

# 2023 - 2024



# PARENT HANDBOOK



**NEWPORT CHRISTIAN SCHOOL**

*a ministry of Liberty Baptist Church*

*Ryan Thompson, Administrator*

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*Preparing children for life. John 10:10*

By attending Newport Christian School  
(NCS) families agree to abide by the rules,  
policies, procedures,  
and conditions of NCS including,  
but not limited to those expressed  
in the most current parent handbook.

# WHAT PARENTS CAN EXPECT FROM NEWPORT CHRISTIAN SCHOOL

We are delighted that you have enrolled in Newport Christian School! This handbook is to help you to know what to expect from Newport Christian School (NCS) as well as what we will expect from our students.

The NCS staff and administration are committed to partnering with you with the education of your child as well as overseeing their spiritual development.

This is what you can expect of us:

- *Teachers that view parents as the primary educators of their children under God. Christian school teachers receive their authority to teach children from the parents.*
- *Written or personal communication from the teachers to allow parents to provide added assistance to the student if needed.*
- *Rigorous educational instruction at a level which students can succeed with reasonable effort. Reasoning, critical thinking skills, and internalization of Christian values are important educational goals.*
- *Daily Bible instruction; every subject taught is integrated with the truths and Christian values contained in the Bible. Prayer is an important part of every student's school day.*
- *Effective, well-trained Christian teachers who love the Lord and your child.*
- *Nurturing classrooms managed by teachers who are committed to academic excellence as well as to modeling the fruit of the Spirit in their lives.*
- *The teachers teach Biblical views which are doctrinally aligned with the Bible; that Jesus Christ is the risen Son of God and the only way to salvation, that the loving grace of our Lord Jesus extends to all who would "call upon the name of the Lord."*
- *All students are taught to seek forgiveness for sin, accept Jesus Christ as their Savior, take personal initiative to study God's Word and make it their primary objective to love, serve, and honor Jesus Christ.*

We count it a privilege to work alongside you in preparing your child(ren) for the future.

# OUR MISSION

Our desire is to develop a positive and fruitful relationship with every school family.

This handbook is intended to give direction and understanding concerning our general goals and standards. Complete attention and cooperation by our school families contribute to the building of a partnership that honors the Lord and strengthens homes. Therefore, we request that each family become familiar with this handbook and abide by its guidelines. *At any time during the school year, the administration reserves the right to amend or clarify certain rules relating to the school operations and student conduct.*

## MISSION

The mission of NCS is to provide a distinctively Christian education, which starts with leading students to a personal relationship with the Lord Jesus Christ. We provide a safe, loving Christian environment where students are challenged academically and encouraged to follow the Bible as the reference point on all matters of morality, character development, and personal responsibility.

## VISION

- NCS is a community of learners where knowledge is applied and all students and staff are supported in continual personal and spiritual growth, scholarship, and leadership.
- NCS provides an environment that is Christ honoring, safe, welcoming, and challenging and where everyone has a voice, a sense of belonging, and school pride.
- NCS actively reaches out to our parents and families with the gospel, involving them in the learning process.

## PURPOSE

NCS is a ministry of the Liberty Baptist Church (LBC) of Newport Beach, California.

The school's primary purpose is the teaching and training of young people in a rigorous academic program from a biblical perspective. NCS was founded to support parents in the rearing of their children and to provide a Christian alternative to the education offered in most other schools, both public and private. We stress wholesome Christian living, including personal salvation through Jesus Christ, obedience to the Word of God, and the use of our talents for the glory of God. The goal of the school, as it relates to the school's mission, is to help meet the physical, intellectual, emotional, social, and spiritual needs of each child.

# PHILOSOPHY

NCS is dedicated to the philosophy that Christian education is the best education. We recognize God as the supreme Source of all knowledge and wisdom. All academic subjects and co-curricular programs are taught from a biblical perspective. NCS wants to partner with likeminded parents in training children to be well-rounded, academically excellent, and spiritually and socially mature for the glory of God. Because the Lord commands young people to be good examples of believers in Jesus Christ, guidelines for personal habits and dress are provided. The principle of biblical self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person must have Bible-based wisdom, understanding, and knowledge to honor the Lord Jesus Christ. Therefore, the Bible is not substituted for any academic subject; rather, it is integrated into the total educational program.

Because NCS is a ministry of LBC of Newport Beach, it adheres to all of the doctrinal beliefs of LBC. These would include, but not be limited to:

- The Bible is the only infallible Word of God. For the sake of textual reliability and unity we have chosen to use the King James Version of the Holy Bible. The Bible is central to all our teaching in the classroom as well as in weekly chapel services. (Psalm 119:89; 2 Timothy 3:16)
- Jesus Christ is the one and only Savior of the world. He was God in human form and as such died as the payment for our sins, not simply as a martyr or example, but as our Savior. We believe He resurrected after three days and is coming back to earth someday. (John 1:14; Acts 4:12; 1 Corinthians 15:3,4)
- Marriage is a God-ordained covenant between a man a woman and is intended to be a lifetime commitment. (Genesis 2:24, Mark 10:6-9)
- Life is the gift of God, beginning at conception and is precious in the eyes of the God who gave it. (Psalm 139:16; Jeremiah 1:5)

# FINANCIAL POLICIES

- Tuition is an annual fee paid in full in August of the current school year, or made in ten equal monthly payments, from August through May. A late fee will be charged if tuition payments are made after the due date.
- Tuition payments are made using PCR Educator.
- If a student enrolls after school has begun, the annual tuition will be pro-rated based on the month of enrollment. The first monthly tuition payment will be changed accordingly.
- Registration and book fees are required for each student who enrolls. Registration fees are non-refundable and non-transferable.
- Any monies (e.g., tuition, daycare, or late fees) due from the previous school year must be brought current prior to registering for a new school year.
- PCR Educator will assess a fee for all bounced checks or rejected electronic payments. You will be contacted to bring your account current. Once any school payment (e.g., tuition or daycare) becomes fifteen days late, the student may be automatically dropped from enrollment and may not be allowed to attend class or obtain class work. Parents will be notified concerning their unpaid bill and will be given an opportunity to make the necessary payment before the child is dropped from enrollment.
- If a student enrolls in school after school begins the fee for the first month in attendance is the full month rate. A daily prorated rate is not used.
- It is required that a minimum of a two-week **written** notice be presented to the school administration prior to withdrawing a student from NCS. Tuition is not prorated for attending a partial month of school. If a student is enrolled in school during any portion of a month prior to their effective withdrawal date, the full month of tuition is required. Example: February 1st a two-week notice is given for withdrawal from school on February 15th. February tuition is due in full. February 21st a two-week notice is given for a withdrawal from school on March 7th. March tuition is due in full.

