



Serving Students in 9<sup>th</sup> through 12<sup>th</sup> Grade

# 2024-2025 Parent / Student Handbook

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# Introduction

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## ■ Letter from Administrator

Dear Parents and Students,

On behalf of the Northeast Christian High School faculty and staff, we are excited to welcome you to the 2024- 2025 school year, and to the Defender family. This is our third year in existence, and already we have been so blessed to get to know all of our students and families, and to learn and grow together. We sincerely look forward to nurturing those relationships between families, school, and church throughout the school year as we continue in our purpose of training up God’s children to stand strong in their faith, and be the light that is so desperately needed in the world today.

Educating kids in truth is a responsibility that we take very seriously, and we are grateful that you have chosen NCHS for your child. The faculty and staff of NCHS will educate your student with excellence, caring, and the truth of God’s word. We are committed to praying for your student, to helping them develop a personal relationship with Jesus Christ, and to developing their spiritual maturity as young men and women of faith.

This year will undoubtedly be another year of development and partnership, as we strive to honor and glorify God with our efforts here. We are honored that you chose Northeast Christian High School to walk beside you in raising your child, and we are grateful for your prayers and support as we navigate this academic year.

For His Kingdom and His kids,

Mrs. Susan Burns  
NCHS Administrator

**“Commit your work to the Lord, and your plans will be established.”**

*Proverbs 16:3*

**■ Leadership - Board of Education**

President – Jeremy Broach  
Vice President - Frank Miller  
Secretary – Deanna Davis  
Treasurer – Kristy Garcia  
Member - Michael Hartman  
Member - Georgeanne Hayes  
Member - Connie Sadler

**■ Administration & Staff**

**Susan Burns** • Administrator  
**Lora Shipley** • Office Manager  
**Chad Stearman** • New Testament • Apologetics • Hermeneutics  
**Marlene Talbert** • Algebra I and Algebra 11 • Geometry • Trigonometry  
**Dennis Miller** • Civics /Government  
**Dr. Larry Jaske** • English/ Assistant to Administrator  
**Hunter Gillen** • Chemistry  
**Donny Powell** • Old Testament • P.E. • Club Sports  
**Josh Smith** • Art  
**Adam Durham** • U.S. History • World History  
**Nathan Rider** • Physical Science

## Identification

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## ■ NCHS Mission

Partnering with families and churches to offer any Christian student an education that is affordable, safe, and biblical.

*“Behold, I am sending you out as sheep in the midst of wolves, so be wise as serpents and innocent as doves ... a disciple is not above his teacher, nor a servant above his master. It is enough for the disciple to be like his teacher, and the servant like his master.”*

*(Matthew 10:16, 24-25 ESV)*

## ■ NCHS Vision

Transforming hearts, minds, and communities through Christ centered education.

## ■ Core Values

**Commitment to Exemplary Education** - It is the purpose of NCHS to offer an exemplary education based on biblical values to the children of Christian families, equipping them to be lifetime followers of Jesus Christ.

**Reverence for God’s Word** - The Bible is truth and has the power to train and transform. Since all wisdom comes from God, lessons for every subject area are based on His word. Academic excellence is founded in humbly asking God to guide our teaching.

**Imitation of Christ** - We are called as a community of believers to be disciples of Christ and to imitate him in the way we live. Growing in godly character is foundational to our school and for our students’ future. The reality of God’s grace leads us to an everlasting attitude of thankfulness and humility.

**Commitment to the Church** - Believing the body of Christ is the expression of God’s kingdom to a lost world, we support the church by encouraging involvement of our families and teaching students the importance of active participation. We seek to build relationships with churches as we partner together in helping people to know God and make Him known.

**Development of Servanthood** - We seek to develop an atmosphere where service is not something we do but rather part of who we are. Students, staff and parents are presented with opportunities to use the gifts God has given them to serve one another and to reach beyond our school with Christ’s love.

**Support of Families** - God’s plan is for the family to have primary responsibility for training up children for the Lord. We desire to partner with parents in the education of children and to support the family by reinforcing God’s design of and for the family.

## ■ Philosophy of Education

The educational philosophy and content of NCHS stands in contrast to publicly funded secondary education. Northeast Christian High School recognizes that an excellent education is founded upon disciplined, eager attention to learning; that this discipline rests upon the student's moral character; and that this moral character can only be developed through a personal relationship with God through Jesus Christ. In support of parents' God-given responsibility for educating their children:

- We seek to provide a clear model of Christian life through its staff and board members; (Matt. 22:37-40)
- We encourage every student to begin and to continue to develop a relationship with God the Father through Jesus Christ; (Matt. 28:18-20)
- We teach all subjects from a biblical worldview as part of an integrated whole with the Scripture at the center; (2 Tim. 3:6-17)
- We support the role of the family and we instruct students in the biblical principles relating to marriage, family life and society.
- We seek to develop the total person spiritually, intellectually, socially and physically.
- We encourage all students to develop wisdom, discernment, and a love for learning. Students will be taught how to learn for themselves and how to express what they have learned; how to think rather than simply what to think.
- We provide an orderly and safe atmosphere conducive to attaining these goals.
- We believe, support, and will operate according to biblical principles concerning the education of children.

## ■ Organizational Goals

The goals of NCHS are:

- To establish and operate a system of one or more schools providing Christian education for students from 9th through the 12th grade, serving primarily the northeastern portion of the state of Missouri.
- To provide other educational services consistent with a biblical worldview to the community.
- To identify and engage Christian stewards and others of good will who have a willingness to commit time, talent, affluence and influence to make a significant impact upon the community and the world through the various services, ministries and programs of NCHS.
- To make distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future Federal tax laws.
- To promote, encourage, and foster any other similar religious, charitable and educational activities; to accept, hold, invest, reinvest, and administer any gifts, legacies, bequests,



devises, funds and property of any sort or nature, and to use, expend, or donate the income or principal thereof for, and to devote the same to, the purposes of NCHS; and to do any and all lawful acts and things which may be necessary, useful, suitable, or proper for the furtherance or accomplishment of the purposes of NCHS; provided, however, that no act may be performed which would violate Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future Federal tax laws.

## ■ Expected Student Outcomes

### Develop Spiritually

Colossians 3:16: "Let the word of Christ dwell in you richly."

1. To provide a thoroughly Christian learning environment.
2. To teach the Bible as the only inspired, inerrant, infallible, authoritative Word of God, and to give knowledge and understanding of the Bible.
3. To teach the deity of Christ, including His virgin birth, perfect life, atonement on the cross, resurrection, and return.
4. To teach that salvation is by grace through faith and is a free gift of God, neither merited nor secured by any virtue or work of man; received only by personal faith in the Lord Jesus Christ.
5. To develop students with integrity, high morals, and a respect for God's Word.
6. To encourage self-discipline and responsibility in students based on respect for the submission to God.
7. To work with parents as they train children for a life of service to God.
8. To train students to achieve the very best that God has for them, providing them with a strong sense of who they are in Christ and how they should relate to God and man.
9. To help students develop a biblical worldview.

### Develop Academically

2 Timothy 2:14: "Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."

1. To thoroughly integrate biblical principles in all subject areas.
2. To instill in students a pursuit of excellence in all things.
3. To teach and encourage the use of good study habits.
4. To teach students how to do independent research and to reason logically.
5. To develop creative and critical thinking skills.
6. To help students discover their God-given gifts and talents.

### Develop Intellectually

2 Timothy 2:14: “Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”

1. To provide an excellent academic education for each student, preparing them for admission to colleges, universities, or the workforce consistent with their abilities and academic performances.
2. To thoroughly integrate biblical principles in all subject areas.
3. To instill in students a pursuit of excellence in all things.
4. To teach and encourage the use of good study habits.
5. To teach students how to do independent research and to reason logically.
6. To develop creative and critical thinking skills.
7. To help students discover their God-given gifts and talents.

### Develop Socially

Romans 14:7: “None of us live to himself.”

1. To provide a safe, caring school environment.
2. To adequately prepare students to become productive, interactive members of society.
3. To develop Christ-like character in students and a desire to treat others with respect, i.e. academic competitions, sports, etc.
4. To develop in students a spirit of Christian service as exemplified in the person of Jesus Christ.

### Develop Physically

Romans 12:1: “Present yourself as a living sacrifice unto God.”

1. To promote physical fitness and good health habits.
2. To impart a respect for the sanctity of life and an abhorrence for the sins of abortion, euthanasia, sexual impurity, and substance abuse.
3. To develop a respect for the body as a temple of the Holy Spirit.
4. To teach intelligent care of the body.
5. To encourage the yielding of the body as an instrument for God’s use.

