

**It is required of every student to have a signed copy of this form on file with the school office. Each student of the same family may sign one form.

By signing the bottom of this page, I realize that I am agreeing with all that follows:

- I have read and understand the handbook in its entirety.
- I understand the rules, policies, and statement of faith stated therein and that I and my child are expected to be in compliance with them all.
- If I disagree with how my child was treated, I have the right to meet with the administration regarding the matter.
- The contents of this handbook are to be used as a guide. It does not pretend to be a complete statement of philosophy, rules or standards. The administration reserves the right to determine acceptable actions, behavior and conduct as well as the punishment for actions, behavior and conduct.
- If my or my child's lifestyle choices fall outside of the parameters of New Manna Baptist Church or New Manna Christian School, the administration has the right to determine acceptable punishment.
- If I find I cannot cooperate with the school in its dealings with my child, I will withdraw my child quietly and in a timely manner.

Date: _____

Parent/Legal Guardian Signature: _____

Student Signature: _____

Dear Parents and Students,

We feel that since the Bible commands us to train our children in “the way they should go”, that we as parents will be responsible for what we allow our children to be taught. In the past, the public school system, founded on Christian principles, could be trusted to properly train our children. However, the spread of evolution, the removal of prayer and the Ten Commandments, and the continual infiltration of sin into our public schools has led to the need for churches to take on the task of educating our children. In this spirit, New Manna Christian School was started. Our goal is to provide a quality, God-centered atmosphere in which students will be given a first rate education.

We at NMCS greatly desire your support for our school, especially in prayer. Remember, *“Only one life, ‘twill soon be past, only what’s done for Christ will last.”*

Serving the Lord with gladness,

Anthony Shirley
Superintendent

Lamentations 3:22

PURPOSE OF THE HANDBOOK

Every time a group of people come together, they must establish rules to govern themselves. Rules are established to benefit all the members of the group. It is for this reason that rules should be looked upon as a good thing. Rules are meant to serve the students' best interests. The Administration constantly scrutinizes the rules to see if they are serving their purpose. If a parent or student has a sincere question about a rule, he is urged to contact the school office.

INTRODUCTION

School Verse:

"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6

School Motto:

"Striving for Excellence"

Mission Statement:

Our mission is to partner with New Manna Baptist Church in assisting parents as they fulfill the biblical command to "train up a child..." by providing academic excellence and the spiritual guidance that will prepare each student to be a fruitful Christian and a productive citizen in the twenty-first century!

Doctrinal Statement of New Manna Baptist Church of Marion, Inc.

Bible:

We believe that the Bible (Authorized 1611 Kings James Version) is the complete revelation from God and its contents are verbally inspired. Holy men of God, qualified by the leadership of the Holy Spirit, wrote in obedience to the divine command, and were kept from all error, so that the Bible can actually be classified as the very Word of God, and the books of the Bible are of divine origin and authority. As the result of believing this, we also believe what the Bible teaches about doctrine, history, prophecy, and stewardship. We believe the plenary or full inspiration of the Word of God, and it is our source of faith and practice. It is the final authority in all spiritual matters.

God:

We believe that God is supreme in His person, eternal in His being, absolute in His attributes, glorious in His perfection, and sovereign in His will. God is clearly distinguished from things which have no life; He is a person. God is the creator of man and the universe and upholds all things by the power of His word. We believe also in the Trinity. The Father is the fullness of the Godhead invisible; the Son is the fullness of the Godhead manifested; and the Spirit is the fullness of the Godhead in His executive agency. God in His person possesses Omniscience, Omnipotence, Omnipresence, and Immutability.

Jesus Christ:

We believe that Jesus Christ is God manifested in the flesh, eternal in His existence, creative in His might, and life-giving in His power. He was born of a virgin, sinless in His life, vicarious in His death, powerful in His resurrection, and glorious in His coming. Divine worship is ascribed to Him and divine attributes are possessed by Him. We believe that He is now exercising His high priestly work, and He is soon coming. We believe in the pre-tribulation rapture of the church and the pre-millennial coming of Christ.

Holy Spirit:

We believe that Christians receive the Holy Spirit at salvation, and He is their constant source of strength and power. The Holy Spirit possesses the attributes and deity of God, so He is God. We believe the Holy Spirit convicts and regenerates the sinner to salvation; He also indwells the believer as the means of assurance, power, wisdom; He guides the believer in his life and anoints him for service. We believe that the Holy Spirit possesses the characteristic of personality, so He is a person. The Bible refers to Him as a person and not merely an influence.

Fall of Man:

We believe that man was created in the image of God and by his own choice and willful decision fell into sin. By this act, he became a sinner and was put under the condemnation of God. He was severed from the life of God and became spiritually dead. Man is now totally depraved and does not possess any qualities whereby he might reconcile himself to God or save himself.

Salvation of Sinners:

We believe that the salvation of sinners is wholly of grace. The lost person does not possess any means of saving himself. God has provided a way through the death of Christ to save sinners. He is saved by grace through faith in the Lord Jesus Christ. Man is quickened by the new birth to a position of justification before God which consists of the forgiveness of sins and the removal of its guilt and punishment. Through this he is reconciled to God and made a new creature in Christ Jesus.

Freeness of Salvation:

We believe that the blessings of salvation are made free to sinners by the gospel. We believe that the Bible teaches a "who-so-ever will" salvation and nothing prevents the salvation of the greatest sinner but the voluntary rejection of the gospel.

Security of the Believers:

We believe that those who believe and receive Jesus Christ as Savior are eternally secure. We are now in possession of eternal life and shall never be in danger of condemnation or the loss of our salvation. This assurance rests on the finished work of Christ which places us as a son of God in our relationship.