## Registration

Registration fee is non-refundable.

## Book Fee

Transitional Kindergarten through Fifth Grade- Varies depending on date.

Sixth Grade through Twelfth Grade- Varies depending on date.

This fee is non-refundable once materials have been ordered, or the student attends class.

**Tuition Rates (see the school website for more information)**

	<b>Annual</b>
Transitional Kindergarten (full day)	\$8,950
Transitional Kindergarten (1/2 day)	\$6,196
Kindergarten through 12th Grade	\$8,445

**Liberty Baptist Church Membership Discount**

A family that is an active member of Liberty Baptist Church may be eligible for a discounted tuition rate. Active membership includes regular attendance to weekly services, financial contributions to the ministry, and involvement in ministry service.

This discount must be approved by the administration and will be considered on a case-by-case basis. Failing to meet the terms of qualification may result in an adjustment of the rate.

**Fundraisers**

NCS is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate two annual fundraising programs (fall and spring) and anticipate each child and parent’s participation in helping us raise the additional funds needed for designated school projects. The sports program may also hold fundraisers.

# STUDENT PICK UP & RELEASE

## General Drop Off Procedures

- School begins at 8:00 for 6th Grade and up, 8:15 for 5th Grade and below. Students may be dropped off and enter their classrooms 15 minutes before the start of school.
- Students who arrive earlier than 7:45 a.m. will not be under the supervision of NCS Staff until 8AM.
- On rainy or unusually cold days, children can be dropped off in their classroom.
- Students returning after an illness may check back into school through the school office with verification of an excused absence (parent or doctor's note, etc.)

## General Release Procedures

- School dismisses at 3:00 P.M. for students 5th Grade and below, 2:45 for students 6th Grade and above. When school is over, a teacher will accompany the students to the designated dismissal area.
- If the child is not picked up within 15 minutes of their dismissal time, they are automatically signed into afternoon extended daycare.
- Parents will be required to sign out their child to release them from the daycare worker. Only previously approved parents or guardians can pick up children. An adult will be asked to show ID or have their license plate checked to confirm those approved to pick up the child. Non-approved persons will not be allowed to pick up the child; instead, the parent will be notified and will have to make other arrangements.
- Only previously approved parents or guardians can pick up children. An adult will be asked to show ID or have their license plate checked to confirm those approved to pick up the child. Non-approved persons will not be allowed to pick up the child; instead, the parent will be notified and will have to make other arrangements.
- On rainy or unusually cold days, the students will remain in their classroom and can be picked up there.
- Parents picking up students during school hours are required to go to the school office for identification and a student release form first. No student will be released from classrooms during school hours to anyone without a Release slip from the office.
- If a child is to be picked up by someone besides a parent or someone not already listed as authorized to pick up on the Emergency Data Card, **a note must be sent in advance to the school office.** The child's parent must write the note, and a definite verification on the part of one of the parents must be obtained to guarantee the individual's identity.
- **Advanced** written parental permission from a parent of each child must be given for a child who wishes to go home with a friend.
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### **Tardy or Early Pick Up**

- If a child arrives at the school after their designated start time, the parent and child must come to the school office to fill out a Tardy slip and then send their child to the classroom.
- If a child has a doctor appointment and needs to be picked up during regular school hours, the parent must come to the school office and ask for a Release slip.
- NCS staff will collect students who are being picked up early from school ONLY when the parent arrives at the school office and requests an early release. Please do not call the front office to get your student ready for pick up.

*For more information regarding the tardy policy see page 13.*

# LUNCH GUIDELINES

## General Lunch Guidelines

- Lunch takes place in the designated lunch area.
- We currently have a hot lunch program. Parents should provide their child with a healthy lunch; we discourage parents from sending candy or soda in their children's lunches.
- Because we have no way to know all allergies, children are not allowed to trade or share food with one another. We ask that all parents be especially sensitive to peanut allergies.
- While we allow parents to drop off lunch for their child in case of emergencies, we discourage parents dropping off lunch regularly. Please plan to pack your child a lunch or purchase hot lunch each day.
- For the safety and protection of all students, delivery of lunches using outside companies (such as Uber Eats) is not permitted.
- During the morning recess hour, children may bring money to purchase treats from the "Vending Machine."

## Off-Campus Lunches

- Both the teacher and the office must be notified, and students must be checked in and out through the office.
- To ensure the least disruption of the classrooms, please return your child to school by the specified ending of lunch and lunch recess.
- Any student returning to campus late from lunch will need to obtain a tardy slip from the office before returning to class.
- Students with a driver's license are not permitted to leave campus during school hours.

# IMPORTANT INFORMATION

## Fire Drills

- The first fire drill will be announced in advance to faculty. After the first fire drill, others will follow unannounced.
- Each classroom will have a diagram of the property (posted near the exits) with that classroom's exit marked in red. Students should leave the classroom during a drill with no talking, no running, no pushing, but in an orderly fashion. The first student is a key person and should lead the class. If the door is not already propped open, he/she should do this. The last student exiting the room should close the outside door. Students should not stop until they reach their designated area. It is important that students follow the exact pattern of the diagram for exiting. Teachers will walk near the end of the class line. After the class reaches its designated area, the teacher will take roll. Each class will wait for further instructions from the administration.

## School Safety (Active Shooter) Drills

- This drill will be announced in advance to the school faculty, parents, and the students.

## Lost & Found

The lost and found is outside of the gymnasium. It is cleaned out at the end of each month and leftover items will be discarded or donated to charity. Every effort will be made to return items with clearly marked names.

## Photo & Video Policy

It is common practice for the media department of Newport Christian School to take video footage and photographs at school events and around the school campus, including but not limited to class activities and field trips. These photos may be posted on the school's website or used in its publications. Attendance at NCS constitutes consent unless a family specifically chooses to opt out using the form provided.

# ATTENDANCE REQUIREMENTS

## Absences

Faithful class attendance is vital for a student's success. The administration may determine that a student who misses more than **10 days in a semester** (excused or unexcused) will meet with administration to discuss the student's absenteeism. If a student misses over 10 days in a semester, it may result in suspension or loss of academic credit.