### ■ Statement of Faith

“In essentials unity, in non-essentials liberty and in all things charity” --Rupertus Meldenus (17<sup>th</sup> Century, sometimes attributed to St. Augustine), “Christian” shall be defined as being in accordance with and in furtherance of the following *Statement of Faith* (Source: Association of Christian Schools International):

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

- We believe in the deity of Christ (John 10:33),
  - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
  - His sinless life (Hebrews 4: 14, 7:26), His miracles (John 2:11),
  - His vicarious and atoning death (1 Corinthians 14:3, Ephesians 1:7, Hebrews 2:9),
  - His Resurrection (John 11:25, 1 Corinthians 14:4),
  - His Ascension to the right hand of God (Mark 16:19),
  - His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

### ■ School History

NCHS was established in 2021 as an independent, private, co-educational, non-denominational school providing a comprehensive high school education. The school is currently located within the Cornerstone Church in Kirksville, Missouri, with plans for its own facility as the school enrollment grows. The mascot is the Defender, and school colors are navy and gold.

### ■ Affiliation, Accreditation and Conferences

Northeast Christian High School is independent in its ownership and is a member of the following association:

- Excellence in Giving Philanthropy Transparency Certificate

## ■ Leadership Selection

NCHS is governed by a self-perpetuating Board of Education as outlined in the bylaws. Parents interested in serving are encouraged to contact the office for details and watch for the self-nomination process information which will be published in the spring.

## ■ Addressing Disagreements

If we follow Christ's example for settling differences, our approach to solving problems will include a humble, gentle attitude, a servant's heart, a teachable spirit, an attitude of reconciliation and a strong desire to live at peace with all.

Even with the best of intentions, disagreements may occur. In those cases, Matthew 18:14-17 and other scriptures require Christians to take proper steps in resolving issues. In the context of the NCHS environment, the steps we expect to be followed are:

1. Go directly to the person involved and discuss and pray about the matter together.
2. If there is no resolution, put the issue in writing for presentation to the next higher authority (example: if the issue is with a teacher, go to the teacher first, then the principal, etc.).
3. If the matter still cannot be settled, bring the issue in writing to the school board (see board participation policy). The board will have the final authority to resolve issues.

## ■ Public Participation at Board Meetings

Board meeting minutes are open to the public unless called or adjourned to executive session. The board desires open communication with those interested in the operation of the school.

To ensure that representation is balanced with the ability of the board to conduct meetings properly and efficiently, the following procedures have been adopted. Anyone with a concern involving others, however, must follow the "addressing disagreement" procedure outlined in the handbook before coming to the board.

1. Forms will be available in the office for anyone who wishes to speak.
2. Forms should be completed and submitted to the school office or to the board president. Advance notice is required.
3. Guests may speak during the visitor's comments section of the meeting.
4. Each guest should make the comments as brief as possible – 5 minutes or less unless the board extends the time.
5. Guests are reminded that the board will not engage in conversation or answer questions. Members of the board are without authority to act individually in official matters. Answers are deferred pending consideration by the full board.
6. A response will be sent within 10 days.

# General Information

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## ■ Pledges

### Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its word in my heart that I might not sin against God.

### Pledge to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen and coming again, with life and liberty for all who believe.

### Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## ■ Admission Philosophy, Policies and Procedures

NCHS is open to anyone interested in obtaining a Christian education, from ninth through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by NCHS rules. It must always be understood that attendance at NCHS is a privilege and **not a right**. This privilege must be forfeited by any student/parents who do not conform to the school's standards of conduct and/or who are unwilling to adjust to our environment.

*Enrollment process may be seen in the appendix.*

The following standards have been established for entrance into Northeast Christian:

- Parent(s) and student must be, or pledge to promptly become, an active member of a local Christian church. A Family Referral Report will be obtained from the pastor of the local Christian church and renewed each year.
- At least one parent and the student must profess a personal relationship with Jesus Christ as Lord and Savior.
- A written testimony by the student describing their personal relationship with Jesus Christ will be completed as part of the enrollment process.
- Parent(s) and students must agree with Northeast Christian High School's Statement of Faith by signing a document stating this agreement.

- Parents must be in agreement with the basic objectives of NCHS and be willing to actively support, participate in, and pray for the school.
- The student must have a sincere desire for a Christian education and must be willing to submit to the standards and regulations of the school.
- The student's record of behavior at home and in their church must indicate an understanding of parental authority and reflect good citizenship. The student must agree to abide by the standards and guidelines during school and at all school-sponsored activities.
- The student must be of suitable age for the grade assigned. Exceptions will be considered by school administration on an individual basis.
- An initial interview with both parents (single parents excepted) will be required as a part of the acceptance procedure for any student applying for admission. The NCHS principal or designated representative shall conduct the interview.

Upon completion of all steps of enrollment, the business office will notify parents generally within two (2) weeks as to whether their child has been accepted to the school. All new enrollment applications that are accepted will include the condition of an eight week probationary period to be sure your child adjusts properly to our school.

All students must be convinced they want to attend NCHS and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God," 2 Timothy 2:14, KJV. They also agree to be courteous and respectful to their peers, staff, faculty and other daily associates.

### **Students Transferring to NCHS:**

*Grades 9-12:* Grades received from an accredited school or home school program will be accepted as verification of courses taken. Documentation of courses completed from a non-accredited school or home school program shall be evaluated to determine the appropriate grade placement for the student.

The school reserves the right to test a student at any grade level in order to properly place or verify the placement of a student within the academic structure of the school.

Students in high school will receive credit for homeschool classes with a grade of Passing with no effect on GPA.

### **Important Legal Information**

In the case of students with divorced parents, it is imperative that any and all custody paperwork be in each student's file. This helps NCHS to protect their students. In regards to accounts where more than one party is making payments toward student accounts, one person/household is being asked to take ultimate, and from NCHS's perspective, full responsibility for student accounts. Once that party has been determined, they will sign

required documents for the student. All student accounts for the business office will be established under that person's contact information. It will then be that party's responsibility to communicate with any other party making payments to ensure timely submission of all requirements from the school.

### **Non-Discrimination**

NCHS admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. NCHS reserves the right to select students on the basis of academic performance, Christian lifestyle commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with NCHS administration and to abide by its policies.

NCHS does not discriminate and shall not tolerate discrimination on the basis of race, color, national origin, marital status, gender, disability, or age in the hiring of its employees.

### **■ Tuition and Fees**

See appendix for current rates.

### **■ Payment**

**IMPORTANT:** NCHS is working on adopting a "Direct Payment" option for tuition payments for those who have signed up for the 10 or 12 month payment plan. This "paperless" program will ease the processing of tuition payments and increase efficiency for all of us. Please make payments to NCHS by the 5th of each month until the program is set up. Prepayment is available to those who do not desire monthly deductions. The options include paying in full by semester on August 13th and January 13th or paying in full the entire year by August 13th. Changes in direct payment account information must be received in writing 15 days prior to the withdrawal date.

### **■ Change of Contact Information**

When families move, change phone numbers or marital status during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate records.

### **■ Delinquent Accounts**

Families are expected to make payments in a timely manner according to their payment plan.

NCHS may suspend any student whose account falls two (2) months behind until the account is settled or satisfactory arrangements have been made. Student records including grade cards, transcripts and diplomas may be withheld if there is an outstanding balance owed to NCHS for tuition or other fees.

## ■ Withdrawal from Northeast Christian High School

Families choosing to withdraw from NCHS must come to the office to complete an exit process. Tuition will be due or withdrawn until the parents notify the office of withdrawal from the school.

## ■ Refund of Fees

### Enrollment Fees

1. Fees may be refunded, at the discretion of the administrator, if the student is not able to begin the school year due to unforeseen circumstances.

### Tuition

A student who withdraws by prior to the 15<sup>th</sup> of the month will receive a refund one-half (1/2) of the current month's tuition, if all other account charges have been paid in full. If tuition has been prepaid for additional months, it will be promptly refunded. Northeast Christian reserves the right to use the established direct payment to collect any unpaid balance upon withdrawal. Final report cards will be released when the account is settled.

## ■ Part Time Students

High school students taking five classes per year (2.5 per semester) will be considered full time students. Students with fewer than five classes are part time students. Part time students may not be eligible for all activities available to students enrolled full time. Students should consult with the administrator for specific eligibility questions.

Full tuition applies to students taking five or more classes. Part time high school students pay a per-class rate set by the Board of Education at the time other tuition and fees are established.

## ■ Re-Enrollment

Students who are presently enrolled at NCHS are given the first opportunity to re-enroll for the following year. Accounts must be current in order for a student to be eligible for re-enrollment. A deadline will be established each year for re-enrollment of existing students, Enrollment consists of completing the re-enrollment form and submitting the enrollment fee to the administrator's office. For families who elect to delay enrollment, additional tuition fees will be assessed for the school year. After a specified period of time, enrollment is then opened to the general public.

## ■ Tuition Assistance Program

Current Families: NCHS has a tuition assistance program established to help those families that need the assistance with tuition. Eligibility for this program is determined by a third-party service called BeneFAQ. Families must submit the \$35 fee and complete BeneFAQ's online application process **annually, by June 1 of each year** to be considered for the following



academic year's tuition assistance program. Please visit [www.benefaq.com](http://www.benefaq.com) to start the application process, or call our school office for more information. After the application is completed, families will be sent award letters.

