must repeat and pass the course.

D. Exams and Grades

- 1. Dishonesty on an exam will result in the student receiving a “0” on the exam. A report will be entered into the student’s record in the Student Information System (FACTS). Students are advised that talking or looking around the room will be construed as passing information, and therefore, be considered cheating.
- 2. Exams and other tests must be taken on the day specified unless the student is ill or absent with an excused absence on the day of the test.
- 3. One day of grace for each day absent is given for students to make up missed exams.
- 4. Secondary Mid-Term and Final Exams
 - a. Grade 7 - Science and Math
 - b. Grade 8 - Science, Math, and English
 - c. Grades 9-12 - Core classes

E. Homework

- 1. Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance in his studies. Therefore, each student is to complete assigned homework. Homework is given for several purposes:
 - a. For drill: Educational research indicates that drill is necessary for the mastery of certain types of materials.
 - b. For remedial activity: As instruction progresses, certain students fall behind the majority of the class; homework is given to help those students master the necessary skills needed to keep up with the rest of the class.
 - c. For enrichment: Homework is given to stimulate the thinking process and give the interested student a challenge.

- d. For special projects: Book reports, compositions, and special research projects are some of the activities that are frequently the subject of homework.
2. Students will be given homework based on ability and grade level.
3. Missed Assignments Due to Unplanned Absences
 - a. Assignments that were given prior to the student's absence are due on the day the student returns to school and are to be handed in on time.
 - b. Students who are unexpectedly absent may (first thing in the morning) contact the office and request that day's assignments to be gathered for them. They should schedule and indicate a method for acquiring those materials (parent will pick up, sibling will bring home, etc.)
 - c. Middle and High students will be given no more than two school days to complete missed assignments.
 - d. Elementary students should be prepared to complete any missed assignments when they return to school. Students will have one day for each day of absence to complete their assignments.
 - e. Any additional homework expectations will be communicated by the individual classroom teachers at the beginning of the year. It is the responsibility of the student (Grade 7-12) to contact the teacher to receive missing assignments.
 - f. In order for the student to receive credit for the missed assignment, it must be completed in the allotted time frame. If work is not completed within the allotted time, an incomplete (I) or missing (M) grade will be entered and will automatically be calculated as a "0".

Note: See section III.B for how missed assignments due to a planned absence/educational experience are handled.

F. Honor Roll

- A Honor Roll – The student has earned an "A" in all major academic subjects; Elementary Specials are 3 or higher.
- A/B Honor Roll – The student has earned an "A" or "B" in all major academic subjects; Elementary Specials are 3 or higher.
 - + Calculation – Honor roll will be determined at the end of each marking period. A final honor roll will be averaged at the end of the fourth marking period and certificates will be awarded.

Subject Classification:

- a. Major Subjects: Bible, Math, Reading, Literature, Phonics, Grammar, History, and Science.
- b. Elementary Specials: Music, Library, Art, Computer, Physical Education, and Home-Economics.

G. Report Cards

NDCS operates on a quarter system. Report cards will be issued shortly after the close of each quarter. Final report cards will not be released if an outstanding balance remains on a student account.

H. **Academic Ineligibility**

NDCS believes that learning outside of the classroom is important. Students are expected to meet academic standards in order to be eligible to participate in extracurricular activities. Students are expected to complete school assignments on time; extracurricular participation is not an excuse for late work submission or poor performance in class. Students are deemed ineligible for extracurricular activity participation if two or more failing grades appear on weekly eligibility reports. Refer to the Athletic Handbook for specific eligibility guidelines.

I. **Honor Society Membership Qualifications**

NDCS partners with AACS to offer students Honor Society membership. Guidelines can be found [here](#).

J. **Student Council**

NDCS seeks to develop leadership within its students and equip students to share their voice in constructive, life-giving ways. Upper-Campus Students are given the opportunity to elect representatives from their class to represent them in meetings with administration to improve school culture and spiritual health. Student Council (StuCo) members are tasked with promoting student engagement by producing opportunities and events for students to gather. StuCo officers must be full-time, on-campus students of NDCS.