**Before an absence:** Because we are concerned for your child's safety and well-being, we ask that you notify the school by phone the morning the student is absent. This call needs to be made prior to 10:00 a.m. Failure to do this will result in the student receiving an unexcused absence.

**After an absence:** When returning to school, a written note must be sent with the student. The note should contain the dates of the absence, the specific reason, and a parent/guardian's signature. Failure to do this will result in the student receiving an unexcused absence.

Excusable absences are illness, doctor's appointments, religious holy days, court appearances, serious illness, or the death of a family member.

**Doctor's appointments:** A doctor's note must be sent with the student after any school time missed for a doctor's appointment (including leaving school early or arriving late). Also, a doctor's note is required for three consecutive absences due to illness. Failure to do this will result in the student receiving an unexcused absence.

If possible, parents should schedule medical/dental appointments outside of school hours. If the appointments must occur during school hours, parents should schedule the appointment so that the student does not miss the same class period for multiple appointments.

All absenteeism must be registered with the school office. A note is required from the parent or doctor, and the student will not be admitted to class without an official note from our school office. If a student does not check in with the office on the day following an absence, he will not be permitted to make up his work since his absence will be classified as unexcused with penalty. In the event a student has an extended illness (more than 3 days), however, he must obtain permission from a physician in order to return to school. Students will be allowed to make up missed work for excused absences only. (See Missed Work Policy)

If a student returns to school and inadvertently forgets his absence note, he will be asked to call his parent, who, in turn, will speak to the school office to confirm the excuse. Upon such confirmation, the student will then be permitted to return to class. However, the student must bring a written note by his parent the next day. **Unexcused absences will not be cleared after 3 days.**

If a student shows any type of absentee pattern, such as missing the same time period or day of the week, a conference with the student, a parent, and a school administrator will be necessary to find a solution to that problem.

**Attendance on Game Days:** Student athletes who are absent from school on a game day will not be permitted to participate in that game, as attendance is required at a minimum of four class periods in order to participate in an athletic function. Also, if the bus must leave before the conclusion of the fourth hour to transport the team to the game, the team members are required to attend every class until the bus departs.

**Missed Work:** If you would like your student to receive make-up work before an absence, the teacher and the office must be notified at least two weeks in advance. Any work that is not made up, including tests and quizzes, will be automatically recorded as zeroes. It is the responsibility of the family and the student to communicate with the teacher and make proper arrangements to complete all assignments.

Please note that Newport Christian School has a 48-hour illness policy: If any student has a fever, vomiting, or diarrhea, he must be symptom-free for 48 hours before he will be readmitted to class. This also applies to any student that we must send home with these symptoms.

In the event the administration or the child's teacher believes it to be in the best interest of the child's health or that of others, the parents will be called and requested to pick up their child from school.

## **Tardies**

All students must be in their classrooms at the designated start times. If a student fails to check-in at the office when tardy, it will be counted as an unexcused absence.

Being to school on time is the responsibility of the parent and the student. NCS will allow up to **5 tardies/early releases per quarter**.

A student is considered tardy if not in the classroom, ready for class by the scheduled start time. A tardy student must first check-in at the school office and get a tardy slip. Students must then proceed directly to their classroom.

If a student accumulates 6 tardies in a quarter, he will serve a one day suspension. Then another suspension will be served every 5 tardies. After the second suspension in one quarter, he and one of his parents must meet with a school representative before he will be permitted to return to his classes. Any work missed or test given on a suspension day will be recorded as a 0% and cannot be made up.

Students will not be permitted to make up any work while on suspension.

Parents may contact the school office at any time to find out how many tardies their student has.

## Missed Work

Students who miss a test or quiz due to any absence will be required to make up the test. Assignments, announced quizzes, and tests must be made up by students within the same number of days they were absent. (Example: If a student is absent two days, he or she has two days to make up class work, provided the work was assigned during the absence.) If a test was given on the day of the absence or assigned prior to the absence, it may be required to be made up on the day the student returns. Failure to follow these procedures will result in a zero for the assignment or test and may affect the final grade. Pop quizzes will not be made up.

## Birthday Day Policy

To properly plan, we ask that at least **two weeks written notice** be given to both the teacher and the office for any party.

- If invitations are to be passed out at school, you must invite the entire class to your child's birthday party.
- Teacher/Administration must approve any school-hours party in advance of the event. The parent(s) are fully responsible for set up and cleanup of the area.

# DIGITAL DEVICE POLICY

Newport Christian School understands that digital technology has become an ever-increasing part of the daily lives of students and parents alike. Smartphones, tablets, smartwatches, etc. have and will continue to aid in the educational process.

However, they must be used with discretion. Our goal is to help students learn to use these devices appropriately, ensure the privacy rights of all, maintain academic integrity, and limit distractions to the learning environment. **Because of the rapid rate of change in this area, the administration reserves the right to amend this policy at any time.**

- Students may possess a device on campus as long as that device does not disrupt the educational environment and is not used for illegal or unethical purposes. Students in violation of this rule will lose the privilege of having a device and may be subject to further disciplinary actions.
- Devices, including smartwatches, are to be kept turned off and in the student's backpack or locker from the time they are dropped off until they are checked out from school. Devices are not to be used during field trips, sporting events or at any other time students may be traveling off campus, unless permission is specifically given for that time period.
- Definition of a digital device- anything that can access the internet or connect to a wireless network.
- A smartwatch is any digital device that is connected to a phone or a wireless network that can receive text messages, phone calls, or can browse the internet. Popular examples are Apple Watch, Samsung Galaxy Watch, Pixel Watch, etc. These devices are not permitted for a student to use during the school day at NCS.
- Students are not authorized to use their personal devices to access the school's wireless network unless prior permission has been granted. That permission is for the express stated purpose and time specified. That permission is immediately revoked as soon as that class period is over.
- Any student who needs to be contacted must be reached through the School Office. After school, students who need to contact parents must get permission from the office or a teacher and call with an adult present.
- Demerits will be issued to students whose devices "ring" during class or students who use their devices for non-emergencies. "Forgetting" to turn off a cell phone is not an excuse.
- Use of a device during a test for any reason (i.e., text messaging, photos) will be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the Administration.
- **Consequences for using a digital device:** If a digital device is seen (Phone, Smartwatch, etc) or if it rings, the student will be required to turn it in to the teacher and will be given 1 demerit. **Refusal to turn the device in will result in immediate suspension.**

Families consent to having the administration access a student's phone and accounts if there is a reasonable cause to do so.