Doctrine of the Church:

We believe that the visible church is a congregation of baptized believers, practicing New Testament principles, believing its doctrines, observing its ordinances, and exercising its autonomy. We believe that it is the responsibility of the local church to propagate the gospel to the world. Every church and Christian should have a part in this ministry.

Heaven and Hell:

We believe that every person is a soul of eternal duration. Therefore, heaven is a place of eternal happiness for those who are saved by the grace of God. It is a place of God's preparation for His people. Those who refuse God's grace and remain in their lost condition are punished in an eternal hell forever.

Marriage, Gender, and Sexuality:

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. 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.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 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. We believe that any form of sexual immorality (*including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography*) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.) We believe that in order to preserve the function and integrity of the New Manna Baptist Church of Marion, Inc. as the local Body of Christ, and to provide a biblical role model to the New Manna Baptist Church of Marion, Inc. members and the community, it is imperative that all persons employed by New Manna Baptist Church of Marion, Inc. in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Phil 2:14-16; 1 Thes 5:22.) 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; Rom 10:9-10; 1 Cor 6:9-11.) 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 the New Manna Baptist Church of Marion, Inc.

Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

Core Values:

Obedience (I Samuel 15:22); Wisdom (Proverbs 4:5-8); Service (Mark 10:44); Separation (II Corinthians 6:17);

Honesty (Psalm 15:1-2); Balance (Proverbs 11:1)

A. HISTORY

New Manna Christian School was founded in 1995 as a ministry of New Manna Baptist Church. The Lord's hand has continually been upon this school throughout the years as we ever strive to make improvements in all areas. NMCS offers K3—12th grade classes as well as a full sports program including basketball, baseball, softball and volleyball.

B. RELATIONSHIP OF THE SCHOOL TO THE CHURCH

New Manna Christian School is a ministry of New Manna Baptist Church. The school belongs to the church. This means that the pastor of the church, Bro. Tony Shirley, is ultimately responsible for the school. This also means that the principal, teachers and other staff members of the school are, in reality, employees of the church.

C. STAFF

- Superintendent: Pastor Tony Shirley
- Administrator: Bro. Greg Ewing
- Principals: Mr. Aaron Wagner—High School, Mrs. Meredith Elliott—Elementary
- Office: Mrs. Louann Styles, Mrs. Megan Walker
- Teachers will be introduced and their qualifications given on orientation night before the beginning of the school year.

ADMISSION INFORMATION

School office: 828-652-7729 EXT 101

A. STATEMENT OF ADMISSION POLICY

Selection of students is based upon achievement, standardized testing results, interview with the administration, available space in that particular classroom and with prayerful consideration. New Manna Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The church and school have a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students and others on the basis of race, color or national or ethnic origin.

B. ADMISSION PROCEDURE

- **Registration Packets—available from the school office—must be filled out in their entirety.**
- Application is submitted to the office.
- Application and transcripts are reviewed. The student may be placed on a waiting list, depending on available space in a particular classroom.
- Students between the grade levels of 5-12 are interviewed by the administration.
- **If a student is transferring from another school, the decision for acceptance includes:**
 - **A diagnosis of the student's present level of performance.**
 - **A perusal of the student's past academic and behavioral record.**
 - **A recognition of learning abilities or disabilities.**
 - **An assessment of our ability to educate properly. (*Documented learning disabilities may exceed our***

ability to educate your child properly.)

- Kindergarten (K-5) eligibility is for those five years of age on or before September 30th, who pass the Assessment Test.
- Students must live at home with their parents or legal guardians. Any student moving away from home during the school year must drop out of school. If the student moves away from home when school is not in session, he will not be considered for re-enrollment unless approval is obtained from the Administrator and the Superintendent.
- Attending New Manna Christian School is a privilege and not a right. The school reserves the right to deny admission to any student whose life, in the opinion of the Administration, does not portray the spirit and purpose of New Manna Christian School.
- Students are considered as registered in New Manna Christian School even during the summer months and should, therefore, live year-round according to the standards and convictions as set forth in the Bible and as preached at the New Manna Baptist Church.
- If your son/daughter has been accepted, you will be contacted by phone.

C. ENROLLMENT

Returning students may pre-register as early as May in order to guarantee that they will have their place in the classroom for next year. This early enrollment period gives priority to current NMCS students before enrollment is open to the public. New students will be provided the opportunity to register for enrollment in June. Information concerning registration fees and other enrollment materials may be secured from the NMCS office.

D. TUITION AND OTHER FINANCIAL ARRANGEMENTS

- Call the school for tuition amounts.
- Registration is \$120 per year. It is paid in two installments of \$60, one each semester.
- _____ Tuition is due on the 1st day of the month. If payment has not been received by the 15th of the month, a \$10 late fee will be added to your account balance. A late notice will be mailed to your home. If payment has not been received by the 20th, another letter will be sent home. If by the 25th, the payment still has not been made, a verbal warning will be made by phone. **IF PAYMENT IS NOT RECEIVED BY THE END OF THE MONTH, THE STUDENT WILL NOT BE ALLOWED TO RETURN TO CLASS.**
- A student will not be re-admitted until all tuition and fees from the previous year are paid in full or permission is granted due to a signed payment plan approved by the Financial Office and Administrator.
- Report cards or records of credits earned at New Manna Christian School will not be released until all payments and fees are paid.
- If a student has attended school even one day of a given month and is withdrawn or expelled, the entire month's tuition must be paid in full.

E. FEES

- **Books:** The student will be required to pay for their books as well as any supplies that may be required by the individual teacher. Fees will vary based on the grade of the student.
- **Sports:** To participate in the school's athletic program, the sports fee(s) must be paid in full by the given deadline. A student whose sports fee is not paid may practice but may not play in a game until the fee is paid.
- **Refund of Fees:** Miscellaneous fees (i.e., sports fee, field trip fees, etc.) will not be refunded for any reason unless a release is secured in writing from the Administration.