K. **Dual Enrollment**

NDCS offers opportunities for Juniors and Seniors to enroll in classes outside of our normal curriculum to help them reach their educational goals and prepare them for university. Students interested in enrolling in courses outside of NDCS must receive written approval from the Secondary Principal and Head of School. In order to be eligible for Dual Enrollment, students must be in good academic standing. Enrollment decisions should be made each spring for the following year. Costs incurred due to dual enrollment are the responsibility of the student's family. Students may not substitute dual enrollment classes for classes offered on campus by NDCS.

Beginning with the Class of 2024, students must be on campus while completing their dual enrollment responsibilities.

L. **Graduation Requirements**

NDCS follows the guidelines published in the PA Code 57.31. In order for a senior to graduate, the following credits must be successfully obtained:

- 4 English
- 3 Mathematics
- 3 Science
- 3 Social Studies

- 2 Arts or Humanities
- 1 Health or Physical Education
(one course required per year)
- 5 Elective Course

In addition to the State requirements, NDCS requires one Bible course during each year of enrollment at NDCS.

Graduation eligible students will have a minimum of 25 credits completed.

Courses taken in grades 7 and 8 starting in the 2023-2024 school year do not qualify towards the High School Graduation requirements. This includes but is not limited to taking Algebra 1 as an 8th grade student.

M. Athletic Participation for PE Credit

Juniors and seniors participating in two or more athletic seasons may elect to use that participation in place of a Physical Education course. Students must receive approval from the Secondary Principal and certification of participation from each season's coach. Following acceptance of coach certification, students will be awarded PE credit with a passing grade.

N. Valedictorian and Salutatorian Selection

Valedictorian - An award will be given to the graduating senior with the highest grade point average during their high school career. To be eligible for consideration as Valedictorian, a student must have completed no fewer than four semesters at NDCS. The Valedictorian must have a minimum GPA of 3.7.

Salutatorian - An award will also be given to the graduating senior with the second-highest grade point average during their high school career. To be eligible for consideration as Salutatorian, a student must have completed no fewer than four semesters at NDCS. The Salutatorian must have a minimum GPA of 3.5.

VI. STUDENT CONDUCT

God's Word is clear on the requirement that individuals live disciplined lives. In order to ensure a successful learning environment, all students must understand the acceptable standards of behavior and be held accountable by their teachers. Discipline will be administered when any student's actions or attitudes interfere with the learning, life, and/or safety of another student or NDCS employee.

Students enrolled at NDCS are expected to represent Christ and the school well inside and outside school. When students are not in school, NDCS relies on the partnership we have with parents to enforce this standard of conduct; however, NDCS reserves the right to investigate any possible student violation of this standard of conduct whether or not the action took place during school hours or school year. NDCS reserves the right to apply consequences in such situations as it deems appropriate and necessary for student learning and safety.

Within the classroom, teachers will use their discretion when addressing a student's conduct. If the behavior continues or exceeds the ability of the teacher to control, the administration will be called upon to intervene.

LEVELS OF DISCIPLINE

Listed below are the Levels of Behavior and the potential Interventions for misbehavior which impedes orderly classroom procedures or interferes with the operation of the school. The order of listed interventions and disciplinary options are not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the NDCS Administration, based on the age of the student(s) involved and the severity of the offense.

Level I Behaviors

All incidents and consequences will be documented in FACTS, but typically, the behavior is handled by faculty who then notifies the appropriate administrator.