The Administration reserves the right to change or modify this policy as may be needed.

# HEALTH

## General Health Guidelines

- Newport Christian School requires that each child fill out a Medical History form and Emergency Card prior to the start of each new school year. No students entering Transitional Kindergarten, Kindergarten, or the 7th Grade will be allowed to attend classes unless their health records are complete and up-to-date. Changes of address, phone numbers, insurance and any other pertinent information should be updated throughout the year as necessary. Parents should promptly inform the school office of any medical condition that may impact their child's experience at Newport Christian School. Any student who misses two days in a row for sickness may be asked to provide a valid doctor's note.
- Students should not come to school if they are ill. Children may not come to school if they are experiencing any of the following symptoms: diarrhea, vomiting, fever, rash, or a deep cough. If a student contracts a communicable illness such as chicken pox, strep throat, or pink eye, the student should be kept at home and the school office should be notified.
- If a student is injured at school or becomes ill while at school, the parents will be contacted. Parents may be asked to pick up their child promptly.

## Fever Policy

If a child has a fever, the parent will be contacted and asked to pick up the child.

Do not send your child back to school the next day. The student is not to attend school until he/she is fever-free for 48 hours without the use of acetaminophen or ibuprofen. This policy is for the protection of your child and the other students.

## Guidelines for Non-Prescription Medicine

- Please do not send cough drops, Tylenol, etc. with the student. Instead, parents should bring it to the school office and complete a Permission to Administer Medication form.
- All medicine must be in the original container.
- A parent/guardian must provide a written request along with any special instruction for the administration of the medicine.
- This authorization is effective for the school year for which it is granted and must be renewed annually.

## Guidelines for Prescription Medicine

- Prescription medicine is not permitted to be given by anyone other than by the Administrative Assistant.
- The prescription must have a physician's written order.
- Any changes to a medication dosage must be accompanied by an updated Rx prescription label. No outdated medication prescription labels will be accepted.
- The prescription medicine must be accompanied by a label affixed by a pharmacy or physician showing:

The name of the student

Total daily dosage and schedule of administration

Physician's name

Name of medication



# DRESS CODE

Newport Christian School bases its dress code upon two criteria: biblical standards of modesty (1 Timothy 2:9 & Romans 12:1) and the desire for a neat and clean appearance.

## General Dress Code for All Students

- Students must be in school uniform and well-groomed upon entering the campus at the beginning of the day and do their best to keep up their appearance throughout the day.
- Students need to follow the spirit of the law when it comes to dress code while attending any NCS-sponsored activities, either on-campus or off-campus.
- Tennis shoes and socks are considered acceptable general dress code for both boys and girls.
- Students who do not meet the dress code during the school day or during school activities may receive demerits and may be removed from class or the activity until they can meet the dress code.

## School Uniform:

- Only NCS outerwear may be worn during school hours (jackets, hoodies, etc.)
- Students (TK-2nd) are required to purchase the activity T-Shirts and knee-length athletic shorts for field trips which are available for purchase from Denis Uniforms.
- The polo shirts with our school logo are available for purchase from Denis Uniforms
- Students may not wear hats, beanies, or any other head covering during school hours.
- Uniforms and spirit wear must be in good condition (free from rips or tears).

## Girls' Dress Guidelines

- We presently use Denis uniforms for the girl's jumpers/skirts.
- Girls in grades TK-2nd may wear the jumper and a polo shirt with the school logo.
- Girls in grades 3-5 may wear either the jumper or skirt. Polo shirts with the school logo are required.
- Girls in grades 6-12 may wear the plaid skirt from Denis Uniforms or a solid navy blue, black, or khaki knee-length skirt. No tight-fitting skirts. Polo shirts with the school logo are required.
- Jumper/skirt lengths should have a hemline to the knee.
- Parents should purchase these with a long enough hemline to account for growth throughout the year. Girls (TK-5th) may wear shorts under their dresses for modesty

purposes on the playground.

- In addition to uniform skirts and dresses, all ladies may wear uniform pants. These pants should have no rips, holes, or tears. They must fit at the waist and be hemmed at the bottom. They may be worn with or without a belt. They must be loose-fitting with at least one inch of loose fabric and may not be skin-tight. The only acceptable colors are Navy Blue or Khaki. Pants may not be worn on chapel days
- The pants are the cotton or polyester blend, and not made from denim or sweat pant/jersey material. Sweatpants or any type of basketball/athletic shorts are only acceptable clothing options for PE or sports events and are not considered acceptable for the school day unless specifically approved by the administration.
- Clean, comfortable, shoes must be worn. Flip flops or similar footwear are not permitted.
- Hair must be clean, feminine, and styled neatly in a natural color.
- Earrings in the ear are the only acceptable body piercings.

### **Boys' Dress Guidelines**

- Polo shirt with the school logo and navy, black or tan long pants that are not too tight or too baggy must be worn. No denim or cargo pants are permitted.
- Belts must be worn with all pants that have belt loops (unless pants have an elastic waist for TK & K).
- All boys will be allowed to wear uniform shorts. The shorts must reach the top of the knee. Shorts may be worn primarily in the months of September/October and April/May. From time to time, weather permitting, the administration may authorize the wearing of shorts from November through March. Shorts must fit at the waist and be hemmed at the bottom. All clothing must be in good repair and may not have any rips, holes, or tears. The only acceptable colors are Navy Blue or Khaki. As with all uniform options, modesty is the rule boys should follow when choosing items to wear to school.
- The shorts are the cotton or polyester blend, and not made from denim or sweat pant/jersey material. Sweatpants or any type of basketball/athletic shorts are only acceptable clothing options for PE or sports events and are not considered acceptable for the school day unless specifically approved by the administration.
- Belts should be the correct length, not extending more than a few inches beyond the first belt loop.
- No jewelry, except watches or medical tags, should be worn (including earrings, etc).
- Hair must be clean, off the ears and collar, and above the eyebrows. No dyed, spiked, or extreme haircuts are allowed. Sideburns are to be no longer than the middle of the ear.
- Students should be clean shaven.
- Clean, comfortable, shoes must be worn with socks. Sandals are not permitted.