WITHDRAWAL POLICIES

Withdrawal from the school must be made through the school office. Tuition continues until the office is informed of the withdrawal. It is the policy of NMCS not to issue report cards or records if an account is not current. Likewise, NMCS has the right to ask any student to withdraw, again with notice. **However, a student may be expelled or suspended without notice.** Decisions in these matters are the full and sole responsibility of the administration.

GENERAL POLICIES

A. CHURCH ATTENDANCE

Church attendance is not a requirement for a student to attend New Manna Christian School. However, we want it to be clear that our school is a Christian school which is owned and operated by an Independent Baptist church. Therefore, we will be emphasizing to your child the importance of faithful attendance to a Baptist church. We also greatly encourage the parents of our students to faithfully attend a Baptist church.

B. ARRIVAL AND DISMISSAL

- Pre-school students are to go directly to their classroom. Elementary students arriving before 8:10 are to go to the gym and remained seated on the bleachers until the bell rings. Kindergarten and 1st grade students are to be taken to the cafeteria. No one is allowed in the classrooms or hallways before 8:10.
- Junior High and High School students arriving before 8:10 are to report to the gym as well. They sit on the opposite side of the gym from the elementary students. Students are not to go to their classroom, loiter in the halls, stay outside in the parking lot, etc. They are to go directly to the gym and remained seated until the bell rings.
- Students need to be picked up by 3:15. Teachers will be leaving at this time.
- Teachers are only required to be here from 7:45 until 3:15. **CHILDREN LEFT BEFORE OR AFTER THIS TIME WILL BE UNSUPERVISED!**

C. ABSENCES

Regular attendance is essential to successful class work. A pupil who is absent must bring a written excuse from his/her parent or guardian to the office. This statement should be on a full sheet of paper and should list the date of the absence and the reason for the absence.

Grades K5 – 6th: 20 absences per year are allowed for elementary students. A maximum of 10 absences per semester. More than 20 absences could result in the student being retained in that grade. Any absence over 20 days will have to

be made up after school. Each absence will require 4 hours of make-up time. The cost is \$10.00 per hour; there is a 4-hour minimum. This fee must be paid BEFORE the student will be allowed to stay.

Grades 7 – 12th: A maximum of 10 absences per semester are allowed for 7th-12th grade. If any of the total absences are unexcused, every absence over 10 days must be made up. Each absence over 10 will require four (4) hours of make-up time. The cost is \$10.00 per hour and there is a 4-hour minimum. This fee must be paid BEFORE the student will be allowed to stay. Because of the Junior High/High School schedule, a student may have more absences or partial attendance in a specific class period. If a student has more than ten (10) days missed in a given class due to early dismissal or absence, the student will lose credit in that class for the semester. These absences will also need to be made up after school. The same fees apply.

D. ABSENCES EXCUSED

***Excused absences will not be granted without written notes from parents. Any sickness requiring a student to miss three or more days of school will also require a doctor's note. Excused notes need to be turned in no later than one week after the absence.**

Absences do not exempt students from work assigned before their absence. For example, a spelling quiz is assigned at the beginning of the week for Friday. The student is absent on Thursday. Since the student was present when the assignment was given, the student will not be exempt from the quiz.

The following shall constitute valid excuses for being absent for a part or all of a day. Satisfactory evidence of the excuse must be provided to the school office.

- Illness or injury
- Death of an immediate family member
- Sickness—a student must be free of a fever for at least 24 hours before returning to school. **We will require students with a fever to be picked up.**
- Medical or dental appointment
- Court or administrative proceedings
- Educational opportunity with advance notice
- Inclement weather conditions agreed upon by administration
- Pre-approved family trip with the necessary form on file prior to absence
- Pre-approved ministry trip with the necessary form on file

No absences (excused/unexcused) may be taken on school property.

E. ABSENCES UNEXCUSED

Any absence from school which is not listed in the absences excused section is classified as an unexcused absence.

NOTE: STUDENTS WHO DO NOT COME TO SCHOOL ON A CLASS FIELD TRIP DAY WILL BE COUNTED ABSENT ON THAT DAY.

An unexcused absence includes:

- **Skipping**
- **Oversleeping**
- **Leaving school without signing out/permission**
- **Going out to lunch with family/friends**
- **Personal days**
- **Unverified absences—New Manna Christian School reserves the right to ask for absence verification documentation.**

F. SCHOOL OR MINISTRY INITIATED ABSENCES

Absences which are school or ministry initiated and administratively approved beforehand are coded as releases from class and are not counted toward the ten absences allowed per semester. School scheduled field trips, an athletic team's early dismissal for a game, revival or preaching trip with family, etc., are examples of school or ministry initiated absences. Students are still required to obtain the class work from their teachers and make up tests in a timely manner.

G. MAKE UP WORK

A student who is granted an excused absence will be held responsible to arrange with his teachers to make up his work. A student will be given a total number of days to turn in his work which will be equal to the number of days absent plus one. For example:

1 day absent = 2 days to make up work

2 days absent = 3 days to make up work (1st days' work due by day 2; 2nd days' work due by day 3)

Remember, it is the student's responsibility to see that the work is done before the deadline expires, not the teacher's. Parents calling the office to request assignments should do so before 9:30 a.m. These assignments may then be picked up by 2:45 p.m.

H. TARDIES TO SCHOOL

There is a scheduled 8:15 a.m. tardy bell that rings on a daily basis. Doors will be locked at this time. Any student who is not in class by this bell will be counted tardy to school. Three tardies will count as one absence. This absence will count toward the maximum of 25 allowed for elementary and 10 per semester for 7th – 12th. Students who are tardy must get a tardy note before going to class.