- Disruptive or potentially destructive behavior, including but not limited to running inside, unsafe/rough play, making excessive noise, minor inappropriate behavior in class, etc.
- Cell phone/electronic device violation (first)
- Dress code violation (first)
- Cheating (elementary)
- Lying
- Unkind behavior towards peers
- Out of assigned area
- Non-directed profanity and inappropriate language
- Active defiant/passive defiant behavior or failure to carry out directions given by an adult

Level I Interventions

- Verbal correction
- Act of kindness/apology of action
- Loss of privileges
- Parent/guardian notification
- Clean up and/or payment of damages
- Work or silent detention (after school or lunch)

Level II Behaviors

Handling of this level of discipline is the responsibility of the administration in coordination with the appropriate faculty. All incidents and consequences will be documented in FACTS.

- Chronic Level I behaviors
- Dress code violations (two or more)
- Cell phone/electronic violation (two or more)
- Cheating (MS/HS)
- Leaving school grounds without permission
- Misuse of computer technology or other technology
- Directed profanity, crude language, offensive expressions, or obscenities in person or on social media

Level II Interventions

- Any of Level I options
- Temporary removal from class
- In-school suspension
- Behavioral contract
- Suspension of school transportation

Level III Behaviors

These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. All incidents will be handled by the administration and documented appropriately in FACTS.

- Chronic Level II behaviors
- Bullying (as defined below) in person, online, or on social media
- Possession/use of unauthorized substances on school property or on school bus
- Drug/tobacco/vaping use (as defined below)
- Stealing
- Physically/verbally threatening or hurting other students in person, online, or on social media
- Fighting
- Plagiarism (as defined below)

- Sexual, racial, or religious harassment in person, online, or on social media • Violation of social media guidelines
- Sending, sharing, or possessing text messages, emails, or pictures that contain sexual messages or images
- Violation of statement on gender, marriage, and sexuality (see statement pg. 5)
- Vandalism
- Serious acts of defiance, threatening, or hurting a staff member
- False emergency threats/alarms

Level III Interventions

- Continuation of appropriate Level II options
- Out of school suspension
- Referral to outside agency for counseling or remediation (possible family expense)
- Notification of legal authorities
- Repair, clean, or restitution of property damages
- In addition to interventions listed above, a Discipline Committee (MS/HS) may be called

Level IV Behaviors

These are acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. All incidents will be handled by the administration and documented appropriately in FACTS.

- Chronic Level III misbehavior
- Assault/battery
- Bomb threats/terroristic threats
- Gang activities on school grounds or during CSAGH-sponsored activities
- Possession/use/transfer of lethal weapons
- Indecent exposure
- Furnishing/selling/under the influence of unauthorized substances
- Arson
- Possession and/or sale of stolen property
- Extortion

Level IV Interventions

- Continuation of appropriate Level III options
- Full restitution of damages
- In addition to interventions listed above, a Discipline Committee (MS/HS) may be called

BULLYING

As a Christ-following community of educators and learners, NDCS is committed to providing a superior educational experience which will maximize the opportunity for all students to achieve their full potential as learners for the glory of God. To that end, the Board,

Administration, Faculty, and Staff purpose is to create and maintain a safe and positive learning environment for all students which is free from all forms of bullying, harassment, or threat of any type. Any action of this nature detracts from a safe environment and is strictly prohibited.

Definitions

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems. To be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power - Children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition - Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

It may occur in the school setting (which includes but is not limited to bus transportation, school-sponsored activities both co-curricular and extracurricular, classroom settings, and anywhere on school grounds) and is delivered in electronic, written, verbal, non-verbal, or physical form interfering with a student's educational experience.

Cyberbullying is a form of verbal or social bullying that occurs by way of the internet or electronic device/system. These settings include, but are not limited to, e-mail, blogs, social networking sites, personal web pages, video/picture file sharing sites, online video gaming, and cellular phone functions such as text-messaging and picture/video sharing.

DRUGS AND TOBACCO/VAPING

For purpose of this document, a drug is any substance that is illegal for a school-aged student to smoke, consume, inhale, or ingest that is against the law including:

- Alcoholic beverages
- Non-prescription/illegal drugs
- Prescription drugs not used in accordance with doctor's orders
- Illegal food substances such as mushrooms or herbs
- Chemicals or food supplements that may not be mentioned in law or regulation but are used to stimulate the nervous system that have been determined to be harmful to young people (i.e., solvents, glues, food propellants, etc.)