**New Families:** The process is the same as listed above with the exception that all enrollment steps must be completed including acceptance to NCHS. Tuition assistance applications can be submitted at the same time as enrollment paperwork, and awards will be announced prior to the beginning of the school year.

## ■ Funding

Gift income and monies raised from fundraising activities are an integral part of the resources available to NCHS. NCHS is organized as a 501(c)(3) non-profit corporation. All fundraising activities should be an avenue to make known the needs of the school and an opportunity for those who are able to contribute toward those needs. To ensure that all fundraising activities are conducted in the proper environment and manner, the following will apply:

- All major fundraising activities, including capital campaigns, auctions, etc., must be approved by the Board of Education.
- All fundraising activities for organizations such as the Parent Teacher Fellowship and other board-approved organizations must be approved by the Board of Education.
- Organizations within the student body (i.e. student council, choir, etc.) may be granted approval by the administration to conduct various minor fundraising activities to raise money for their organization.
- All fundraising activities should be in accordance with the funding philosophy of the board.

## ■ Chapel

Weekly chapels present opportunities for students to learn and participate in worship and hear inspirational messages from a wide variety of speakers. One way Northeast Christian partners with area churches is to include pastors as chapel speakers. Student and staff attendance at chapel is required. Parents and guests are always welcome to attend chapel. **To bring the proper reverence to chapel services, NCHS dress code is elevated to business casual on chapel days (Thursdays for the 2024-25 school year), for NCHS teachers and students.**

## ■ Textbook Selection Guidelines

Textbooks and other printed materials are selected through a process of a committee formed by the Board to approve all textbooks.

## ■ Campus Hours

The school office is open from 7:30 a.m. to 4:00 p.m., Monday through Thursday

8:00 a.m. to 12:00 p.m. Friday.

Classes begin promptly at 7:50 a.m. and dismiss at 3:39 p.m. daily.

### ■ Campus Visitors

All visitors, **including volunteers**, need to sign in at the Front Office. If the purpose of the visit is for the classroom, make sure the teacher is aware of the visit before arriving on campus.

Visitors are always welcome at NCHS; however, it is the school's responsibility to ensure each student's safety while on school property. Thank you for helping in this matter.

Students wishing to bring a visitor to the school must receive approval from the principal prior to the day of the planned visit. On the day of the approved visit, the student and visitor must report to the Front Office to pick up a visitor pass.

### ■ Student Drivers

Students must have written permission from their parent(s) to drive a motor vehicle (including motorcycles) on campus. An application must be submitted. Students must meet all state drivers' requirements including insurance. The vehicle must be parked in the appropriate area and kept locked. It is not to be entered during school hours unless school personnel have granted special permission. Student drivers are expected to exhibit courteous driving habits. Failure to observe these policies may result in canceling driving privileges on school campus. Student drivers are required to sign in at the front office if arriving after 7:50 a.m. and leaving before 3:39 p.m. Not following these procedures to result in loss of driving privileges.

## ■ Library

NCHS maintains a library for the use of students, teachers and parents. All materials are evaluated for appropriateness of content prior to admittance in the library. The Library Coordinator oversees the library and directs volunteers who help carry out the library functions.

Books may be checked out for a one-week period. Books are the responsibility of the individual signing out the book. Any lost book will incur a replacement cost of \$5.00 (minimum) up to replacement value. Overdue books will result in temporary suspension of library privileges. Unpaid library fees will prohibit grade cards from being issued.

## ■ Lost and Found

Lost and found items will be placed in the front office. Please have students check there for missing items. All items not claimed at the end of each semester will be donated to charity.

## ■ Lunch Program

Students are responsible for bringing their own lunches, as well as any snacks (to be eaten with the approval of the classroom teacher). Refrigerators are available for students to use; however, every Friday these will be cleaned out and any items left will be thrown away. Students will not be allowed to leave campus during lunchtime.

## ■ Calendar

*See page 49*

## ■ School Closure Information

NCHS will cancel classes due to inclement weather. Should weather conditions dictate school to be canceled, the school administration will notify the local TV and radio stations, as well as send text updates through TextCaster, update the school's Facebook page, and send an email to parents. If no announcement has been made and there is no message specifically announcing that NCHS has been canceled, parents and students should assume school will be open as normal.

School will very rarely be canceled mid-day due to the weather; parents are encouraged to use their discretion regarding inclement weather.

Snow days will be made up either during established school holidays, spring break or at the end of the school year, as determined by the Board of Education.

## ■ Messages

If parents need to communicate with their child during the school day, they may call or text the front office at 660.342.1100. Teachers and students will not be contacted during class to receive telephone calls.

Students may use the office phone during/ after school hours at the teacher's discretion, and in keeping with the following guidelines:

Students may not use the office phone for social plans (i.e., making evening plans, asking to go home with someone after school, etc.)

If a student needs to use the office phone for something they forgot for class or an after school activity, the student must get permission from the teacher. The teacher will make the decision if the student is granted permission to use the phone.

**Note:** We understand unexpected needs for phone use do arise. Those situations will be considered on an individual basis. **Electronic devices including personal cell phones, smart watches, and tablets/laptops may not be used by students at NCHS during school hours unless for educational purposes deemed by the teacher.**

## ■ Communication

Sycamore is the software used to connect home and school. Parents can log into Sycamore to find assignments, grades, activities, events, key documents, directions, news and contact information for parents and staff. Login information is provided upon student enrollment. For any technical issues, please contact the office for assistance. **Further, the school uses TextCaster and email as a frequent method of communication with our families and students.**

## ■ Computer Technology Policy (Internet)

### A. Introduction

It is the policy of NCHS to: (a) Prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically,

as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions or materials deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### C. Internet Safety Training

In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

#### D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes : (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### E. Supervision and Monitoring

It shall be the responsibility of all NCHS employees to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the administration or designated representatives.

### Internet Policy - Regulation

#### Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules of NCHS behavior expectations clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of NCHS electronic resources is respect for and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

The password/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of NCHS policy, state, or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### Acceptable Use

The use of NCHS technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information on systems or network files in violation of password/account code restrictions; violation of other users rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity. Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. NCHS e-mail system is designed solely for educational and work related purposes. Email files are subject to review by NCHS and school personnel. Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and NCHS discipline, as well as the enforcement of any NCHS policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of NCHS, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic,

descriptive of destructive devices, or otherwise objectionable under current NCHS policy or legal definitions.

Northeast Christian High School board and administration reserve the right to remove files, limit or deny access, and refer staff or students violating the policy to appropriate authorities or for other disciplinary action.

### Privilege

The use of NCHS technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during email transmissions.
4. System users may not use NCHS's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access the read email on a random basis.
6. Use of NCHS's electronic network for unlawful purposes will not be tolerated and is prohibited.

### Services

While NCHS is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. NCHS may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information

that is obtained through the information system is at the user's own risk. NCHS specifically denies any responsibility for the accuracy of information obtained through internet services.

## Security

The board recognizes that security on NCHS's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to immediately report any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or administrator.

NCHS shall use filtering, blocking, or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. NCHS shall comply with the applicable provisions of the Children's Internet Protection Act and the Neighborhood Internet Protection Act.

## Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the NCHS information service, or the other networks that are connected to the internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of NCHS's electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

## Consequences

The consequences for violating NCHS Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of NCHS network privileges
2. Revocation of network privileges
3. Suspension of internet access
4. Revocation of internet access
5. Suspension of computer access
6. Revocation of computer access



7. School suspension
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## Operations

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### ■ Teacher Standards and Qualifications

The Board of Education always seeks teachers who are born again Christians, have college degrees, and are certified through the Department of Elementary and Secondary Education or Association of Christian Schools International. NCHS teachers are dedicated to serving the Lord through the ministry of teaching young people.

Teachers are carefully selected and prayerfully chosen by the principal and the Board of Education. The Board of Education reserves the authority to employ faculty and staff who will effectively meet the responsibilities of the classroom, both spiritually and academically.

### ■ Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below.

### ■ Curriculum

To help parents and students understand expectations and objectives, a course description or classroom guideline is provided at the start of the semester. In addition, curriculum guides are developed for each class and outline the objectives, resources, activities and biblical integration for the class. Textbooks are aligned to the expected outcome and are just one resource used in the education process.

Course requirements meet Missouri state graduation standards. Electives classes are available in addition to core classes.

### ■ Academic Awards

At the end of each school year, NCHS honors the achievements of our students during the Defender Recognition Ceremony, in addition to ongoing academic recognition throughout the year. Students are recognized for the particular strengths that were exemplified most throughout the year. Students may also be awarded academic achievement awards, musical awards, physical fitness awards and art awards.

## ■ Standardized Testing

The IOWA Form E assessment is given annually to students in ninth through eleventh grade. These tests enable us to compare NCHS students with national norms. Individual student results are emailed or given to parents, usually early the summer following the assessment. Sophomores through seniors are encouraged to register for the ACT test by going to [www.act.org](http://www.act.org).