I. TARDIES DEFINED FOR 7TH – 12TH GRADE

A. A student is tardy to school when they are not in homeroom by 8:15 a.m., as stated earlier. Every three tardies will equal 1 absence. This absence will count toward the 10 absences allowed per semester before losing credit. If the tardies are excused, the resulting absence will be excused. Unexcused tardies become unexcused absences.

B. A student is tardy when arriving to class up to 10 minutes after the bell rings. After 10 minutes, the student will be considered absent. A student will also be considered tardy if they leave 10 minutes or less before class ends.

C. If an elementary student is tardy, but arrives before 11:00 a.m., that student can still receive credit for a full day of school. They must be in class by 11:00 a.m. to receive the credit for a full day. High school students will still be counted absent in the classes missed but will be allowed to participate in extracurricular activities such as games or practice if present before 11:00 a.m.

J. EARLY DISMISSAL

Students needing an early dismissal from school because of medical or dental appointments should bring a note from their parents. Early dismissal, for any reason, should be approved in advance whenever possible. To receive credit for a complete day of school, the student must be present until 11:50 a.m. Anyone leaving before 11:50 a.m. will not be counted present for the full day of school.

Students should never leave school without written or verbal permission given to the school by the parents, and the school must give permission to the student.

A text on the student's phone is not acceptable permission for early dismissal. Parents should contact the school office.

K. SPECIAL ACTIVITIES

ALL PROGRAMS, OUTINGS, CLASS PARTIES, SKITS AND ANY OTHER ACTIVITIES NOT SCHEDULED IN THE OFFICIAL SCHOOL CALENDAR ARE TO BE APPROVED BY THE ADMINISTRATION AT LEAST ONE WEEK IN ADVANCE.

- Musical selections should be consistent with the standards of our church music program. All music must be approved by the administration.
- Class parties are to be approved by the administration. Any student wanting to bring another student a birthday cake may do so during regular lunch period.
- Birthday parties must be arranged with your child's teacher in advance.

L. TELEPHONE USAGE

Telephone use is based upon the teacher's discretion for each class.

Please limit parental calls to your student during school hours.

Please contact the school office for emergencies or early dismissals.

M. STUDENT VEHICLES

Students who drive to school should remember that many young people are in the parking lot before and after school. Therefore, extreme caution should be used while driving on the school grounds. In addition, the following guidelines must be observed at all times.

- **All driving students must fill out a vehicle registration form in order to have a vehicle on school property.**
- All students must park in the designated student parking lot.
- The pedestrian always has the right of way.
- Reckless driving will not be tolerated. (This includes all school activities.)
- Students are not allowed to go to their vehicles during school hours without permission from the office.
- Students must lock doors and leave the vehicle immediately upon arrival.
- No one is to leave the school grounds without permission from their parents and the school office. This includes before, during, and after school.
- The school speed limit is 10 mph.
- The penalties for breaking the vehicle guidelines are listed on a later page.
- **Non-family members will not be allowed in a student's vehicle without parental permission. This includes driving to the church for chapel or other school events.**

N. PARENT VISITS

Parents are asked to enter through the front door of the school. Upon arrival please press the intercom and wait to be buzzed in by someone at the front desk. The doors to the school will be locked starting with the tardy bell at 8:15 a.m., and they will stay locked the remainder of the day.

When parents wish to visit a classroom for any reason, they are asked to sign in at the office.

O. VISITORS

ANY PERSON WHO WISHES TO ENTER THE BUILDING, WHO IS NOT A STAFF MEMBER OR STUDENT, must come to the front door and press the intercom. NMCS students may bring visitors to school on the following conditions:

- Permission must be secured from the administration one day in advance. This includes visitors for lunch.
- The visitor must sign in at the office.
- Each visitor must abide by all the school rules of conduct including the dress code.
- Visitors will not be permitted during exams in 7th – 12th grade.

P. ACADEMICS

Below is a classification of students for academic purposes:

- Elementary grades 1st – 3rd: A student who receives a grade of “F” in math or reading, or a “D” in both as a final average for the year, **WILL NOT BE PROMOTED TO THE NEXT GRADE.**
- Elementary grades 4th – 6th: A student who earns 2 grades of “F”, one “F” and 2 grades of “D” or four grades of “D” as final averages for the year in any academic subjects **WILL NOT BE PROMOTED TO THE NEXT GRADE.**
- Junior High grades 7th & 8th: Before a 7th or 8th grade student can advance to a higher grade, the following guidelines must be followed. The student must finish the year with at least a C- average. If a student fails two or more subjects, that student must take summer school before moving up to the next grade.
- High School grades 9th – 12th: Each course must be passed. Repeating the course, attending summer school or being retained is determined on the individual’s accumulated credits and the required courses that are necessary to graduate.

Q. GRADING SCALE

The following grading scale is used for preparing report cards and progress reports.

NEW MANNA CHRISTIAN SCHOOL GRADING SCALE	
1ST - 12TH GRADE	PRESCHOOL & KINDERGARTEN
A+ 99-100	S+
A 96-98	S
A- 93-95	S-
B+ 91-92	
B 88-90	
B- 85-87	S = SATISFACTORY
C+ 83-84	
C 80-82	
C- 77-79	
D+ 75-76	
D 72-74	
D- 70-71	
F 0-69	
I INCOMPLETE	

R. PROGRESS REPORTS

K-5 through 12th grade will receive progress reports during the 5th week of each nine week grading period. Report cards will be given out at the end of each nine week grading period. These dates are listed on the school calendar. Teachers are always ready to meet with parents, by appointment only, to discuss the student's progress.

S. CURRICULUM

The Abeka Book curriculum is our primary curriculum. It is traditional with a strong emphasis on phonics. The Abeka approach to Christian education keeps learning lively, interesting and memorable. We may, from time to time, incorporate other materials from other Christian school curriculums.