PLAGIARISM

Merriam Webster's Collegiate Dictionary formally defines the term "plagiarize" from three different angles:

- "Steal and pass off (the ideas or words of another) as one's own"
- "Use (a created production) without crediting the source"
- "Commit literary theft: present as new and original an idea or product derived from an existing source"

A student commits plagiarism whenever he or she uses another's ideas or words without crediting or acknowledging the source. It can be done intentionally (in which case it is outright theft) or unintentionally.

God's view of cheating is evident in the Scriptures (Exodus 20:15; Mark 10:19; Matthew 15:19; Romans 13:9). It is critical that students at NDCS clearly understand plagiarism and how to avoid even mistakenly taking the ideas of others as their own work. NDCS desires to partner with parents to help raise students who think critically about the world around them, and who consistently demonstrate integrity, not just in academic endeavors, but in all their interactions with others.

Students who plagiarize in any way will receive a "0" on their work, but they will be given the opportunity to redo the assignment for a maximum of 50% credit (first offense) or 25% credit (two or more offenses). Additional disciplinary action will be based on a Level III offense and determined by the administration in consultation with the reporting teacher.

SEXUAL HARASSMENT

Sexual Harassment is an inappropriate behavior of a sexual nature that:

- is unwelcome
- happens repeatedly
- interferes with learning and life

Forms of Sexual Harassment

There are four main forms of sexual harassment:

1. Physical

- unwanted hugging or kissing
- rubbing up against a person on purpose
- grabbing or pinching in a sexual way
- pulling at a person's clothing

2. Verbal

- tell “dirty” jokes or stories
- comment on a person’s body in an inappropriate way
- call someone derogatory names relating to sexual orientation
- pressure someone for dates or sexual favors
- spread sexual rumors about a person

3. Nonverbal

- writing sexual notes or graffiti
- displaying sexual photos or drawings
- making sexual gestures or giving intimidating looks
- touching oneself in a sexual way to get reaction

4. Electronic

- using inappropriate sexual language in an e-mail, social media, text, or chat room
- using inappropriate sexual language or content on a personal Website
- using inappropriate sexual content with text messaging or cell phone cameras

Any student, parent, staff, or teacher who sees harassment and fails to report the incident to the administration will have appropriate disciplinary action taken. In addition, the authorization of, cover-up or participation in any act of harassment of any kind is strictly forbidden. NDCS will take seriously any adverse action or retaliation taken against an individual for reporting an incident of harassment.

RACIAL/ETHNIC DISCRIMINATION AND HARASSMENT

NDCS is committed to creating an atmosphere of dignity and respect and is responsible to uphold existing laws regarding a learning, living, and working environment free from discrimination and harassment based on race, religious expression, and ethnicity. NDCS will ensure that in the conduct of all its activities, discrimination and harassment, whether direct or indirect, is eliminated, and when found, is dealt with swiftly. Reported acts of discriminatory behavior and harassment will be investigated and could result in disciplinary action, which may include expulsion of a student or dismissal of an employee. In addition, the authorization of, cover-up, or participation in any act of harassment or discriminatory behavior of any kind is strictly forbidden.

This policy includes harassment or discriminatory behavior of or by individuals directly affiliated with the school (e.g. faculty, staff, students) and individuals not directly affiliated with the school (e.g. contractors, vendors, visitors, parents, siblings). This policy also applies to all school-related settings including, but not limited to field trips, athletic events, and school-related social events.