### **Chapel Dress:**

- **Girls:** White blouse with uniform skirt or jumper with girls' tie. No pants are allowed
- **Boys:** White oxford long or short sleeve shirt with tie and blue, black or khaki long pant. (Does not have to be school uniform tie.) No shorts are allowed. No outerwear is allowed.

If at any time a student does not meet these guidelines, a notice will be sent home. In certain instances, parents may be called to fix a situation before the student will be allowed to attend class. Parents should then take the appropriate steps to fix the situation. Corrections should be made as quickly as possible, but always within six school days. A student may be withheld from class until they can once again meet the guidelines. A student who continually fails to meet these guidelines may be subject to further disciplinary actions.

### **Dress code violations will result in the following penalties:**

First offense	1 demerit
Second and consecutive offenses	2 demerits per violation

# REPORT CARDS

Newport Christian School uses **PCR Educator** to keep parents involved in their child's academic progress.

Report cards are issued approximately every eight weeks. The first quarter, parents will conference with the teacher **if requested** and will receive the report card at that time. The next two quarters, report cards will be published online via PCR Educator.

The last report card is sent home at the end of the year, pending completion of all financial obligations.

Grades at Newport Christian School are designed to report to parents a student's academic and social progress. The school policy is that grades be awarded on a percentage and letter grade basis as follows:

A+.....100%	A.....93-99	A-.....90-92
B+.....87-89	B.....83-86	B-.....80-82
C+.....77-79	C.....73-76	C-.....70-72
D+.....67-69	D.....63-66	D-.....60-62
F.....0-59		

This system reflects quality of work turned in rather than natural ability.

Parents are encouraged to inform themselves about their student's progress by reviewing graded work as it comes home, knowing what the reasonable grade level expectations are, and checking with the teacher if any problem is suspected.

Originals of all files and records remain the property of Newport Christian School. Newport Christian School, upon request of a parent, will make copies of files if all financial obligations are current. Parents shall be required to reimburse NCS for the cost of copying student records requested by the parent. Parents who wish to view their student's records will need to make an appointment and allow up to five days to view the file with school personnel. For those files that have been stored for many years, there will be a thirty-day turn around period.

# DISCIPLINE SYSTEM

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the school or displays a spirit contrary to the purpose and principles for which the school stands, he is subject to expulsion even though he may not have broken any specific rule or regulation. We expect our students to abide by the spirit of the law as well as to abide by the letter of the law, before, during and after school hours.

Weekly demerits are accrued on a semester basis. An accumulation of 20 demerits in a semester can result in automatic expulsion and loss of credit. No expelled student will be readmitted without the invitation of the Administration. Any student who is expelled from NCS will not be permitted to re-enroll before the next semester after the expulsion. If, after this time, the student wishes to return to the school, he will be required to meet certain conditions. These conditions include but are not limited to, an exemplary academic record and recommendations from a youth pastor or principal. If the Administration approves the student's return, the student will be placed on disciplinary probation for one semester. Expelled students will not be permitted to return to school unless a notable change in behavior and attitude is evident to the Administration.

The number system is designed to give the students and parents an objective picture of the student's general behavior. Demerits are recorded on the student's official record and therefore become an important factor for future job and schooling credentials.

5 demerits- Lunch detention and parent contact

10 demerits- 2 days lunch detention, parent contact, possible 1 game suspension for students playing sports

15 demerits- 1 day suspension, no credit given for assignments, and no possibility to make up tests or quizzes. Possible 2 game suspension for students playing sports. (Suspension may be served in school if needed).

20 demerits- Minimum 3 day suspension (in or out of school), and possible expulsion. No credit will be given for missed assignments. Students involved in sports may be removed from the team.

21 or more demerits could result in immediate expulsion from the school. No expelled student may re-enroll without the invitation from the Administration.

## Suspensions

All work and tests missed on suspension day will be recorded as a 0%, F.

Any student suspended from NCS for 4 days or more will not be permitted to re-enroll.

The Administration, in its sole judgment determines what is inconsistent with the religious mission or tenets of the school. The school reserves the right to modify the infraction list at any time.

## Behavior

All issues concerning demerits and expulsion may be reviewed at any time by the administration. Situations may require varying degrees of punishment, and the administration reserves the right to evaluate these situations at their discretion. The penalty for these will be an administrative decision.

NCS uses a two tier system for demerits:

**Tier 1- Minor Offenses.** In the case of minor offense, the student will receive 1 demerit. Depending on the circumstances, the administration may increase that number between 2 and 5 demerits.

**Tier 2- Major Offenses.** In the case of a major offense, the student will receive a minimum of 5 demerits. Depending on the circumstances, the administration may increase that number and recommend immediate suspension or expulsion from school

### **Misbehavior in the classroom or at any school activity may result in demerits.**

The following actions are examples of what is considered minor offense misbehavior. This list serves only as an example of behaviors that the school considers unacceptable. This list is not meant to be exhaustive but to give parents and students an idea of what is considered inappropriate. The school administration reserves the right to issue demerits even if the particular offense is not specifically listed.

- Attending class unprepared (no textbook, paper, pen, or any other required materials)
- Failure to return notices, test, progress reports, or report cards (that require a signature by a parent or guardian) on time
- Out of seat without permission
- Passing and/or reading notes
- Inappropriate indoor behavior including running, wrestling, boisterous activity, throwing items, etc.
- Unnecessary talking or noises
- Working on unrelated material
- Talking in class without permission or out of turn
- Eating or drinking in an off-limits area
- Untidy appearance of desk, book bag, locker, etc.

- Littering or leaving an area unkempt
- Negativism, sarcasm, griping, insulting, or teasing another person.
- Possession of and/or riding a bicycle, scooter, or skateboard on school property without permission
- Gum chewing in school

The following actions are examples of what is considered major offense misbehavior. This list serves only as an example of behaviors that the school considers unacceptable. This list is not meant to be exhaustive but to give parents and students an idea of what is considered inappropriate. The school administration reserves the right to issue demerits even if the particular offense is not specifically listed.