T. GRADUATION

The administration of NMCS schedules, organizes, and presents two graduation services. Both graduations are held in the auditorium of New Manna Baptist Church.

- Kindergarten: A graduation ceremony will be held for those students completing our Kindergarten program.
- 12th grade: The Friday evening ceremony will be held in the auditorium of New Manna Baptist Church. Diplomas will be presented at the conclusion of the graduation program.

U. GRADUATION REQUIREMENTS – GENERAL

Before a student can graduate from NMCS, the following requirements must be met.

- School account must be current and graduation fees paid.
- All required courses must have been successfully completed.
- Students who lack more than two credits may not march in the commencement services.

*****THESE REQUIREMENTS MAY CHANGE SLIGHTLY IF A STUDENT TRANSFERS TO NMCS DURING THEIR HIGH SCHOOL YEARS*****

V. GRADUATION REQUIREMENTS – SPECIFIC

Before a student can graduate from NMCS the following courses must be successfully completed.

- Bible 1 unit per year
- English 4 credits
- Math (Algebra 1 –1 unit) 3 credits
- Science (Biology—1 unit; Physical Science—1 unit) 3 credits
- Social Studies (Government & Economics, U.S. History, World History) 4 credits
- Electives 6 credits

These electives may include any additional courses such as math, science, etc. that is not necessary to fulfill requirements for graduation. Two foreign language credits are recommended for college entrance. These are included in the electives

W. STANDARD ACHIEVEMENT TESTING

NMCS has chosen the Iowa Assessment Test. The Iowa Assessment Test is used in Kindergarten through the 12th grade and provides measurements of a student's performance in the basic skills areas. Students are required to take the exam on scheduled dates. S.A.T. testing dates are posted on the school calendar. Parents are asked to not schedule vacations, doctor appointments, etc. on the dates that conflict with the exams.

X. VALEDICTORIAN AND SALUTATORIAN SELECTION

Selection of the valedictorian and salutarian is made on the basis of the cumulative grade point average beginning in the 9th grade and ending with the last semester of the 12th grade. The senior with the highest cumulative GPA (a minimum of at least a 3.5) will be the valedictorian. The senior with the second highest GPA (at least a 3.0) will be the Salutarian of the graduating class.

Y. SCHOOL FIELD TRIPS

Teachers may plan a field trip for their class. Chaperones are expected to abide by the same standard of dress and conduct as the students.

Z. HOMEWORK

Homework is an integral part of the school program. Each teacher is at liberty to give homework to aid each student in their studies. **STUDENTS ARE EXPECTED TO COMPLETE HOMEWORK ASSIGNMENTS ON TIME.** Homework is not given on Wednesdays.

AA. ACADEMIC PROBATION

A student may be placed on academic probation for extremely low grades. This action will restrict a student's extracurricular activities in an effort to promote stronger study habits and the attainment of a higher grade average.

AN OVERALL AVERAGE OF "C" MUST BE MAINTAINED FOR A STUDENT TO BE ELIGIBLE FOR PARTICIPATION IN SPORTS. ALSO, A STUDENT WITH AN "F" OR TWO "D"'S IN ANY OF THE CORE CLASSES WILL NOT BE ELIGIBLE TO PARTICIPATE IN SPORTS.

BB. MERIT SYSTEM

The positive influence of many NMCS students is to be acknowledged and rewarded. The NMCS Merit System is a program administered to give exemplary students the recognition they justly deserve. Areas of merit are as follows.

- A Honor Roll—All grades are 93 and above.
- A & B Honor Roll—All grades are 85 and above.
- A Average—Student may have A's and B's on their report card, but they maintain an overall "A" average throughout the year.
- Perfect Attendance

CC. EXTRACURRICULAR ACTIVITIES

NMCS students are encouraged to participate in extracurricular activities. Each year, NMCS participates in interscholastic sports with other Christian schools. **STUDENTS WHO ARE ABSENT OR LEAVE BEFORE 6TH PERIOD ARE NOT ELIGIBLE TO PARTICIPATE IN THAT DAY'S EXTRACURRICULAR ACTIVITIES. IF A STUDENT QUILTS A SPORT AFTER THE SECOND FULL WEEK OF PRACTICE, WITHOUT ORDERS FROM A DOCTOR TO DO SO, HE/SHE WILL BE INELIGIBLE FOR SPORTS FOR ONE CALENDER YEAR.**

Athletic Eligibility

Students must be passing their classes academically in order to try out for a team. Athletes have to miss several class periods during the season due to long distance travel. Class periods missed are usually at the end of the day because the athletes leave school early for away games. Athletes will not be given special consideration and must make up all work that is missed within the allotted time. An away game may require that the athlete return to the school late in the evening. Athletes must make allowances for shortened study time. If it is found that practices and schedules hurt a student's grades, it is recommended that the extracurricular sports be given up. A student should not sacrifice his educational opportunity in order to participate in the athletic program.

- **Grades:** An athlete's grades will be reviewed every three weeks throughout the season. If at any time he is failing in any subject, he will immediately be suspended from the team until he brings his grades up. The athletic eligibility list will be given to the coaches. The athlete may continue to go to practices with the team and travel with the team; however, if a student is failing in any given subject, that athlete will be required to remain on the bench in school uniform. Students that earn back eligibility are on probation and have their grades checked every week. **AN OVERALL AVERAGE OF "C" MUST BE MAINTAINED FOR A STUDENT TO BE ELIGIBLE FOR PARTICIPATION IN SPORTS. ALSO, A STUDENT WITH AN "F" OR TWO "D"'S IN ANY OF THE CORE**

CLASSES WILL NOT BE ELIGIBLE TO PARTICIPATE IN SPORTS.