Discrimination and harassment may not be clear, visible, or obvious to everyone, but these actions usually make it difficult for students and employees to concentrate on their work/studies. Behavior that constitutes racial, ethnic, or religious discrimination or

harassment is prohibited by Title VII of the 1964 Civil Rights Act and includes, but is not limited to:

- Offensive insults, slurs, remarks, pranks, language, or conversations that disgrace another based on race, religion, or ethnicity.
- Offensive and demeaning images based on race, religion, or ethnicity.
- Aggressive or hostile behavior or taunts based on race, religion, or ethnicity.
- Cyber harassment (when digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell phones are used to threaten and/or humiliate).
- Verbal harassment disguised as humor such as ethnic/racial or religious jokes.
- Physical aggression or intimidation including even subtle contact like pinching or patting.
- Racially charged language that an individual finds offensive or demeaning.
- Offensive graffiti, artwork, and/or music that degrades another based on race, religion, or ethnicity.

Search & Seizure

Blanket searches may be conducted to prevent the possession and use of illegal materials and contraband and to maintain school discipline and order.

- Lockers, desks, and parking areas are school property and as such may be searched.
- Automobiles may also be searched.
- Personal items may be searched. This includes backpacks, purses, and lunch boxes. Also, exterior pockets of clothing and coats.
- Strip searches WILL NOT be permitted.

Lockers

Each student in grades 7-12 is assigned a locker in which to keep his/her books and possessions throughout the school year. A combination lock is provided by the school. The school recommends that students utilize a school lock on their locker. It is the student's responsibility to memorize the combination for the lock and to use the lock. The student will pay a fee for any damage to his/her locker or for a lost lock. Guidelines for use of the school locker by the student are as follows:

- No items (e.g. pictures, signs, etc.) may be posted on the outside of lockers.
- Absolutely no tape, stickers, or other adhesive methods are to be used outside or inside the lockers.
- Mirrors, shelves, and fixtures must be easy to remove without any damage to the locker.
- Do not paint or mark up any part of the locker.
- Students must not leave leftover food, open drinks, or dirty clothing in their lockers.

- When displaying pictures, students should use discretion and adhere to the mission, philosophy, and beliefs of NDCS.
- The administration has the final say in determining the appropriateness of locker content and reserves the right to have the student remove any item deemed inappropriate.

Dress Regulation

Northern Dauphin Christian School reserves the right to require certain standards of dress. These standards are based on both moral conviction for modesty and on the standard of dress desired for our school.

Scripture references: I Peter 3:3-4, Titus 2:6-7, Proverbs 22:6, I Timothy 2:9, I Corinthians 7:31b

It should be understood that all students will dress in conformance with one's biological sex, as these two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Likewise, students and staff will be expected to use the restrooms, locker rooms, and changing facilities conforming with one's biological sex, on and off school grounds.

Parents visiting campus are encouraged to be mindful of their dress to serve as examples to students.

Students Dress Expectations – It is understood that the student's attire is primarily a parent's responsibility; therefore, parents must become very familiar with the following guidelines:

Dress Code Objective: The main objective of the student dress code is that parents choose and train their student to clothe themselves in a manner that:

- Will not be a distraction or a disruption
- Will be modest
- Will promote an attitude conducive to learning.
- Will reflect well on the program of quality education offered at NDCS.

Dress Code Standard for boys and girls (all grades)

1. Students are permitted to wear sweatshirts and collarless shirts as long as they are modest and without offensive inscriptions, decals, or caricatures.
2. Shorts must be at least mid-thigh in length, with all skirts and dresses to be no shorter than the top of the knee.
3. Girls are allowed to wear knit leggings or stirrup pants that are loose fitting and worn with a top that will cover the buttocks.
4. Shoulder straps on sleeveless shirts should not be narrower than three fingers.

5. Only girls are permitted to wear earrings. Piercing of other body parts is not permitted.
6. Hats and sunglasses are to be removed upon entrance to the school.
7. Camisoles, “tube” tops, and bare backs are prohibited.
8. At no time should undergarments be visible.

