

Neosho Christian

**Student
Handbook**



**2021-2022
School Year**

HOME OF THE KNIGHTS

NEOSHO CHRISTIAN SCHOOL IS ACCREDITED BY:

NATIONAL CHRISTIAN SCHOOLS ASSOCIATION

Introduction

Neosho Christian School, consisting of Pre-Kindergarten through High School, is located at 903 W. South Street, Neosho, Missouri 64850. We are a school dedicated to excellence in educational opportunities from a Christian point of view. School board members, administrators, teachers, and staff members are faithful non-denominational Christians. All are resolved to provide opportunities for academic excellence, appropriate social experiences, suitable physical development opportunities and solid spiritual growth that is based on non-denominational Bible courses that will provide a well balanced preparation for the future.

Neosho Christian School believes that all people have been created in the image of God and have intrinsic worth. This belief means that Neosho Christian School does not discriminate against anyone on the basis of race or color. It also means that Neosho Christian School treats all people with appropriate dignity and respect, and its teachers and staff seek to foster that same attitude of dignity and respect in the thinking of all students.

The administrators, teachers, and staff members welcome you as a student in Neosho Christian School. It is the sincere hope and expectation of all who are associated with the school that this year will be an enjoyable year of academic, physical, social and spiritual achievement.

Mission Statement

Educating students to achieve Christ-centered excellence and fostering family/
community connectivity.

Statement of Faith

Jesus is the son of God, our example for this life, and our hope for eternal life. Our guiding principle is to maintain a strong relationship with God throughout all our education. Academic excellence includes training in patriotism, loyalty and respect for authority. Cultivation of self-esteem and the appreciation of excellence in others are necessary attributes for a student to reach his/her full potential. Educator responsibility includes training students for Christian leadership and service to others. Parents have the primary responsibility of child rearing and education, which we partner with in order to support and encourage student growth and success.

Vision Statement

Christ-centered educational excellence

Teachers open the door, but you must enter yourself.

Core Values

God and a commitment to Following Christ

We believe in the Creator, in the person of God the Father, the Son Jesus Christ, and the Holy Spirit and His love for us and all mankind. This revealed love compels us to trust and obey the Lord's teachings and seek His will for our lives. We seek to view our world from a Christ-centered perspective.

The Bible, a Moral and Spiritual Guide

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. Our entire program is centered on Biblical principles instilling Christ-like morals and values in a wholesome spiritual environment.

Shared Faith and Servant Leadership

We desire to share the good news of Christ by telling of God's love for us, loving others as God loves us, treating others as we want to be treated, and selflessly serving others and our Lord wholeheartedly. As followers of Christ, we are called to be leaders in our family, church and community.

Excellence

We believe we are called to glorify God and to offer our best to Him in all we do.

Respect

We believe every individual is a wonderfully unique creation of God who should be treated with respect. Failure to respect the created is lack of respect for the Creator, and therefore we celebrate our differences and value diversity.

Lifelong Personal Growth

We value lifelong Spiritual and emotional growth and the cultivation of the fruit of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control), lifelong intellectual growth through disciplined study both academically and personally and through a love of learning and discovery, and a lifelong commitment to physical well-being and growth in recognition that our bodies are the temple of God.

Neosho Christian School Board

Dr. Matt Keim, President

Linda Holverson

Richard Chambers

Jason Bryan

Kristie Berner

Sherrel Lawhon

Molly Cobb

Central Office Administration

Amanda Flint, Superintendent

Jessica Boggs, Administrative Secretary

Neosho Christian School Office Information

903 W. South Street

Neosho, Mo 64850

Phone: 417-451-1941 (Weekdays, 7:50 a.m. to 4:00 p.m.)

Fax: 417-451-4059 (All days, 24 hours per day)

Email: office@neoshochristianschool.com

Faculty and Staff

Carla Murray

Terry Lankford

Linda Roark

Patricia Coberley

Mallory Francisco

Blair Holding

Kari Clements

Dan Lazure

Tim Murray

Jessica Boggs

Amanda Flint

Pre-School Teacher, BS Degree

K-Grade 1 Teacher, BS Degree

Grade 2, M.S. Ed. Degree

Grade 3-4, BS Degree

Science, BS Degree

Math, BS Degree

English Teacher, BS Degree

Social Studies, MA Degree

Bible, BS Degree

Administrative Secretary

Superintendent, M.Ed. Degree

Curriculum and Instructional Resources

A Beka Math (K-3), Saxon Math (4-12) and Holt, Rinehart and Winston Geometry
A Beka (K-8) A Beka (9-12) Language Arts Material, Holt, Rinehart & Wilson, a Harcourt Co.
McDougal Little Upper Grade Social Studies
A Beka Instructional Materials
The Bible
Computer Academic Programs and Audio-Visual Materials
Library Books and Magazines and Vertical File Pamphlets and Brochures