## ■ Conferences

Parent Teacher conferences are formally scheduled for all teachers in the fall. Parents are encouraged to keep communications open with teachers and request a conference with the teacher whenever necessary. Parents can also keep updated with student grades through Sycamore. The school requires parents to make an appointment with the teacher to discuss any concerns.

## ■ Grading Scale

The purpose of a reporting system is to provide parents and students with a means of noting the progress of the student. Each child's ability, attitude, and application are taken into account in the grading process. Report Cards will be sent within 10 days of the last day of each quarter.

NCHS uses the following grading scale for 9th - 12th grades:

Percentage	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

## ■ Graduation Requirements

4 Bible	4 Math
4 English	3 Social Studies
4 Science	2 Modern Languages of the same language
1 Practical Arts	1 Fine Arts
1 Physical Education	0.5 Health
0.5 Personal Finance	3 Electives

28 Credits Total

### ■ GPA/Class Rank

**Grade Point Average (GPA):** The final GPA on the transcript will be for all classes taken in grades 9-12.

**Class Rank:** This is not reported officially other than for seniors.

### ■ Report Cards and Progress Reports

Each school year consists of 4 quarters, 9 weeks each. Grades are posted every three weeks (or sooner) online through Sycamore. Parents may review current grades at any time. If a student is earning a “D” or “F,” parents will be notified by the teacher.

### ■ Academic and Attendance Recognition

- Honor Roll: students who receive A’s and B’s will be on the Honor Roll.
- Principal’s Honor Roll: students who receive all A’s will be on the principal’s honor roll.
- Attendance Recognition: students of all grades with perfect attendance during the school year, with the exception of absences for school-sponsored events, will receive recognition.

### ■ Course Selections

As our school grows, courses will be added and changed based on student interest and graduation requirements. Parents and students are encouraged to communicate with school administration so we are able to effectively prepare students for all that God has in store for their futures.

### ■ Minimum Course Requirement

In grades 9 through 12 all full-time students must take a minimum of 2.5 credit units per semester.

Classes may be dropped without academic penalty during the second week of the semester and only for reasons deemed legitimate by the teacher and principal. Legitimate reasons generally mean misplacement or unusual change in the student’s educational plans.

### ■ Schedule Changes

High school students wanting to make changes in their schedule need to contact the principal no later than two weeks from the first day of the semester.

### ■ Schedules

NCHS students follow an eight-period school day, and attend all classes each day from Monday to Thursday.

### ■ Transcripts/Student Records

A records release form must be signed for student records to be sent to/from another school. Graduating students in need of transcripts being sent to colleges must contact the office with the college name and address. The office will send an official copy to the college.

### ■ Academic Probation

Students who are not maintaining an appropriate level of academic performance, above C average, will be placed on academic probation. Being placed on academic probation means the student will be closely monitored by the office for improvement. Lack of improvement can result in expulsion.

### ■ Homework

While we do not have a rigid policy regarding the matter of homework, it is our philosophy that worthwhile homework assignments can extend classroom lessons, build independent study habits, and encourage children to think and work creatively outside of school. With this in mind, NCHS teachers strive to assign homework that is productive and not burdensome to students.

### ■ Makeup Work

Teachers are to communicate their procedures for makeup work to parents and students. Unexcused absences will not be allowed to complete make up work. We encourage pre-arranged absences and turning in assignments before or on the day of return. Excused absences (excused by the office) are allowed one day to make up per day missed.

### ■ Attendance/Tardy Policy

Punctuality and regular attendance is a significant factor in successful education. Good attendance habits are part of an individual's attitude and respect for the teacher and the school. Students are expected to arrive at school on time and be prepared for class to begin on time. Regular attendance is a must if students are to progress in their education.

It is the parent's and student's responsibility to be in his/her class on time. Each child is allowed 3 tardies per quarter. Detention will be served at the discretion of the teacher or administrator.

We perceive the whole school day as valued and important. Classes are scheduled until departure time. Parents are asked not to pick up their children early unless there is an emergency or a scheduled appointment.

If a student is absent, parents should notify the school office each day of their child's absence. This will confirm parental knowledge and consent for the student's absence. If parents have not previously called the first day a student returns to school after an absence, he/she must bring a written note from the parents indicating the reason for the absence to his/her teacher.

**Detentions** are assigned as a discipline method either by the principal or teacher.

**Excused absences:** Every day is important for students and regular attendance is necessary for proper functioning of each classroom. When absence occurs, it will be an excused absence for the following reasons:

- Illness;
- Death in the immediate family;
- A doctor or dental appointment that could not be scheduled outside of school hours;
- Out-of-town trips with prior approval; or
- Unusual hardship.

When a student returns to school after an absence, a note from the parent stating the reason for the absence must be turned in unless the parent has previously called.

**Late to School** is arriving at school after the school day begins. Students must sign in at the front office before being admitted to their class.

**Prearranged Absences** - *Parents and students should notify the school office in advance of any planned absence.* There is a Prearranged Absence form available in the office for students to fill out alerting their teachers to their upcoming absence, and collecting homework. It is the responsibility of the parents and the students to arrange with the teacher any make-up work that must be completed. If possible, make-up work should be completed before the absence.

NCHS discourages extended planned absences, such as vacations. Parents should notify the school office in advance of any planned absence. It is the responsibility of the parents and the students to arrange with the teacher any make-up work that must be completed. If possible, make-up work should be completed before the absence.

**Tardy** is being late to class. Unexcused lateness beyond ten minutes is generally counted as an unexcused absence. Tardiness is disruptive. Students are expected to be in their seats ready to start work at the appropriate starting time. Excessive tardiness may result in disciplinary action.

**Unexcused absences** are absences for all or part of the regular school day without a valid reason as defined by the school administration.

## ■ Restricted Campus & Students Leaving Early

Once students, all grade levels, arrive on campus they are to remain on campus until the conclusion of their school day. This means no walking or driving off the premises during the school day. If students need to leave for special reasons, they must obtain permission from the office and sign in and/or out.

If a student needs to miss class for health or other reasons during the school day the student must report to the office prior to leaving. Consistent with the restricted campus policy, failure to report may result in those penalties being imposed as well as an unexcused absence being recorded for the class(es) missed. Before the student is allowed to leave school because of illness, a call will be made to the parent/guardian. If the school is unable to contact a parent/guardian, the student will remain in the school administration office or conference room.

### ■ Delivery and Pickup of Students

School will be in session from 7:50 a.m. to 3:39 p.m. for all grades. For security reasons, students and parents must enter and exit through the west entrance of the building.

Carefully observe the following instructions for drop off and afternoon pick up:

**Drop Off** - Students may be dropped off as early as 7:30 a.m. at the west entrance. Please enter through the southwest driveway, and exit through the northwest driveway.

**Pick Up** - Students will be released to the west wing entrance and parents should follow the instructions/map for picking up students in the west parking lot. Please enter through the southwest driveway, and exit through the northwest driveway.

**Student Drivers** - Student drivers should enter through the southwest driveway, park along the south side of the building, and enter through the west entrance.

### ■ Field Trips

Along with a strong emphasis on academics and scholarship, NCHS incorporates events and activities that advance the student's education while promoting social and spiritual development. These activities foster creativity and increase the excitement of learning. Field trips and other educational presentations will be scheduled throughout the school year. Costs for field trips will be assumed by the parents.

### ■ Student Activities

#### Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Part time students may not be eligible for all activities available to students enrolled full time. Students should consult the principal for specific eligibility questions. Opportunities for students to participate in extra activities are outlined below:

#### Student Council

Students in grades 11 and 12 will be elected to the Executive Board of the Student Council at an election during the first month of school. Then, 1 representative from each grade level will be elected to serve on the council as well. Student Council will be responsible for a variety of student activities and will serve as the voice of the student body in addressing issues and opportunities to administration.

Fall: Disc Golf      Spring: Boys/Girls Trap team

Students in good academic, financial, and behavioral standing will be eligible to participate in NCHS Disc Golf and Track & Field sports in the Fall and Spring semesters, respectively. NCHS will be competing against other organized clubs, MSHSAA and Missouri Christian School Athletic Association (MCSAA) member schools during the regular season, and participating in post-season competition with MCSAA in Springfield, Missouri. Further details to come.

The highlighted organizations below are currently available to our students. In addition, letter jacket patches can be earned by participating in the starred organizations. Others are our goal for students in the future. Please continue to pray as we develop and grow!

#### Music

- Praise and Worship Team\*\*

#### Athletic Programs

- Boys/Girls Disc Golf\*
- Boys/Girls Trap Shooting\*

#### Other Opportunities

- Mission Trips
- Yearbook
- Gaming Club\*\*
- Student Council\*\*

\* Participating students in good standing are eligible to earn an NCHS letter for these activities.

\*\* Participating students in good standing are eligible to receive patches for these activities.