- Being in an off-limit area, for example, in a classroom without permission.
- Possession of any electronic device without specific written permission from the staff or teachers
- Attending any inappropriate party, nightclub, etc
- Viewing an inappropriate movie in the home
- Scoring violation (altering an assignment grade or report card) or Cheating
- Direct disobedience
- Striking or attempting to strike and administrator, teacher, or any other staff member
- Lying or any form of withholding the truth
- Leaving campus without permission
- Fighting
- Any form of sexual activity
- Possessing, viewing, or sharing vulgar literature. Vulgar literature is defined as that which is coarse, crude, offensive, obscene, or profane.
- Possession of knives, guns (including air soft), or any other weapon at school or at a school function.
- Smoking or possessing smoking materials or tobacco products of any kind, including e-cigs, vapes, etc.
- Stealing
- Gambling

- Vulgar language, notes, gestures, or profanity
- The use of or possession of drugs or alcohol
- Any inappropriate physical contact between students (hand holding, hugging, kissing, etc)
- Students may not be engaged or married
- Inappropriate texting or any other communication by social media

## **GIVING OF DEMERITS**

NCS has implemented the following structure for giving demerits, suspensions, and expulsions:

1. Teacher will give a verbal warning in class for minor offences. (no demerits given)
2. Teacher will issue demerits based on the infraction.
3. Teacher will issue demerits based on the infraction AND give verbal communication to parents.
4. Teacher issue a referral to the Director of Discipline.

## **REMOVAL OF DEMERITS**

Student's demerit count will reset at the beginning of each new semester.

## **DISCIPLINE COMMITTEE**

Should a student commit an offence the Director of Discipline feels is worthy of suspension or expulsion, that student must meet with the Discipline Committee. Once the student has met with the Discipline Committee, the committee will determine if the offence is worthy of a suspension or expulsion or not.

## **SCHOOL PROPERTY**

Damage to school property, whether willful or due to negligence, will result in the student receiving up to 12 demerits. The student will also be responsible for the total cost of replacement and/or repair.

Lockers are issued to middle school students the first week of school. Students may decorate their lockers: however, no posters, photographs, or other items that the administration believes do not adhere to the standards of the school, will not be allowed. Students may not write on lockers. The lockers are the property of Newport Christian School and may be checked by the administration, faculty, and staff at any time.

## **CONFISCATED ITEMS**

Should a staff member confiscate an item from a student, that student or their parent may pick it up at the end of the school day.

## **THREATS**

Should an offense escalate to a level that the NCS Administrative Staff deems a threat to the health and wellbeing of other students, the NCS Administrative Staff will immediately call the City of Newport Beach Police Department.



## BULLYING

**Bullying:** The use of superior strength and power (physical, verbal, social) to inflict repeated and intentional harm upon another for no good reason and with the threat of further harm.

**MYTH #1:** Adults need to step aside and let kids work out their differences on their own. Otherwise, they won't learn how to deal with conflict later in life.

**REALITY CHECK:** True. Kids do need to learn how to work out their own differences without adults becoming needlessly involved. But bullying is not about differences and conflict between two people of roughly equal power. Bullying is deliberate abuse. It's about the superior deployment of power intended to harm another person over time that almost always includes threats of further abuse.

**MYTH #2:** Everyone gets bullied. It's not right but it makes you a stronger person.

**REALITY CHECK:** Bullying is the deliberate and often premeditated deployment of destructive and superior power designed to harm another person, which is also part of the definition of evil. To say that bullying makes people stronger is not a truthful statement. Jesus told us to pray to be delivered from evil (Matthew 6:13.) He wouldn't have told us this if He knew it made us stronger or thought that it would be good for us in other ways. We contradict Jesus when we believe this.

**MYTH #3:** I told the school/teacher/instructor and they did nothing about it.

**REALITY CHECK:** Though some instructors get very low grades when it comes to recognizing and intervening against bullying, many schools and related organizations do take this problem very seriously. But given the covert and predatory nature of bullying, Authority is often not present when it takes place. And since most Bystanders remain intimidated by bullies and their accomplices, Authority does not receive the information it really needs to effectively thwart bullying. That's why it's essential that Bystanders transform into courageous and righteous Alongside Standers of serial Targets.

**MYTH #4:** Bullying isn't right, but it's not evil.

**REALITY CHECK:** One of the most useful and succinct definitions of evil is from Philip Zimbardo, Professor of Psychology at Stanford. He is President of the Heroic Imagination Project and is famous for his Stanford prison study, which showed that seemingly decent and moral people are capable of committing great evil, including sadism, especially within a group setting. He defined evil as the "exercise of destructive power. It's watching someone crush someone else's sandcastle in an instant when it took hours to construct it."

More so, he concludes that, "The line between good and evil is permeable, and almost anyone can be induced to cross it when pressured by situational forces." His observation explains well why seemingly "good" Christian kids are more likely to join the Bully in demeaning the Target (approximately 45% ) rather than helping the Target escape from the

theater of bullying (approximately 13%) . Heroes, Zimbardo observes, are those who “can somehow resist the power of the situation and act out of noble motives, or behave in ways that do not demean others when they easily can.” Bullying seduces children to partake in evil as either active participants or passive observers. The Protectors is designed to bring out the righteous hero in youth to confront and resist such evil.

### **Policy:**

Newport Christian School is committed to providing a safe and civil learning and working environment. The School takes a strong position against bullying, hazing, or any behavior that infringes on the safety or well-being of students, employees, or any other persons within The School’s jurisdiction or interferes with learning or the ability to teach. The School prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process.

School policy requires all personnel to promote mutual respect, tolerance, and acceptance among students and staff . “All students and staff of public primary, elementary, junior high and senior high have the inalienable right to attend campuses which are safe, secure and peaceful” [Article 1, Section 28 (c) of the California State Constitution].

This policy shall encompass behaviors or actions that occur among students, School employees, and associated adults. The policy is applicable in schools, at school-related activities and events, at school programs and activities, traveling to and from school, and all other areas of the School’s jurisdiction. (Ed. Code 48900(s).)

### **Guidelines:**

Bullying and hazing are contrary to biblical teaching on how we are to treat our family, our neighbors, and even our enemies:

Matthew 5:43-45 Ye have heard that it hath been said, Thou shalt love thy neighbour, and hate thine enemy . But I say unto you, Love your enemies, bless them that curse you, do good to them that hate you, and pray for them which despitefully use you, and persecute you; That ye may be the children of your Father which is in heaven: for he maketh his sun to rise on the evil and on the good, and sendeth rain on the just and on the unjust.