Enrollment

For enrollment of a student in Neosho Christian School to be complete, the following documents must be on file with the Superintendents office:

1. Immunization record showing that all state-required immunizations are current.
2. If a Pre-Kindergarten or Kindergarten student, a copy of the child's birth certificate.
3. Application for admission, approved by the Superintendent
4. Tuition agreement, signed by a parent/guardian responsible for the payment of the tuition.
5. If a transfer student, a request for transfer of student records, signed by the parent/guardian.
6. Payment of a minimum of ten percent of the annual tuition, non-refundable.
7. A child must be 4 years old as of July 31, of the year enrolled, to be eligible to enroll as a pre-kindergarten student, (unless special permission is obtained from the Superintendent).
8. A child must be 5 years old as of July 31, of the year enrolled, to be eligible to enroll as a pre-kindergarten student.
9. A child must be six years old as of July 31 of the year enrolled to be eligible to enroll as a first grade student, unless the child has successfully completed kindergarten at another school, not to include a home school.

School Hours and Calendar

Classes begin promptly at 8:15 a.m. each school day and dismiss at 3:00 p.m., with a lunch period of 25 minutes and recesses of 15 minutes. Parents will be notified of an deviation from this schedule. Supervision will be available beginning at 7:45 a.m.

The school calendar is adopted annually and consists of a minimum of 1,044 hours of classroom instruction. The calendar coincides as much as possible with calendars of surrounding public school districts for the convenience of families who have children attending Neosho Christian School and other children attending public school

Part time enrollment or attendance is not permitted without prior arrangements approved by the Superintendent. Parents are expected to encourage and assist their children to meet the required attendance policy, in order to reach their fullest potential as learners.

Dress Code

In keeping with our core values at Neosho Christian School, we employ a dress code to ensure modesty, respect, and safety. We believe we were created to glorify God and to offer our best to him in all we do (excellence). At Neosho Christian School, we desire that students honor others above themselves (respect) and not become a stumbling block for others (modesty).

“I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.”

Ephesians 4:1-3

All students are required to dress modestly and appropriately at all times. Tank tops, see-through shirts or blouses, strapless/spaghetti straps, low necklines, and shirts with inappropriate advertisements (alcohol, tobacco, drugs, immodest pictures, etc.) are not permitted. Sleeveless shirts are allowed, but straps must be at least two inches wide.

Dresses and skirts must extend to the top of the knee. **All clothing must not be form fitting. Pants are permitted, however yoga pants, leggings, jeggings, and tights are defined as undergarments, therefore one’s top must extend to the top of the knee.** No clothing should contain holes.

Due to recess and P.E, students in Pre-K through 4th grade may wear knee length shorts up until October 1. For some physical education activities, knee length shorts may be allowed for students in 5th - 12th grade. Tattoos are not allowed. Boys are not allowed to wear earrings or studs in any part of their body. A boy’s hair length should not touch their collar, hair cannot be styled in a way to avoid this rule, and no man buns or pony tails allowed. Distracting headbands or accessories are not allowed except on Spirit Days. Girls may wear modest earrings or studs in ears only.

Students not adhering to the prescribed NCS dress code will be referred to the school superintendent. Parents will be contacted in cases of dress code violations. In the event of any questions regarding student attire, the decision of the Superintendent or designee shall be deemed final.

Revised July 2021

Attendance Policy

Students are expected to attend classes regularly. Every missed class makes it more difficult for the student to achieve full potential. Students who miss more than ten (10) absences for a class in one semester will not be granted credit in that course, unless the student can demonstrate that the absences were appropriate. Documentation from a professional (physician, dentist, etc.) must be filed with the school office.

Field Trips

Throughout the school year, real-life learning situations will be available to students of Neosho Christian School. In such cases, parents will be notified in advance of travel to such events, and parents must give written approval for their children to travel to those events. In some cases, parents may be asked to volunteer as chaperones to assure adequate supervision of students. Field trips are counted as a school day. If your child misses the field trip, it will be counted as an absence.