### ■ Activity Eligibility

In order for students to participate in extracurricular activities they must be academically eligible and in some cases go through a tryout process. The following guidelines are intended to help define NCHS purposes for all activities and to provide consistency in the operation of the program:

- Students must maintain a "C" or better in each academic subject to be eligible to participate in activities. A "D" or "F" on a progress report or report card in any subject will disqualify a student from participating until grades are improved to a C average.

- Students will be expected to conduct themselves in an exemplary manner at all times. Respect must be shown for coaches, teammates, opponents, supporters, and school personnel and facilities.
- Coaches/sponsors will make every effort possible to show proportionate participation for each student based upon the student's attitude, conduct, and ability.
- All student athletes must obtain a sports physical from their doctor before participating in sports camps, practice, and athletic contests.
- **It is expected that all students, parents, and friends adhere to the school's rules and standards set forth in this handbook at all games as ambassadors for NCHS, and more importantly, Jesus Christ.**

### ■ Student Conduct/Discipline

Students are expected to conduct themselves in a manner that is honoring God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

Expectations for conduct in particular areas are as stated in each category below:

NCHS aims to work with parents in developing guidelines for raising children and in supporting the parents in their emphasis and enforcement of consistently high standards of conduct for their children.

**Goal:** To develop and train by instruction, encouragement, and exercise self-control. "Our fathers disciplined us for a little while as they thought best, but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:10-11 (NIV)

Just as discipline is a key element in a solid and secure Christian home and victorious Christian life, it is a major component in the Christian school. Teaching that is not backed up with biblical discipline does not convey love and understanding to a child. What it does convey is a lack of concern. We believe that all things should be done decently and in order (2 Corinthians 14:40) and that our children must learn responsibility for their actions.

At NCHS, discipline utilized is firm, consistent, fair, and exemplifies respect for one's self and others. This same biblical discipline is tempered with love and heightened with encouragement to strive for excellence in character and academics. Procedures to correct improper behavior will be designed to correct the behavior, not to punish the child.

**The following are basic principles:**

- The Bible is the basis for ALL decisions regarding discipline.
- The root of discipline is disciple.
- The authority and the responsibility to disciple comes from God.
- Love is at the heart of all disciplines.



- People choose their choices, not their consequences.
- The ultimate goal for each child is a self-disciplined life through regeneration by the Holy Spirit and submission to the Lord's will.

**Northeast Christian High School also desires to cooperate with the parents in forming good habits in their child. Therefore, the following are habits that are encouraged include:**

- Quick, cheerful obedience to authority.
- Responsibility in doing expected tasks.
- Kindness and cooperation with others.
- Courtesy and respect for others' property.
- Cleanliness in person and property.
- Truthfulness and honesty.
- Punctuality and good attendance.
- Morally good conduct.
- Accuracy and completion of assignments.
- Neatness in their work.

### ■ School Wide Rules

#### **Be on time and prepared to work by...**

- Arriving at school between 7:30 a.m. and 7:50 a.m.
- Being in your seat before instruction begins.
- Bringing materials, books and assignments to class.

#### **Show courtesy and respect for everyone by...**

- Following directions of all adults the first time without being disrespectful.
- Keeping hands, feet, and objects to oneself.
- Using appropriate language and behavior.
- Waiting your turn to speak.
- Wearing hats outside only.
- Remembering to use courteous words such as "please," "thank you," and "excuse me" often.
- Refraining from bullying, harassing, threatening or intimidating others.
- Not bringing dangerous objects, alcohol, drugs and tobacco products to school.
- Using computer technology appropriately.

- Leaving cell phones on silent and in your assigned location. Cell phones may be used before and after school only.

### **Respect property by . . .**

- Taking care of school property and the property of others.
- Not taking other people's property unless you have their permission.
- Keeping your feet on the floor, not on the furniture.
- Following classroom guidelines set by the teacher for eating and drinking in class.
- Eating lunch at designated areas.
- Not littering anywhere on campus.
- All property belonging to the church.

### **Respect the learning process by . . .**

- Following all school and classroom rules and procedures.
- Using appropriate behavior in all classrooms, assemblies and/or hallways.
- Walking quietly through the building.
- Wearing clothing that is appropriate for school.
- Taking care of personal needs on your own time. Restroom passes will be limited.

## **■ School Wide Procedures**

**High school students are expected to leave cell phones and smart watches on silent and in the assigned holder during the school day.**

1 <sup>st</sup> offense	Confiscate and bring device to the office
2nd offense	Confiscate, bring device to the office, parents are contacted and must pick up the device
3rd offense	Confiscate, bring device to the office, parents are contacted and the device is banned from school, detention is served
Subsequent offenses	Parents contacted, in-school or out-of-school suspension

**Students are expected to arrive at school and class on time.**

1st offense	Warning
2nd offense	Warning and parents are notified
3rd offense	Parents contacted, detention is given (30 minutes served with administrator/ office)

Subsequent offenses Student is sent to the office, parents are contacted, detention is given, in-school or out-of-school suspension

**Students are not currently expected to have a pass whenever they leave the classroom, but should this become an issue, the expectations will change.**

**Students are expected to turn in assignments on time.**

All class work must be turned in on time. Each individual teacher may create his/her own late work policies, and it is up to the student to adhere to such. Late work will not be accepted for unexcused absences. Excused absences (those with a note/call from parents) are allowed one day to make up work per day missed. Student planners will be utilized in keeping students organized and informed of homework, tests, and other priorities.

### **General Consequences:**

1st offense	Warning and private conference with student.
2nd offense	Parents contacted, parent signatures late assignments will be required, detention is given (before, lunch or after school)
3rd offense	Referral to office, warning, parents called
4th offense	Referral to office, parents called, detention is given, in-school or out-of-school suspension

### **■ Behavioral Policies**

- Students are expected to behave according to biblical principles, exemplifying Christ to those around them.
- Lying, deceiving, cheating, plagiarism, disrespect to a superior, and insubordination will result in in-school suspension or out-of-school suspension at the discretion of the principal.
- Use of tobacco, alcohol, illegal drugs in or out of school will be handled with the police authorities and an out of school suspension.
- Students who break the law outside of school hours will be subject to potential out-of-school suspension or expulsion, at the discretion of the principal.
- Setting off fire alarms as a prank and threats of harm to property, another person, or oneself will be taken seriously and may result in in-school suspension or out-of-school suspension at the discretion of the principal.
- Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

- Expectations for conduct in the destruction of ANY property and/or behavior that endangers others or leads to the breakdown of a classes' ability to function in a manner conducive to learning can result in either suspension or expulsion from NCHS.
- Once a student has gone to the principal's office, parents will be notified by phone or in writing.

**Expectations for conduct in particular areas are as stated in each category below:**

Discipline consequences may include:

- Verbal Reprimand by the Administrator
- Loss of Privileges
- Conference with Parents
- Detention
- In-School Suspension
- Out of School Suspension

**Discipline: Altercation Policy**

Any student involved in an altercation that is clearly outside the normal contact associated with recreational activities and/or sports programs may be subject to immediate suspension.

This includes but is not limited to, assault inside or outside the classroom, continued contact well after the whistle or stoppage of play, or verbal/physical confrontation. Suspensions, expulsions or permanent removal from NCHS will be administered individually by the principal.

**The following items are not allowed on school property:**

- Knives or weapons of any kind.
- Violent toys or action figures.
- Portable video games (with the exception of Gaming Club meeting days, and these devices must be OFF and stored either in the office or student's locker those days), MP3 players, etc. Students must leave cell phones on silent and in their assigned holder during the school day.
- Personal items with no relation to school assignments.

**Classroom Discipline**

Each teacher has a classroom discipline plan that deals with most normal, daily discipline problems. These plans are submitted to the principal for approval. Parents are informed of the classroom plan at the beginning of the year. Once a child has exhausted the teacher's classroom

discipline plan, he/she will immediately be sent to the administrator. The administrator will determine what form of discipline is necessary depending on the offense.

### **Respect**

Students are to respect all individuals in the school. The authority of the teachers and staff is to be respected. Respect for fellow students is equally important. Making fun of or picking on another student will not be tolerated.

### **Sexual Harassment**

Definition of sexual harassment - Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature.

Any student who engages in the sexual harassment while on school property or while participating in school activities will be subject to disciplinary action, up to and including expulsion

Procedures for complaints involving students

1. If a student believes he or she is being harassed, the student should bring the concern to the attention of the building administrator or the student may speak to another staff member if they feel more comfortable.
2. The school will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
3. The administrator will follow up regularly with the student to ensure that the harassment has stopped and that no retaliation has occurred.
4. All procedures and disciplinary action will be prayerfully implemented.

*See complete Sexual Harassment Policy in appendix*

## **■ Suspension, Expulsion and Social Probation**

The school reserves the right to withhold educational services in those cases where a student refuses to follow school regulations or where the presence of a particular student is judged to be a danger or a disruptive force.

Suspension may take place in school (ISS) or out of school (OSS) as deemed appropriate by the school administration. Although students may work independently on their course work, teachers' obligations to forward class work during suspensions are limited. In many circumstances, students who are suspended may expect academic consequences. Students in ISS will be allowed to make up missed work for credit. Students on OSS must still complete the missed work but no credit will be given.