- **Suspension: Students suspended from school will not be allowed to participate in any after-school activity.**
- **Due to the fact that participation in athletics is a privilege, as well as a representation of the testimony of our school, the way a student behaves, acts, and dresses out of school as well as in school will be considered for his eligibility.**

DD. CHAPEL SERVICES

NMCS has regular chapel services each week. Attendance is required and no student is to be excused from regular attendance of chapel programs. Parents are invited to attend all chapel services. K-3 through 5th grade chapel is held each Wednesday at 9:30 a.m. in the school cafeteria. Chapel for the 6th through 12th grades is held each Wednesday at 11:00 a.m. in the church auditorium.

EE. ANNOUNCEMENTS

Various means are used to keep the student body up-to-date regarding activities and important information. Some of the tools used to keep the students informed are as follows:

- New Manna school calendar
- School sign
- Website
- Facebook and Instagram
- School Cast call system
- Memos/mail outs

FF. LUNCH

NMCS has a hot lunch program available to all students. High school lunches are to be paid for daily. K-5 through 6th grade may purchase meal tickets at the office. Students are not allowed to have pizza or any other fast foods delivered to the school without permission from the administration. **High school students will not be allowed to charge** in the lunchroom; please provide your child with lunch money for each day.

GG. COMPUTERS

Computers are to be signed out with the time and the date for every use. Students must always secure permission if using computers other than during class time.

HH. LOCKERS

Lockers will be issued to **the 7-12 grade students** the first week of school. Students may use magnets to hold appropriate pictures, schedules, etc. in their individual lockers. All locker walls and doors must be kept neat at all times. Students will not be allowed to slam locker doors. Books are to be in order. Students are not to be in any locker other than their assigned locker. Switching or trading is not permitted. Periodic locker checks will be conducted throughout

the school year. **A locker inspection for cleanliness will take place before the students will be dismissed at the end of the school year.**

II. SENIOR HALF-DAY PROGRAM

Seniors that have enough required credits must follow the given rules to maintain this privilege.

- Must attend school until 11:50 a.m. every day.
- On chapel day, **THEY MUST ATTEND UNTIL THE END OF CHAPEL.**
- Work schedule must never conflict with the two requirements listed above.
- If a student returns to school later in the day, they must follow the dress code.
- Students are not to miss school for their work schedule.

JJ. PHYSICAL EDUCATION DRESS CODE

All students must be dressed in proper P.E. attire designated by NMCS. Proper attire consists of the following:

- Boys: wind pants or shorts to the middle of the knee, appropriate t-shirt and tennis shoes.
- Girls: shorts to the middle of the knee while sitting or standing, appropriate t-shirt and tennis shoes.

KK. STUDENT CONDUCT

NMCS must provide an environment conducive to the spiritual growth and development of the young people that concerned parents have placed in our care. We feel Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being. NMCS provides the following guidelines as directives for our young people.

- Students are to be kind, courteous, moral and honest.
- Students are always to show respect for those in authority.
- Students are to demonstrate service to others.
- Students are encouraged to show the influence of Christ upon their lives.
- Students must refer to their teachers and adults as Mr., Miss, Mrs., or Brother/Sister. They must also reply *yes ma'am, no ma'am, yes sir, or no sir* when answering a question.
- **Students may not eat in the classrooms without permission.**
- **Students must have permission before talking or getting out of their seats.**
- **Elementary students may not throw rocks, sticks, snow, or ice on the playground.**

- **Elementary students must use the playground equipment in a safe way. Abuse of playground equipment will result in loss of use for a specified period of time.**

LL. SECULAR MUSIC POLICY

The purpose of NMCS is to work hand-in-hand with the home to “train up a child in the way he should go”. This training includes academic as well as character growth. Since secular music seeks to undermine authority by implanting seeds of rebellion in a young person’s heart and mind, NMCS considers listening to this music to be detrimental to the spiritual, moral and intellectual life of a young person. It is recognized that NMCS does not have the authority to tell the home what type of music the young person can listen to. However, it is also recognized that students who exist on a steady diet of this kind of secular music hinder the growth of other students. Therefore, the policy of NMCS is to be opposed to all forms of rock and **country** music and its culture. DVD’s, iPods, mp3 players, CDs, pictures, magazines, emblems or any other worldly music paraphernalia are not to be brought onto the campus of NMCS. This includes the singing or whistling of any secular song or the drawing of an emblem or group’s name on any text book, text book cover, notebook, etc. So called Christian rock music, the mixing of religious terminology with rock music, is also considered by NMCS to be detrimental to the spiritual growth of the students and will be dealt with in the same manner as the secular music mentioned before.

MM. CONDUCT AT SPORTING EVENTS

Students, teachers, parents and fans are asked to observe the following guidelines during sporting events.

- Have respect for your school.
- Derogatory remarks should never be yelled to opposing players, coaches, spectators or the officials.
- Christian conduct from our fans is important to the testimony of NMCS.
- We desire our students as players or spectators to be examples of the believers. “Let no man despise thy youth. But be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.”
- No smoking or use of vulgarity or profanity will be tolerated.
- Students may wear P.E. dress attire while at sporting events. Please refer to the dress code requirements listed for P.E.

NN. CONDUCT IN THE HALL

The following rules are to be observed in the hallways.

- No running at any time.
- Keep hands and feet off the walls.
- Students are not to be in the halls or restrooms during class periods without permission.
- Students are not to be at their lockers or in the hallway during lunch.
- **High school students are to talk quietly in the hallways. If a student abuses this privilege, he will not be permitted to talk in the hallways at all.**

OO. DRESS

NMCS has a responsibility, based upon Bible principles, to establish dress guidelines which are modest. These guidelines take on added significance since the Christian school shares the campus with the New Manna Baptist Church. NMCS also has a desire to help each student reach his or her full potential. If a student comes to school without observing the school dress guidelines, a faculty or staff member will send that student to the office. The office will explain the dress problem in an attempt to have the student fully understand the infraction. The words *modesty* and *neatness*, and the phrase “*be thou an example of the believer*” are keys to determining the appropriateness of dress (I Peter 3:3-4).