Extracurricular School Events Dress Code

- Students will be expected to comply with main objectives of the dress code while dressing in a more casual manner for extra-curricular activities. Proper dress for field trips, social events, and other special occasions will be announced.

Secondary Formal Events

Seeking to honor God in all that we do, NDCS has set the following guidelines for student dress at formal events: Students will be expected to dress formally for these occasions. For men, this includes a suit or dress slacks with a belt, dress shirt with a tie, and dress shoes. For ladies, this includes dresses, skirts and blouses, or a formal pants ensemble. Dresses must have at least one strap, but no cleavage should be seen. There should be no plunging necklines front or back. The dress must cover the middle of the back. Appropriate undergarments must be worn but should not be visible. NDCS reserves the right to approve student clothing selections prior to the event. Students who fail to comply with these guidelines will be prohibited from attending the event.

Extracurricular Code of Conduct

1. Responsibility of class work:
 - a. Work to the best of your ability.
 - b. Be a good example of Christ in class and out of class.
 - c. Show respect to your teachers and fellow students.
 - d. Complete class work on time.
 - e. Never use activities as an excuse for not having completed a classroom assignment.
2. Responsibility to team or program:
 - a. Attend all practices and events. Permission to miss a practice or activity must be obtained from the advisor prior to the practice or activity, if you are to continue in the program.
 - b. Your personal grooming must be neat and clean.
 - c. When attending indoor away activities, we will go dressed neatly in our school clothes and change after arrival at the activity site.
 - d. A student is not permitted to participate in a game if he or she does not have their assigned uniform (for athletes).

- e. Students are responsible for their uniforms; any lost uniforms will have to be paid for by the student who was issued the uniform.
- f. Any student who quits the activity after the beginning of the practice season will not be permitted to rejoin the activity until the following year and will not be eligible for letters or awards.
- g. During the games, team members not playing are to remain on the bench until requested to enter the game. No one is to be participating in an activity on the sidelines unless requested to do so by the coach (for athletics).
- h. Always display a Christ-like attitude in victory or defeat.

Transportation Rules of Conduct:

When boarding:

1. Students must be at the bus stop 5 minutes ahead of time designated for their stop. Contact the NDCS office if bus pickup is over 15 minutes late.
2. While waiting for the bus, students must stay near their bus stop in full view of the bus driver, and under no circumstances should they stand or play in the street.
3. Students should remain in line at least five feet from the bus when it stops to pick up passengers, and should not move toward the bus until the door is open.
4. Students may not bring animals onto the bus.
5. Students may ride only the bus they are regularly assigned.
6. Students must also abide by any guidelines set up by the transportation provider.

When riding:

1. Students must conduct themselves in an acceptable manner at all times. Loud talking or yelling is improper conduct and is not permitted.
2. Students are to keep their feet, books, and possessions out of the aisle of the bus.
3. Students must remain seated until the bus reaches its destination and permission is given to disembark.
4. Students must not extend arms or heads out of the bus windows at any time.
5. Students must sit with their backs against the seats, not turning to face backwards.
6. Students must be quiet when approaching a railroad crossing.
7. Students may not operate the bus door or tamper with the emergency door unless instructed by the bus driver in the event of an emergency.
8. Students may not eat, drink, or play electronic devices on the bus.
9. Students may not damage or deface any part of the bus, and should assist the driver in keeping the bus clean.
10. The bus driver is authorized to assign seats.

Penalties:

1. Violations of bus rules will incur the appropriate misconduct slip generated from the associated school district.

2. In some cases the local districts will impose suspensions at the first offense.

Student Drivers:

1. Students who drive to school must adhere to all laws set forth by the Department of Transportation. This shall include the limitations set forth regarding the transportation of other students.
2. Written permission must be given by the parents of the driver and the parents of the rider, should arrangements be made for one student to transport another, unrelated student.
3. Students shall park in the parking spaces designated by the school.
4. Should violations of any kind occur, it is the right of the school to no longer grant driving privileges to any student.