In all cases of suspension or expulsion, the student and his/her parents will be informed of the reasons for the suspension or expulsion. If a disagreement exists as to the appropriateness of such action, a student, parent or administrator can appeal to the Board of Education. The school may also impose social probation as a means of discipline. Social probation limits the student's attendance or participation in school-related functions outside the classroom or the regular school day. The terms and length of time for such probation will be determined on an individual basis.

## ■ Student Relationships

Society's morals change through the years but the great majority of students, parents and faculty still adhere to proper and respectful behavior regarding public displays of affection. In order to make a clear judgmental decision on these matters; it is simply put that public displays of affection are not permitted during school or school activities.

## ■ Dress Code and Grooming

Dress Code and Personal Appearance for all school sponsored events (both spectators and participants)

Romans 12:2: *"Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."*

In response to God's command to not be conformed to this world and as representatives of Jesus Christ, we believe that our dress should reflect our Christian walk and character. Encouraging each student to dress appropriately, this policy exemplifies cleanliness, neatness and modesty before the Lord. We are setting a standard in dress that will first and foremost glorify God and secondly, honor and respect each other. As our philosophy includes partnering with parents, it is the parents' responsibility to ensure that their students are in complete compliance with the school's dress code policy. The administration and teachers of NCHS have the responsibility of maintaining a well-managed classroom, creating a quality, learning environment, and enforcing the standards of the school, which includes the following dress code policy.

### Dress Code Policy

1 Corinthians 6:19-20: *"Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's."*

Striving to glorify God with our bodies, our dress code is based on four standards. Each of these standards should be used as a guide:

- Is my appearance neat and clean?
- Is my appearance modest and appropriate, not attempting to draw attention to my body?
- Is my appearance non-distracting to the school community?

- Am I in compliance with the dress code policy? Students and families are expected to fully comply with the dress code. Parents have ultimate responsibility to ensure that their child is appropriately dressed.

#### **Dress Code and Personal Appearance requirements:**

- Clean and in keeping with health, sanitary, and safety requirements.
  - Class activities which present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- **On days the school has chapel service (Thursdays in 2023-24), all students and teachers will wear business casual attire.** In order to give this service its proper reverence, please:
  - Dress as if going to an office-job interview; i.e., khaki or dress pants; dresses or skirts of appropriate length; sandals, tennis shoes, or dress shoes.
  - Do not wear flip flops or Croc-style shoes
  - Do not wear t-shirts
  - Dress shorts of appropriate length are acceptable; no cargo shorts
- Any dress or grooming that interferes with the educational process and is not glorifying to God will not be permitted in the school.
  - Excessive bagging/sagging pants, jeans with holes and/or tears above the knee (cargo-style pants are permitted)
  - Body piercing (except for ear lobes), hair color that is not a natural color.
  - Hats, skullcaps, beanies or headbands may not be worn; however, functional hair tiebacks are acceptable. No sunglasses or hoods may be worn.
  - Tops must have sleeves (male and female). Absolutely no tank tops.
  - No undergarments showing (bras, cammies/tank straps, panties, boxers, etc.)
  - Shorts/Skorts/Skirts should be non-form fitting and must touch the top of the student's knee when the student is standing
  - Shoes, boots or other types of footwear must be worn at all times
  - No printed wording or pictures on clothing advertising or promoting drugs, alcohol, demonic or that are obscene, suggestive or profane in interpretation.
  - No cleavage or midriffs showing (*even while bending over or raising arms above the head to stretch*).
  - The hem of skirts must be at least long enough to touch the top of the student's knee when the student is standing

#### **Dress Code infraction consequences:**

**1st Offense:** Students will be removed from school or class to change clothing or wear school-provided attire for that day. This absence will be regarded as an unexcused absence from school. Parents will be notified.

**2nd Offense:** Students may be placed on one to five day in-school suspension. Parents will be notified.

**3rd Offense:** Students may be placed on a five to ten day out-of-school suspension and parents will be notified.

*The administration will be the final authority to determine neatness and modesty, and retains sole discretion to determine whether a student's appearance is appropriate.*

## ■ Volunteers

Northeast Christian High School desires to create an environment where volunteers serve the school in the unique ways that God designed them, bringing fulfillment to the worker, aid to the school, fellowship to the school community and glory to the Father in the process.

A person wishing to serve as either a volunteer aide or an occasional volunteer, who does not have children or grandchildren enrolled in the school, will be required to complete an application. The application will be reviewed by a designated individual(s). Persons accepted for volunteer work by the principal will be assigned at the direction of the principal as appropriate. They will work under the supervision of the teacher or staff member to whom they are assigned. When appropriate, volunteers will remain under the supervision of the principal.

While working, the volunteer will monitor student behavior. A volunteer is expected to make an appropriate comment to a student when they observe any behavior or language that is improper. If the condition persists, the volunteer shall notify the teacher or person in charge.

A volunteer may be required to complete a background check as defined in the Board of Education policy depending on the role and involvement of the volunteer.

## ■ Immunizations

Before the first day of school every new student entering NCHS must present records showing that all immunizations are current. If a family chooses to not immunize their child, the school must have a religious and or medical exemption form on file.

## ■ Illness Guidelines

It is difficult at times to know whether or not to send a child to school when he or she complains of not feeling well. However, there are five symptoms that definitely indicate that a child needs to remain at home:

1. Vomiting and/or diarrhea during the past 24 hours
2. Fever above 100 degrees Fahrenheit during the past 24 hours
3. An unidentified rash (children may return to school after the doctor has deemed the rash non-contagious or the rash is gone)
4. Open sores (minor sores must be covered with a dressing while the child is in school)
5. Communicable diseases as listed:

Acquired immune deficiency syndrome (AIDS)  
 Chicken Pox  
 Common Cold  
 Conjunctivitis (pink eye)  
 Covid 19

Influenza  
 Hepatitis A and B  
 Impetigo  
 Measles  
 Mononucleosis  
 Mumps



Pediculosis (lice)  
Scabies  
Rubella  
Strep Throat

Tuberculosis  
Whooping Cough  
Ringworm

Some special conditions that interfere with a child's ability to participate in the school program may make it advisable to keep a child at home where close observation is possible.

Children who complain of stomach aches and headaches in the morning just before school are more difficult to evaluate. First, take the child's temperature. If the temperature is normal, if the child has not been ill for the past 24 hours, and if no one at home has been ill with similar symptoms, then the child can probably be sent to school. (Should we replace children and the child with the word students or the student)

### ■ Distribution and Consumption of Medication

Consistent with the provisions of the Missouri State Health Department, the following procedures will be adhered to when dispensing medication:

- Prescription and/or non-prescription medication shall be given to a student only with dated, written permission from the student's parent(s), including amount needed and time to be given.
- All prescription medicine/drugs shall be in the original container and labeled with the student's name, physician's name and written instructions.
- Aspirin or aspirin-type medication such as Tylenol cannot be dispensed except by permission of the parents.
- A log will be kept in the administration's office to record each time medication is given.
- Minor cuts and scrapes may be dealt with in the classroom. More serious injuries should be dealt with in the administration's office.

### ■ First Aid Procedures

The school faculty and staff will adhere to the following procedures for any student who is injured:

- First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
- Parents will be notified. If they cannot be consulted immediately, the doctor, physician, or health care agency on file with the student's records will be contacted.
- A representative of the school faculty will stay with the child until the parents or other family member assumes responsibility.
- Internal medication will be given only by, or on the order of a physician.

### ■ Building Cleaning

Students and staff are responsible for keeping the building and campus tidy and clean. Students will be assigned specific duties to help with building upkeep during the school week.

## ■ Safety & Security

The school maintains a crisis safety plan, and all personnel are trained in procedures. Regular drills are conducted and facilities/systems are monitored to ensure safety of staff and students. In case of emergency, parents contacting the office will be directed to the appropriate representative to answer questions.

## ■ Computer/Internet Acceptable Use Policy

With the educational opportunity of both the computer and the Internet comes responsibility. Part of our responsibility in preparing students for the future is to teach them to use wisely the tools they will utilize as adults. It is important that you and your child read and discuss the following policies regarding the use of the computer and Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of online and basic computer privileges, parent contact, and/or result in ISS or OSS.

### Summary of Computer and Internet Use at NCHS

- It is a privilege, not a right, to use computers and the Internet at Northeast Christian High School.
- Inappropriate use will result in cancellation of usage, parent contact, and/or ISS/OSS.
- Internet and computer access is for educational purposes, and Northeast Christian High School has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet.
- It is impossible for the school and its employees to restrict access to all controversial materials. Parents agree to not hold Northeast Christian High School or its employees responsible for materials acquired by students on the network in violation of the Internet and Computer Acceptable Use Policy.