PP. DRESS GUIDELINES ENFORCEMENT

The entire staff is asked to monitor student dress. Discipline is given for the wearing of clothing to school and/or school functions that is not appropriate. In summary, these are the steps for enforcing dress guidelines:

- The student is sent to the office where the infraction is explained to the student. The student will be instructed in ways to “fix” the clothing and the incident will be noted in the office.
- If necessary, a change of dress will be required before the student can return to class. The parent will be called to bring a change of clothing.
- **A student may be asked to go home for the day if the clothing problem cannot be easily fixed.**
- A student who chooses to continually dress inappropriately may lose the privilege of attending NMCS.

QQ. DRESS GUIDELINES AND PARENTAL RESPONSIBILITY

Cooperation between the home and school regarding the matter of dress guidelines will strengthen the school. Anytime a parent does not understand a dress infraction, that parent should feel free to contact the administration. All parents working or volunteering in the school must follow the NMCS dress code. This includes field trips and/or working concessions for sporting events.

DRESS GUIDELINE DETAILS

RR. K3 – K4 BOYS AND GIRLS

Students are permitted to wear long shorts (to the middle of the knees), pants and appropriate shirts. All clothing should be neat, modest, and with no questionable pictures, slogans or markings.

SS. FEMALE STUDENTS: k-5 – 12TH GRADE

The guidelines listed below are to assist parents and students in the selection of clothing appropriate for school.

- **k-5 through 6th grade:** Dresses or skirts are required at all times and must come to the middle of the knee while standing or sitting. Shirts must be modest and have sleeves. No tank tops or sleeveless shirts or dresses are allowed.
- **7th through 12th grade:**

A dress or skirt must be worn at all times, with the exception of PE or dress down days. Loose fitting Jogging pants will be permitted on dress down days or during PE. All tops must meet the modesty requirements. This includes, but is

not limited to, a 2 ½ inch neckline in the front and the back. Shirts should not be tight fitting or see-through (this includes sheer or crocheted cardigans). No undergarments should ever be visible and no tank tops/ sleeveless shirts or dresses are allowed.

Faith based Graphic T Shirts will be allowed everyday with the exception of wednesdays. If you have any questions on what is an appropriate graphic shirt please see Mrs Walker.

No hoodies or shirts with hoods are allowed. NMCS hoodies or t-shirts will be allowed only on game days.

All dresses or skirts must come to the middle of the knee when standing AND/OR sitting. This includes slits or dresses that come up on the side of the knee. All skirts (especially pencil skirts) must be loose fitting, as well as the appropriate length. No undergarments should be visible through the skirt, and the skirt itself, not a dress extender, must come below the knee. Denim is permitted, except on Wednesdays.

This dress code also applies to PTF meetings, awards banquets, graduation ceremonies, field trips, and any other activities that take place on school property unless noted otherwise in this handbook.

The definition of too tight, too short or too low cut is ultimately left to the discretion of the administration and the office staff.

- Properly applied makeup enhances beauty and is permitted. However, extreme or overdone attitudes with makeup will be considered inappropriate for school attire. The administration reserves the right to decide what is considered “extreme.”
- The wearing of jewelry by girls should be age and grade appropriate. Piercings may be only in the ears, with a maximum of three per ear. No rings are allowed in the tongue or nose. If the student has other piercings and is caught showing or bragging about them, she will be required to remove it or go home.
- Hats are not permitted to be worn inside the school. Occasionally, we may allow exceptions on field day and spirit week.

TT. MALE STUDENTS: k-5 THROUGH 12TH GRADE

- **k-5 through 6TH grade:** Students must wear pants and a belt, if the pants have belt loops. Pants without belt loops must be a jean or dress pant material. No basketball or “wind” pant material allowed. Shirts should have a collar, but do not have to be a polo. Belts must be worn with shirt tails tucked in. Dress shirts and ties are to be worn on chapel days. Hair guidelines are the same as for 7th – 12th grades listed below.
- **7th through 12TH grade:** Students must wear pants with belt loops and they must sit at the waistline. Belts must be worn with shirt tails tucked in at all times, with the exception of PE. Sweaters, with a neat appearance, are acceptable. Collared shirts must be worn under sweaters. The staff and administration will decide if it is sweater material. Jeans are permitted that are in good repair, except on chapel days. Pullover hoodies or t-shirts are not permitted unless it is a game day and they are NMCS hoodies or t-shirts.
- Students must wear a dress shirt with a tie on chapel days. **Ties are to remain tied and worn properly the entire school day.** The only exception would be during PE.
- **No jewelry is allowed for male students. This includes necklaces, earrings, tongue rings or piercings of any kind.** These are not to be worn to school or to any other activity that takes place on school grounds or at away ballgames.

- Hats are not allowed to be worn in the school. The school may occasionally allow hats on field day or during spirit week.
- Hair should be cut so that it does not touch the ears or shirt collar. Also, the front of the hair should not touch the brow. If the style is thick in front it should be able to be pushed down and still not touch the brow. Hair should be thinned and contoured to the shape of the skull in back and be neatly trimmed. Long side burns below the ears, mustaches, goatees or beards will not be allowed. Students must have no facial hair. Extreme haircuts (such as Mohawks or carvings) and extreme hair color will not be permitted. Extreme is defined as any color that could not be acquired naturally. The administration reserves the right to decide what is considered “extreme”.

UU. DISCIPLINE

A. STUDENT CONDUCT

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart, in love and obedience to Jesus Christ.