Luke 10:30-37 And Jesus answering said, A certain man went down from Jerusalem to Jericho, and fell among thieves, which stripped him of his raiment, and wounded him, and departed, leaving him half dead. And by chance there came down a certain priest that way: and when he saw him, he passed by on the other side. And likewise a Levite, when he was at the place, came and looked on him, and passed by on the other side. But a certain Samaritan, as he journeyed, came where he was: and when he saw him, he had compassion on him, And went to him, and bound up his wounds, pouring in oil and wine,

and set him on his own beast, and brought him to an inn, and took care of him . And on the morrow when he departed, he took out two pence, and gave them to the host, and said unto him, Take care of him; and whatsoever thou spendest more, when I come again, I will repay thee. Which now of these three, thinkest thou, was neighbour unto him that fell among the thieves? And he said, He that shewed mercy on him. Then said Jesus unto him, Go, and do thou likewise.

1 Peter 3:8-11 Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous: Not rendering evil for evil, or railing for railing: but contrariwise blessing; knowing that ye are thereunto called, that ye should inherit a blessing. For he that will love life, and see good days, let him refrain his tongue from evil, and his lips that they speak no guile: Let him eschew evil, and do good; let him seek peace, and ensue it.

Proverbs 18:24 A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother.

Proverbs 15:1 A soft answer turneth away wrath: but grievous words stir up anger.

Bullying and hazing are part of a continuum of aggressive or violent behavior. Some acts of bullying or hazing can and do constitute other categories of misconduct such as assault, battery, child abuse, hate-motivated incident/crime, or sexual harassment and, as such, violate other School policies and possibly criminal activity.  
Definitions:

Bullying: The use of superior strength and power (physical, verbal, social) to inflict repeated and intentional harm upon another for no good reason and with the threat of further harm.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury, personal degradation or disgrace that result in physical or psychological harm. Hazing typically, but not exclusively, involves newer members showing subservience to existing members and shall be reported to the administrator of the school and/or advisor of that student body activity (Ed. Code 48900(q)).

Students are any persons enrolled in a Newport Christian School. Adults are held to the same policy guidelines as are minor students.

Adults are non-students who are affiliated with The School as employees, service providers, volunteers, parents, or vendors. The School expects all persons on our campuses to conduct themselves in a safe and respectful manner at all times.

### **Types of Bullying:**

Bullying is the use of superior strength and power (physical, verbal, social) to inflict repeated and intentional harm upon another for no good reason and with the threat of further harm. Bullying behaviors can be manifested in a variety of forms that include, but are not limited to, the following:

**Cyber-Bullying, Electronic Bullying, or Sexting:** Use of any electronic communication technology to embarrass, humiliate, spread rumors, threaten, or intimidate. Cyber bullying does not have to take the form of direct communication from one person to another, but also includes postings on social media such as Google+ hangouts, Tweets, Facebook, etc. that other students can easily gain access to. Sending sexually explicit images, even consensually, may be considered as distribution of child pornography which is a felony. In such instances, Newport Christian School will contact the Newport Beach Police Department .

**Disability Bullying:** The act of treating someone negatively because of actual or perceived disability.

**Emotional, Psychological, Relational or Social Bullying:** The act of blackmailing, defaming, extorting, humiliating, intimidating, isolating, manipulating friendships, ostracizing, rating or ranking personal characteristics, rejecting, terrorizing, or using peer pressure .

**Indirect Bullying:** The use of intimidation to cause physical or psychological harm on a third party. A person who engages in indirect bullying is sometimes referred to as the “instigator” or “shot caller.”

**Nonverbal Bullying:** The use of gestures, leering, posting threatening graffiti or graphic images, posturing, stalking, staring, or property destruction to demean, distress, or frighten.

**Physical Bullying:** The intentional act of beating, biting, fighting, hitting, kicking, poking,

punching, pushing, shoving, spitting, or tripping to cause or attempt to cause physical discomfort, injury, or pain.

**Racial/ Ethnic/ Religious Bullying:** Bias based on ancestry, culture, ethnicity, language, nationality, race, religion, or skin color. Intergroup conflict may occur within or between socially constructed subgroups, such as between first and second-generations of the same ethnic group. Bullying that targets ancestry, culture, ethnicity, language, nationality, race, religion, or skin color may be symptomatic of a larger problem of intergroup conflict, requiring systemic interventions.

**Sexualized Bullying:** Unwanted or demeaning conduct or comments directed at or about an individual on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, or other related personal characteristics, with the intention to humiliate. Anti -gay and sexist epithets are forms of sexualized bullying.

**Verbal Bullying:** Hurtful gossiping, making rude noises, making threats, name-calling, spreading rumors, or teasing to cause emotional or psychological harm.

### **School Principal or Leadership Responsibilities:**

Safe campuses require a multi-faceted approach with strategies to prevent, respond to, and recover from incidents of bullying and hazing. The school principal and school leaders shall create an environment where the school community upholds the standards of respect and civility and understands that bullying and hazing are inappropriate, harmful, and unacceptable.

Identify the administrator(s) responsible to report and respond to complaints of bullying or hazing, including, but not limited to serving as complaint manager(s). The system for reporting suspected bullying or hazing must ensure the reporting can be done easily, safely and privately.

Ensure that all reports of bullying or hazing are investigated, and that appropriate interventions are implemented and monitored in a timely manner.

Communicate with and ensure that all employees, students, parents, and volunteer coaches, activity leaders, or other adults are informed of School policy requiring the promotion of mutual respect and acceptance, as well as School policy regarding bullying and hazing.

Provide training to ensure that certificated and classified staff, volunteer coaches, activity

directors, and other adults on campus are familiar with and able to identify the indicators of bullying and hazing, and understand their individual responsibilities to respond to, intervene, and report any act or incident of bullying or hazing.

Present in age-appropriate language The School's policy on bullying and hazing as part of any orientation program conducted for students at the beginning of each semester.

### **Staff Responsibilities:**

Share responsibility for modeling appropriate behavior and creating an environment where mutual respect, tolerance, and acceptance among students and staff are promoted, the standards of respect and civility are promoted, and students understand that bullying and hazing are inappropriate, harmful and are taken seriously.

Recognize the indicators of bullying and hazing.

Discuss all aspects of the "Bullying and Hazing Policy" with students including strategies to prevent bullying and hazing.

Encourage students to report bullying and hazing.

Intervene immediately and take corrective action when bullying or hazing is reported, observed or suspected. Report incidents and actions to the appropriate School personnel or outside agencies, if necessary.