### Unacceptable Uses

1. Using copyrighted materials in reports without permission.
2. Publicizing your home address, phone number, or other personal information.
3. Copying and distributing commercial software in violation of copyright law.
4. Using profanity or obscenity.
5. Creating a computer virus and placing it on the school computer or Internet.
6. Sending anonymous messages of any kind.
7. Altering or forwarding personal communication without the author's prior consent.

8. Ordering services or merchandise from other agencies that have Internet access. Northeast Christian High School shall not be held responsible for any transactions or be liable for any cost or damages arising out of the actions of students or merchants.
9. Using the Internet for sending and receiving personal messages, including through email chat and social networking sites.
10. Using the Internet to send and or receive inflammatory messages.
11. Using the Internet for financial gain, for commercial activity, or for any illegal activity.
12. Using the Internet to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
13. Downloading or installing programs without permission.

Because NCHS provides all students with access to ChromeBooks and Internet during the school day, no outside personal devices (laptops, ChromeBooks, tablets, etc.) will be allowed at school. In addition, students will abide by any other rules instituted by staff members in individual class settings regarding the use of technology.

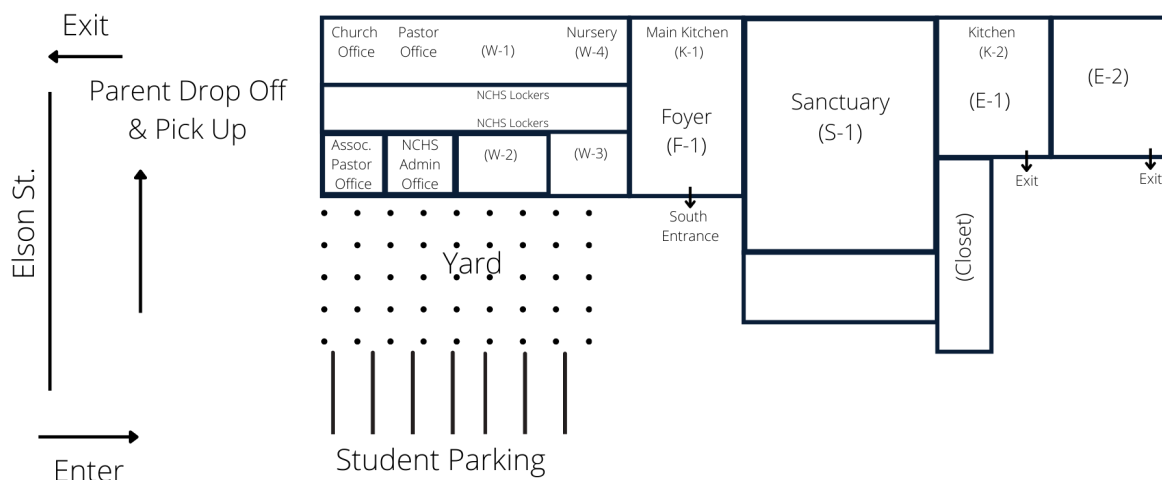
*ALL USERS SHOULD BE AWARE THAT THE INAPPROPRIATE USE OF INTERNET INFORMATION RESOURCES CAN BE A VIOLATION OF LOCAL, STATE, AND FEDERAL LAWS.*

# Appendix

## ■ Campus Map

NCHS

### Parent Drop-Off & Student Parking



## ■ Funding Philosophy

The following philosophy statement has been adopted by the Northeast Christian High School board as the guiding principle for all fundraising activities associated with the school system.

### We acknowledge that:

- God is forever faithful and has made a loving covenant with His people
- He desires for parents to educate their children in His ways
- We can accomplish nothing apart from God
- All provision comes from God's hand

### We believe that:

- Christian education is a privilege given by God through our free society
- Parents, administrators, teachers, board members and students are called to be wise and appreciative stewards of all the blessings God gives
- There are costs associated with operating a Christian school

**NCHS will approach the area of giving with the following precepts based on 1 Chronicles 29 & 2 Corinthians 9:**

- NCHS desires first to seek God and follow His leading in all areas
- We wish to share the vision for Christian education with those already involved and with those not yet associated with NCHS
- We believe the best way to fund the system is to invite people to join God in His work by giving in the ways He leads them to give
- The result of obedience to God in this area will be joyful giving
- Above all else, we want God to receive glory in all that we do

It is also our desire to relieve time burdens on our families. We believe that families function best when there is time to focus on God and minister to one another without excessive demands of outside events.

### ■ Enrollment Process

Parents should thoroughly read the Admissions information.

Complete enrollment application, submit required documents, and fees.

- Student's Written Testimony
- Immunization Records
- Copy of Birth Certificate
- Copy of previous school records or a signed release form for these records.
- Enrollment Fee if applicable

A Family Reference form will be emailed to the Pastor, requesting they be returned within 7 days. These forms will be sent directly to the school once they have been completed.

When all the necessary documents and fees have been received, parents will be contacted to schedule a family interview with the principal.

At the interview, the following information will be discussed:

- School policies, procedures, and guidelines
- Enrollment Forms
- Personal Testimony
- Vision of the School

With business office:

- Collection of Fees
- Sycamore logins
- TextCaster signup
- Tuition payment setup/assistance application
- Other applicable forms as necessary

## ■ Sexual Harassment Policy

The Board of Education is committed to maintaining an environment for its students and employees that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. Sexual Harassment cases that the Principal feels merits the board's attention will be brought to the board president immediately.

### I. Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment.
- Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
- Such conduct creates an intimidating, hostile, or offensive educational or work environment.
- Qualified students or employees are denied educational or employment opportunities or benefits because the opportunities or benefits are given to another student or employee who submitted to any sexual advance or requests for sexual favors.

### II. Examples of Sexual Harassment

#### A. Unwelcome Sexual Advances

Whether the advance is "unwelcome" is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following:

- Any invitation (even subtle) intended to result in a sexual liaison
- Invitations to dinner or social events, when refusal results in the loss of a promotion or in other adverse employment action
- Propositioning an employee or student

#### B. Unwelcome Verbal Conduct of a Sexual Nature

*This may include, but is not limited to the following:*

- Sexually provocative or explicit speech
- Publicly expressed sexual fantasies
- Jokes of a sexual or crude nature
- Derogatory comments directed to males or females as a class (language directed toward a specific employee is more likely to be viewed as sexual harassment); Demeaning comments; threats for not agreeing to submit to sexual advances; Writing sexually explicit memos. Inappropriate exchange of images or messages via cell phones or other devices.

### C. Unwelcome Physical Conduct of a Sexual Nature

*This may include, but is not limited to the following:*

- Grabbing or twisting an individual's arm
- Any unwarranted touching
- Sexually offensive pranks
- Drawing sexually explicit cartoons, other drawings, or graffiti
- Gestures indicating sexual behavior
- Suggestive winks
- Kissing

### D. Students

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the School and/or its employees if not remedied. Such harassment may include, but is not limited to the following:

- Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on the school premises
- A student in a predominately single-gender class who is subjected to sexual remarks by a teacher or student who regard the comments as joking and part of the usual class environment
- Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.
- Purposefully limiting or denying students access to educational resources because of their gender
- Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

### III. Nature of Sexual Harassment

- Sexual harassment is not limited to conduct by males toward females.
- Sexual harassment may occur between any or all of the following;
- Student to student
- Staff to student
- Student to staff
- Staff to staff
- Male to male
- Female to female
- Male to female
- Female to male

#### IV. Investigation of Sexual Harassment Complaints

##### A. Complaints Involving Employees

If an employee believes that he or she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor.

If the employee feels that such contact with the supervisor would be inappropriate, if the supervisor does not resolve the situation, or if the employee simply feels more comfortable speaking with someone other than the supervisor, the employee should contact the principal of the school.

If the employee's supervisor is not of the same sex as the employee, or the employee for any other reason would prefer to report the employee's concern to the principal of the school, the employee may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Any teacher, counselor, or principal who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, non-employee doing business with the School, or student must notify the School Principal within twenty-four (24) hours or within a reasonable time thereafter.

Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint, and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the School of the obligation to investigate the complaint.

An employee who believes that he or she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.

Following receipt of the report, School personnel will promptly and fully investigate the complaint and will notify the employee and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved. The investigation shall commence within forty-eight (48) hours, weekends or holidays excepted.

The School will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.

The investigator will put his or her findings in writing and will forward a copy to the Principal within one week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.

If the investigation substantiates the complaint, the School will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment.) If the offender is not an employee of the School, the School will take appropriate action within the scope of its authority to eliminate and redress the harassment. If the offender is a student, disciplinary action will be taken in accordance with the school's discipline policy.

If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Principal in a file separate and apart from any student or personnel file.



There will be no retaliation against, or adverse treatment of, any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.

The responsible supervisor shall follow up regularly with the complaining employee to ensure that the harassment has stopped and that no retaliation has occurred.

#### B. Complaints Involving Students

If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of the building principal.

If the student feels that such contact with the building principal would be inappropriate, if the situation is not satisfactorily resolved by the building principal, or if the student simply feels more comfortable speaking to someone other than the building principal, the student may contact any teacher or Principal.