Boy-Girl Relationships

The primary objectives of NDCS are to promote the scholastic and spiritual development in its students. To promote school culture that meets these objectives, personal displays of affection between students are prohibited on campus and at school sponsored events.

Student-Teacher Relationships

Students must show a high level of Christian respect to their teachers. Students should directly obey their teachers during any school-sponsored event.

Student-teacher dating is not permitted.

All students and staff are expected to abstain from all intimate sexual conduct outside the marital union of one man and one woman (1 Cor. 6:18; 7:2-5; Heb. 13:4.)

VII. Technology Use Policy

Northern Dauphin Christian School will provide computer access for students in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the school. The school's computers must be used primarily for educational related purposes.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and websites they require to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in developing critical thinking skills necessary to ascertain the truthfulness of information, and distinguish fact from opinion.

Due to the nature of the Internet as a global network connecting countless computers around the world, inappropriate materials, including those which may be defamatory, discriminatory, inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through this medium. Due to the nature of the technology that allows the Internet to operate, Northern Dauphin Christian School cannot completely guarantee that access will be blocked to these inappropriate materials. This policy contains prohibitions on accessing inappropriate materials. NDCS reserves the right to monitor all activity on school owned devices and networks.

Northern Dauphin Christian School reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, Northern Dauphin Christian School will operate and enforce technology protection measures that block or filter online activities of minors on its computers used and accessible to students so as to filter or block inappropriate matter on the Internet. Northern Dauphin Christian School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school's computers will be error-free or without defect. Northern Dauphin Christian School does not warrant the effectiveness of Internet filtering.

The use of the school's computers for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below:

1. Communication about non-school related communications
2. Access or transmit material that is harmful to minors, indecent, obscene, pornographic, terroristic, or advocates destruction of property.
3. Access or transmit material likely to be offensive or objectionable to recipients.
4. Cyber-bullying another individual.
5. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials.
6. Send terroristic threats, hateful mail, harassing communications, and offensive or inflammatory communications.
7. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications that are not for school-related purposes.
8. Facilitate any illegal activity.
9. Engage in commercial, for profit, or any business purposes except where such activities are otherwise permitted or authorized by the Board.
10. Political lobbying.
11. Copyright infringement.
12. Sending unsolicited commercial electronic mail messages, also known as spam.
13. Posting personal or professional web pages without Board approval.
14. Posting anonymous messages.
15. Plagiarism.

Users of the school's computers must be aware that violations of this policy or the unlawful use of the school's computer systems may result in disciplinary actions, including but not limited to, warnings, usage restrictions, oral or written reprimands, suspensions, dismissals, or expulsions. Violations as described in this policy may be reported to the Northern Dauphin Christian School Board, or to the appropriate legal authorities. Northern Dauphin Christian School will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through its computer systems.

Electronic Devices: NDCS understands the parents' right to give their children use of a cell phone or other electronic device. NDCS reserves the right to regulate student use of such devices while on campus or at school events. Use of any personal electronic device (e.g. cell phone, smartwatch, etc.) during school hours is prohibited. Secondary students should secure their cell phones in their lockers and/or backpacks upon arrival at school. High School students may wear SmartWatches during the school day. However, Smart Watches must be removed for ALL assessments. Misuse of technology will result in loss of this privilege. Elementary students should leave cell phones in their backpacks in their cubbies. All student cell phones should be powered off with all alarms during school hours disabled. Any personal electronic device, whether powered on or not, that is in a student's hands during the school day, without permission, or not properly stored away may be confiscated by school staff and placed in campus office. The device will need to be picked up by a Parent in person.

Recognizing the need for technology integration, teachers may give permission for students to use personal devices to aid in the completion of creation projects and classroom activities.