Report any complaints or incidents of bullying or hazing involving a School employee to the School Principal or other leadership immediately.

### **Student Responsibilities:**

Students shall take responsibility for helping to create a safe school environment:

Do not engage in or contribute to bullying or hazing behaviors or words.

Treat everyone with respect.

Be sensitive as to how others might perceive your actions or words.

Report bullying or hazing to a trusted teacher or administrator.

Never engage in retaliatory behavior or ask, encourage, or consent to anyone retaliating on your behalf.

### **Confidentiality and Non-retaliation:**

Reports of bullying or hazing shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the School's reporting procedures and investigation process.

The School will not tolerate retaliation against anyone who reports suspected bullying or hazing, or participates in the investigation process. Confidentiality and non-retaliation requirements extend to all parties involved.

### **Responding to Bullying Incidents or Complaints:**

It is imperative to thoroughly and promptly investigate incidents of bullying and hazing. Incidents that come to the School's attention may be one small piece of a larger picture. For example, a seemingly unprovoked conflict may in fact be an expression of frustration from having been the target of ongoing bullying or hazing. The following procedures should be followed in addressing incidents:

Any written or oral report of suspected bullying or hazing is to be taken seriously and must be addressed. This includes anonymous reports, oral or written. If the anonymous report contains sufficient information to identify an alleged target(s) and/or accused person(s), then a reasonable effort must be made to investigate and address the allegation(s).

If the bullying or hazing constitutes suspected child abuse, follow the State Child Abuse and Neglect Reporting Requirements. The suspected child abuse must be immediately reported to the appropriate child protective services authority (Orange County Social Services Agency, the Orange County Sheriff's Department, Newport Beach Police Department, or other city police department, depending on the location of the incident).

Intervene immediately and take corrective action to stop bullying behavior.

Communicate to the target(s), suspected perpetrator(s), and all parties involved that the School prohibits bullying and hazing and takes all reported cases seriously. Provide all parties involved with information regarding School policies on confidentiality and non-retaliation. Assure all parties that the bullying or hazing will be monitored to ensure that the complaints are resolved.

Investigate the incident. Obtain detailed information relevant to any bullying or hazing complaint such as the date, time, location, severity, and witnesses. Determine whether this was an isolated incident or related to previous incidents.

Interview the target(s), suspected perpetrator(s) and witnesses separately, and obtain written statements. If any party is unable to provide a written statement, school personnel shall transcribe a dictated statement.

Assure all the involved parties that steps will be taken to ensure that the bullying, hazing, or inappropriate behavior does not continue. Provide the target(s) and witnesses with the names of school personnel who can help should the situation continue, recur, or escalate.

Determine what type of actions or interventions will resolve the situation. Inform the involved parties and their parents/guardians of any corrective actions that have been or will be taken to resolve the complaint. This should be done in a manner that protects the privacy of all parties .

Monitor and follow-up to ensure that the bullying or hazing has stopped.

### **Reporting:**

For further information, to ask questions, to seek assistance, or to report bullying or hazing, contact any of the following:

Kevin Cyprian, School Principal  
Kaleb Powers, Director of Discipline

\*We reserve the right to update and ammend this policy as deemed necessary.



# STUDENT DRIVING POLICY

Students driving to and from NCS must have copy of a valid driver's license, current registration, and insurance on file in the school office. Driving on campus is a privilege and not a right. In order to drive to school, students shall follow the rules and guidelines set forth below:

1. A student who drives to school and is tardy three times may have driving privileges suspended. After 20 consecutive days of perfect attendance (not tardy or absent), the student may petition the administration to restore driving privileges.
2. Students should park in the area designated by the administration.
3. Vehicles shall be locked at all times while parked on school property.
4. Students should not be inside their vehicles during the school day.
5. Students must adhere to the posted speed limit on campus.
6. Student drivers are limited to blood relatives riding to and from school with them. All passengers (including blood relatives) must have written permission on file in the school office from their parents/guardians and the driver's parents/guardians.

The school administration reserves the right to suspend/revoke any student driver's privilege at any time.

# PARENTAL CODE OF CONDUCT

It is the objective of NCS to provide children with a wholesome atmosphere that is complementary to their Christian education.

Because of the broad diversity among school families, it is important to express some basic guidelines regarding what we expect from you, our parents. We hold our staff to these standards as well.

Please know that the administration encourages your input, ideas, and suggestions, but please be careful to express these in a positive, constructive manner. Failure to abide by the following policies can forfeit the privilege of enrollment at NCS.

1. We will not tolerate any behavior that the administration views as violent, aggressive, belligerent, disrespectful, disruptive to the work or academic environment of the school, or conflicts with the Christian mission or spirit that the school is trying to encourage.
2. Parents are expected to act in a professional manner when on property.
3. Parents are asked to refrain from smoking and vaping on our property.
4. No alcoholic beverages are permitted in the vicinity of Newport Christian School.
5. Appropriate dress is required of all adults visiting the school's campus.
6. At no time is a parent allowed to raise their voice, yell at, or threaten another student.
7. Parents are not to come into the offices of NCS to talk with the administration without a prior meeting scheduled. Meetings can be scheduled by contacting the office or by making an appointment at the window.
8. To allow our staff and families to focus on worship and Bible study at church, we ask that conversations about school matters not be discussed during services on Sunday.
9. Yelling at, threatening, or striking a faculty member will result in immediate removal from NCS and contact made to Newport Beach Police Department.

Failure to comply with these rules may result in the student, parent, or guest being asked to leave the premises and could result in a student being asked to withdraw from the school.

# HANDBOOK STATEMENT OF AGREEMENT

By attending Newport Christian School families agree to abide by the rules, policies, procedures, and conditions of NCS including, but not limited to those expressed in the most current parent handbook.

## PHOTO, VIDEO & INTERNET PERMISSION

By attending Newport Christian School, you give your permission to use your student's photos on printed school materials, in video or on the web and internet.

You may opt out at any time. If you opt out, you need to complete the information below and return it to the school office. (Please allow 7-10 business days for processing.)

COMPLETE THIS SECTION ONLY IF YOU ARE OPTING OUT.

I would like to opt out of the following for my child(ren) listed below:

- ☐ Photo Usage
- ☐ Video Usage
- ☐ Internet Usage

Name of Child(ren)

Grade/Teacher

Parent's Signature

Date