If neither the student's building principal nor any available teacher is of the same sex as the student, or the student for any other reason would prefer to report the student's concern to another teacher or principal within the School, the student may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Any teacher, counselor, or principal who receives a report, orally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must forward that report to the building principal and the Principal within twenty-four (24) hours, or within a reasonable extension of time thereafter, for good cause shown.

Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint. However, the complainant's refusal to sign a complaint does not relieve the School of the obligation to investigate the complaint.

A student who believes that he or she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.

Following receipt of the report, School personnel will promptly and fully investigate the complaint and will notify the student and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.

Upon receipt of the report, the Principal will appoint an investigator to investigate the complaint, which investigation shall commence within forty-eight (48) hours (weekends and holidays excepted) after such appointment.

The School will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.

The investigator will put his or her findings in writing and will forward a copy to the principal and Principal within one week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.

If the investigation substantiates the complaint, the School will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment).

If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Principal in a file separate and apart from any student or personnel file.

There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complaint has been subjected to sexual harassment.

The responsible principal shall follow up regularly with the complaining student to ensure that the harassment has stopped and that no retaliation has occurred.

Nothing in this reporting and investigation procedure shall relieve any employee of the School from his or her obligation, under Missouri law, to report suspected child abuse and/or neglect. (I would suggest rewriting this section to make it more clear by eliminating the words building principal)

## V. Enforcement

### A. Employees

Each supervisor, teacher, and principal is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each site manager, or his or her designee, shall take appropriate actions to enforce the School's sexual harassment policy, including but not limited to the following:

The supervisor/principal shall provide an in-service regarding sexual harassment to all staff by the end of the first full calendar week of each school year;

The supervisor/principal shall provide a copy of the policy to all new employees of the School prior to the commencement of the employee's duties;

The supervisor/principal shall further instruct employees regarding the procedures for reporting sexual harassment in the educational setting on an as needed basis;

The supervisor/principal shall take prompt action to investigate all complaints of sexual harassment.

The supervisor/principal shall take appropriate disciplinary action, as necessary. (This section could use some clarification as well)

### B. Students

Each building principal is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility each building principal, or his or her designee, shall take appropriate actions to enforce the School's sexual harassment policies, including but not limited to the following:

All vulgar or sexually offensive graffiti shall be removed from the premises;

The building principal shall provide an in-service regarding sexual harassment (including sexual harassment involving students) to all staff by the end of the first full calendar week of school.

Student instruction regarding sexual harassment shall be provided annually by the end of September to all students in grades seven through twelve. Age appropriate instruction will also be presented to pre-kindergarten through sixth grade students, as appropriate;

Written copies of the policy shall be given to each student in grades seven through twelve (and in lower grades as may be appropriate). Any discussion, at any time, shall be conducted in age appropriate manner and should assure students they need not tolerate any form of sexual harassment;

All teachers, counselors, and principals shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis;

The building principal, or his designee, shall take prompt action to investigate all complaints of sexual harassment;

The building principal, or his designee, shall take appropriate disciplinary action as necessary. (This section needs to be rewritten taking out the words building principal and replacing it with principal. The parts regarding grades needs to be rewritten as well to eliminate lower grades.)

## VI. Notifications

### A. Employees/ Students

A copy of the School's sexual harassment policy shall;

- Be displayed in a prominent location at each work site;
- Be provided to each current employee and to each new employee prior to commencement of his/her duties.
- Appear in any School handbook, newsletter, or work site publication that sets forth the School's comprehensive rules, regulations, procedures, and standards of conduct for employees and/or students.
- Be included in the notifications that are sent to parents/guardians at the beginning of the school year;
- Be available at each principal's office;
- Be included in any orientation program conducted for new students in grades seven through twelve;
- Appear in any School or building publication that sets forth the School's or the building's comprehensive rules, regulations, procedures, and standards of conduct for students.

The Principal will be available to answer all questions regarding this policy or its implementation.

## VII. Discipline/Consequences

### A. Complaints Involving Employees

Any employee accused of sexual harassment may be placed on administrative leave; any employee, who engages in sexual harassment of anyone while on school property, or while in the employ of the School off school property, will be subject to disciplinary action up to and including dismissal.

Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.

Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal or the Principal shall be disciplined appropriately.

Any employee who retaliates, or engages in conduct that could be interpreted as retaliation, against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment will be subject to discipline, up to and including dismissal.

Any non-employee doing business with the School who engages in sexual harassment, or who retaliates against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment, will be subject to discipline to the extent that the School has control over the non-employee and his or her employer.

Any employee who brings false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means a charge brought in bad faith, that is without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the School was unable to substantiate.

### B. Complaints Involving Students

Any student, who is the subject of a sexual harassment investigation, either as the perpetrator or the recipient of the alleged harassment, may be separated from the student body if deemed appropriate by the Principal.

Any student who engages in the sexual harassment while on school property or while participating in school activities will be subject to disciplinary action, up to and including expulsion.

Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.

Any student who brings a false charge or sexual harassment shall receive appropriate discipline. The term "false charge" means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the school was unable to substantiate.

2024-2025 Calendar

<p>28-29 Staff In-Service</p>	<p><b>AUGUST '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>JANUARY '25</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1-3 Christmas Break School Closed                      6 Classes resume                      10 No School/Office open                      17 Service Day                      20 MLK Day/No School                      24 No School/Office open                      31 Service Day</p>							
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<p>2 Labor Day (No School)                      3 First Day of School                      6 Service Day                      13 No School/Office open                      20 Service Day                      27 No school/Office open</p>	<p><b>SEPTEMBER '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p><b>FEBRUARY '25</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		<p><b>3 Re-Enrollment</b>                      7 Staff In-Service Day                      14 Service Day                      17 Presidents' Day School Closed                      21 No School/Office open                      24 Open Enrollment                      28 Service Day</p>							
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<p><b>3 BBQ Blast Event</b>                      4 No school/office open                      11 Service Day                      14 Columbus Day (No School)                      18 No School/Office Open                      24 End of 1st Quarter                      25 Service Day  <b>31 Full Day</b></p>	<p><b>OCTOBER '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p><b>MARCH '25</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>6 End of 3rd Quarter                      7 Staff In-Service Day                      10-14 Spring Break School Closed                      17 Start of 4th Quarter                      21 Service Day                      28 No School/Office open</p>
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<p>1 Staff In-Service Day                      7 Parent/Teacher Conf. (Half Day)                      8 Service Day                      15 No School/Office Open                      22 Service Day                      27-29 Thanksgiving Break - School closed</p>	<p><b>NOVEMBER '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>APRIL '25</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>4 Staff In-Service Day                      11 Service Day                      18 <b>Good Friday</b> - no school                      20 <b>Easter Sunday</b>                      21 <b>Easter Monday</b> - no school                      25 Service Day</p>							
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<p>6 No class/Office open                      13 Service Day: Blood Drive                      19 End of 2nd Quarter                      20 No class/Office open                      23-31 <b>Christmas Break</b>  <b>School closed</b></p>	<p><b>DECEMBER '24</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>MAY '25</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>2 No School/Office Open                      3 Graduation  <b>5-9 Staff Appreciation Week</b>                      9 Service Day                      12-14 Finals Week                      15 Last Day of School</p>							
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	No Classes/Office open
	Teacher Work Day (No School for Students)

	No Classes/Office closed
	Service Day/For Him Friday

	First/Last Day of Quarter
	Special Days to Note

**■ 2023-2024 Tuition and Fees**

<b>Grade Level</b>	<b>Tuition</b>	<b>Enrollment Fee*</b>
9 <sup>th</sup> -12 <sup>th</sup> Grades	\$4,500 per year  \$650 per class (students enrolled in less than 5 courses <i>set by the board 8-19-24</i> )	\$400/child

*\*All enrollment fees are due at the time of enrollment and are non-refundable unless enrollment is contingent upon tuition assistance.*

*\*Tuition is set by the Board of Northeast Christian High School at the beginning of each calendar year.*

### ■ 2024-2025 Parent/Student Handbook Agreement

We (Northeast Christian High School Parents/Guardians) have read the NCHS Parent/Student Handbook for the 2024-25 school year. We understand the guidelines and agree to comply with them.

We also understand that the handbook can be found in the school office, as well as online. We will contact the school office at 660.342.1100 if we would like a paper copy.

---

Parent Printed Name

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Parent Signature

---

Date

This year NCHS will be piloting and implementing a Positive Behavior System (P.B.S.) as part of the schoolwide discipline program. I understand that this program is subject to change as the year progresses. I agree that this program is new to NCHS and give my support for NCHS to implement the program.

---

Parent Printed name

---

Parent Signature

---

Date

I (Northeast Christian High School Student) have read the NCHS Parent/Student Handbook for the 2023-24 school year. I understand the guidelines and agree to comply with them.

I also understand that the handbook can be found in the school office, as well as online. I will contact the school office at 660.342.1100 if I would like a paper copy.

Student Printed Name

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Student Signature

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Date