- Proper respect to the administration, faculty and all other staff members is expected.
- Improper speech – vulgarities, profanity, slang and lying shall have no place in this school.
- Proper respect for the properties of New Manna Baptist Church and school is expected.
- Anything damaged by a student will be paid for by the student.
- Proper conduct is to be demonstrated as a student at NMCS. Christian kindness and unselfishness should characterize all dealings with faculty and fellow students.

Discipline Steps to Success:

*Steps taken when student is sent to the office after exhausting the teacher's discipline plan.

Minor issues such as repetitive talking, disrupting class, and materials not brought to class, etc. will follow the plan below.

Major issues may require a different punishment.

Step 1.

- Meet with student.
- Send home discipline meeting form explaining why the meeting was necessary; parents must sign and return the next school day.
- Warn of Step 2

Step 2.

- Meet with student to assign writing assignment.
- Elementary—sentences 10x

- Junior high/High school—paragraph 10x
- Parents must sign discipline form and writing assignment.
- Warn of Step 3

Step 3.

- Meet with student and assign after-school detention with writing assignment doubled.
- Elementary—30 minutes, 3:05-3:35 p.m.
- High school—55 minutes; 3:05-4:00 p.m.
- Parents sign discipline form.
- Warn of one-day suspension for next issue.

Step 4.

- One-day in-school suspension (ISS) with parents signing suspension form.
- Students will receive a zero (0) for all homework, tests and quizzes assigned that day.

Step 5.

- May include longer suspension (three days) or expulsion at Administration's judgment.

B. INAPPROPRIATE CONDUCT

Misconduct will be handled by the individual teacher and/or the administration according to the seriousness or persistence of the offense. **OFFENSES NOT LISTED ARE UP TO THE DISCRETION OF THE ADMINISTRATION.** Students are to refrain from profanity or vulgar language, smoking, drinking of alcoholic beverages or non-alcoholic imitations, the illegal use of drugs in any form, gambling, dancing or attendance at establishments where such takes place. This includes involvement in worldly music such as country, rock, rap or so-called Christian rock, and **any other type of behavior considered by the administration of NMCS not to be honoring Christ.**

Fighting will not be tolerated. Discipline will include ISS to expulsion to be determined by the Administration.

All social media posts should reflect the guidelines and spirit of NMCS. The Administration will ask that posts deemed inappropriate be taken down. Failure to do so will result in ISS to Expulsion.

C. ELEMENTARY DISCIPLINE PROCEDURES

Various methods of training and correction are used in elementary classes.

- Elementary teachers will be required to keep a simple record of a student's improper behavior.
- If the action is unchanged or repetitive, the student may be separated or isolated from the other classmates to assist him in correcting his behavior. The loss of a privilege may result if separation fails to bring about a change in the student's behavior.
- Consistent behavior problems will be brought to the attention of the administration, and parents will be notified.

- Parents will be called at home or work at the discretion of the administration to assist with major behavioral offenses or continued discipline problems.
- Students in grades K5 through 6th grade are subject to any other applicable guidelines listed in the student handbook.

VI. STUDENT OFFENSES AND DISCIPLINARY ACTION FOR GRADES 7TH THROUGH 12TH

All discipline related issues will be handled through the office of the Administrator.

A. EXPULSION WILL BE ASSESSED ON THE FIRST OFFENSE FOR THE FOLLOWING:

- Possession of any type of firearm
- Drugs (including alcohol)
- Pornography (as defined by the administration)
- **It would not be possible to list all offenses that may result in expulsion. Therefore, the administration of NMCS reserves the right to expel a student for offenses not listed above that they deem worthy of expulsion.***

****A student's behavior outside of the school, deemed to be detrimental to the environment and testimony of the school, will result in a meeting with the administration and punishment as deemed appropriate by the administration.****

B. AFTER-SCHOOL DETENTION

After-school detention is from 3:05 - 4:00 p.m. Misbehavior in detention will result in the student being assigned another day of detention. The school requires that each student pay the detention supervisor for each day of after-school detention. The cost is \$5 for elementary and \$10 for junior high/high school. This fee is to be paid directly to the teacher.

C. OFF-CAMPUS SUSPENSION

Serious discipline problems may result in students being assigned off-campus suspension. Off campus suspension involves the following:

- Students are not allowed to be on school campus without the permission of the administration.
- Work given or graded that day, including quizzes and tests, will be graded as a zero.
- Students will not be allowed to participate in any extracurricular activities on suspension day.

D. RULES REGARDING EXPULSION/READMISSION

Readmission after expulsion is solely up to the discretion of the administration.

E. IMPROPER AFFECTIONS

- Boys and girls must sit a modest distance apart from one another. Staff of NMCS will determine what is and is not modest and appropriate.

- There should be no inappropriate contact, (hugging, petting, etc.), of any kind between students. **This includes photographs of such in posts on social media.**
- NMCS will not tolerate any homosexual behavior, rhetoric or support of the homosexual agenda in any way, shape, form or fashion. Any violation of this policy will result in expulsion.

***NOTE: NO STUDENT OR PARENT MAY USE THE NAME OF THE SCHOOL ON ANY RADIO OR TV PROGRAM OR IN ANY PUBLICATION WITHOUT PRIOR AUTHORIZATION FROM THE SCHOOL ADMINISTRATION.**

NEW MANNA CHRISTIAN SCHOOL RESERVES THE RIGHT TO MAINTAIN AND RECOMMEND MODIFICATIONS OF DRESS, HAIR STYLES AND ALL SCHOOL POLICIES.

CLOSING STATEMENT:

The contents of this handbook are to be used as a guide. It does not pretend to be a complete statement of philosophy, rules or standards. The administration reserves the right to determine acceptable actions, behavior and conduct. The administration also reserves the right to modify, add or delete elements of this handbook as deemed necessary.