Social Media Policy

Purpose

Northern Dauphin Christian School understands the importance of teachers, students, and parents engaging, collaborating, learning, and sharing in the fast-moving world of the Internet and social media. With this in mind, Northern Dauphin Christian School has developed the following guidelines to provide direction for both students, parents, and the school community when participating in online social media activities. Therefore, this policy applies to all Internet communications available to the public. All Internet communications are subject to this policy and the school's Internet and computer-use policy. All students and parents are expected to reflect a positive Christian testimony and serve as Christian role models, in and out of school. The school's policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the students, parents, or the school's Christian testimony, that

contain confidential student or parent information, that disparage the school or other employees or officers, or that violate the school's anti discrimination/anti-harassment policies may result in requests to remove the communications and in student discipline, including suspension or expulsion. The school shall hold students personally responsible for all material they post or blog on a website.

Social media's influence and reach extend far beyond the classroom and school community. When using their social media accounts, students impact the educational environment at school, and they represent their school and Christ. Students are prohibited from using NDCS logos or images, including pictures or videos of faculty and staff without their express permission, on their personal social media accounts. Cyberbullying, harassment, intimidation, offensive or profane language, sharing sexually inappropriate images, and other behavior that negatively impacts learning are prohibited online just as they are in school. The NDCS Administration reserves the right to take disciplinary action for any violation of these guidelines.

Any violations of Northern Dauphin Christian School's Social and Digital Media Code of Conduct may result in discipline, suspension, or expulsion of a student(s). Violations may be turned over to the authorities with the possibility of prosecution.

ATTACHMENTS

1. Statement of Faith
2. Lifestyle Agreement

Statement of Faith

- 1) We believe that there is one God, eternally existent in three persons: The Father, Son, and Holy Spirit. (I Cor. 8:6)
- 2) We believe that the Bible is the inspired, the only infallible authoritative Word of God as recorded in both the Old and New Testaments. (2 Tim. 3:16, 2 Peter 1:20-21, Rev. 22:18-19)
- 3) We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His sacrificial and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory. (Matt. 1:18, John 3:16-17, I Peter 2:21-24)
- 4) We believe in the necessity of a personal commitment to our Lord Jesus Christ for salvation of lost and sinful men. (Romans 3:21-31)
- 5) We believe in the resurrection of both the saved and the lost: they that are saved unto everlasting life, and they that are lost to eternal separation from God. (Luke 20:27-38) Matt 25:31-46, Rev. 20:11-15)
- 6) We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:13)
- 7) We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 14:16-17)
- 8) We believe that all human life is sacred and created by God in His image. Human life is 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)
- 9) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26- 27). Rejection of one's biological sex is a rejection of the image of God within that person.
- 10) We believe that the term "marriage" has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25, Matthew 19:). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each, other. (I Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- 11) We believe that in order to preserve the function and integrity of Northern Dauphin Christian School as the local Body of Christ, and to provide a biblical role model to the Northern Dauphin Christian School members and community, it is imperative that all persons employed by (the organization) in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt. 5:16; Phil. 2:14-16; 1 Thess 5:22).
- 12) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9- 11.)

- 13) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Northern Dauphin Christian School.

NOTE: This 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 proper conduct, is the sole and final source of all that we believe. For purposes of Northern Dauphin Christian School's faith, doctrine, practice, policy, and discipline, our board of directors is Northern Dauphin Christian School's final interpretive authority on the Bible's meaning and application.

Lifestyle Statement

Northern Dauphin Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. NDCS requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Likewise, students and parents should conduct themselves in a way that will not raise questions regarding their Christian testimonies, or as the scriptures put it: *living above reproach*.

A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. Students and parents are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow students, parents, teachers, volunteers or the NDCS Head of School.

The Northern Dauphin Christian School Statement of Faith expects students & parents to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor.6: 9–20). Northern Dauphin Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Northern Dauphin Christian School students and parents should maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal of the student. It is the goal of Northern Dauphin Christian School that each student and parent should have a lifestyle in which “He may have the preeminence.” (Col. 1:18, NKJV)