Testing

In addition to tests given by classroom teachers, students will take standardized tests to determine placement in certain subjects and/or to determine if adequate progress is being made in the subjects studied. The Stanford Achievement Test (SAT), a reputable nationally-named test, will be administered each spring by qualified personnel to determine the progress of Neosho Christian School Students. An entrance test may also be administered in the fall, to determine the academic level of teaching materials to be provided to students. During such periods, parents are asked to see that their children are free from as much stress as possible and that they get proper sleep the night(s) before the tests, along with a healthy breakfast so the students will be able to perform at their best.

Class Ranking

Although students will frequently be working at an individualized pace, all students will be assigned a traditional grade level. Children who are 4 years old as of July 31, of the year of enrollment in Neosho Christian School, will be classified as a pre-kindergarten student. Children who are 5 years old as of July 31, of the year of enrollment in Neosho Christian School, will be classified as a kindergarten student. Children who are 6 years old as of July 31, of the year of enrollment in Neosho Christian School, will be classified as a first grade student, if the student has completed kindergarten. As students are promoted at the end of any given school year, their class ranking will increase by one year.

Progress Reports

Teachers will provide a progress report to parents at least quarterly. In the event that a teacher feels it is necessary, special progress reports may be provided, or the teacher/parent may request a conference.

Release of Students to Non-designated Persons

Students will not be released into the custody of any person not designated on the enrollment application, unless permission has first been granted by a parent/guardian of record. If a parent has authorized another person to pick up his/her child, that parent should send a note to the teacher to prevent any delay in the release of the student to an authorized person.

Change of Address or Contact Information

If the address of a student changes, notification of the new address should be given to NCS immediately to prevent sending student information to the wrong address. If the phone number of the student or parents (home or work) or emergency contact person changes, the new phone number should be provided to NCS immediately to avoid any delay in providing medical attention, should such attention be needed.

Privacy of Student Information

Student information, including information about the student's family, is considered confidential information and will not be provided to persons or organizations outside Neosho Christian School, unless written permission has been granted by the parent/guardian or a court order requiring such information has been served to NCS.

Visitors

Students are not allowed to bring visitors to class with them, unless prior approval has been obtained from the superintendent. Approval is normally granted only if the visitor is a prospective student who is interested in learning more about Neosho Christian School.

Any visitor to the school, including parents, must stop at the office and be issued an appropriate pass before proceeding to any area of the school.

Use of Students for Fund-raising Activities

Students are encouraged to show school pride by participating in fund-raising activities that have been approved by the administration. Care must be taken to avoid fund-raising activities that infringe on class time. Students must be dressed modestly and appropriately for all fund-raising activities and present a good image of NCS to the public. NCS shall not ask students to participate in fund-raising activities to benefit individuals or organizations other than Neosho Christian School. Students may not solicit money from or sell products or services to faculty and staff members during school day or on the school campus, except for NCS fund-raising activities

Student Conduct

All students are expected to conduct themselves in a peaceful and obedient manner. They are to obey instruction of any teacher or the superintendent. Disobedience to school rules or instructions of any teacher or administrator will result in punishment that is appropriate for the offense.

Some offenses are considered serious offenses that may result in immediate suspension or expulsion. Some of those offenses are weapons possession, defiance, fighting, possession or use of illegal drugs or alcohol or drug paraphernalia, stealing, sexual harassment, racial slurs, or threats of violence. Bullying of any form will not be tolerated and should be reported to a teacher or administrator immediately. This list of serious offenses is not intended to be a complete list, and unlisted offenses may be considered serious.

The presence on school property or at school activities of any apparel, jewelry, accessory, symbol, graffiti, gesture, games, cards, or manner of grooming which by virtue of its color, arrangement, trademark, or other attribute denotes membership in a group that advocates drug use, violence, or satanic involvement is forbidden.

Cell Phone/Electronic Device

Students at Neosho Christian School may have a cell phone in their possession with the following stipulations. All cell phones should be contained in a pocket or purse at all times and should not be seen during school. Once students arrive at school they are not to use the cell phone. If a call needs to be made, students are to go to the office to make a call. They may use the cell phone in the office or use the office phone. If a cell phone or other messaging device is in use during class time, it will be taken to the office and parents will be asked to pick it up. Electronic games on any device will not be allowed at school.

Ear buds and headphones are only allowed if needed for educational purposes.

Disciplinary Action

Disciplinary actions that may result from misbehavior/conduct offenses are as follows:

- **In-class discipline** - Action appropriate to the offense, to include a warning, seating re-assignment, in-class isolation, withholding of class privileges, contract with student, temporary removal from the classroom, conference with parent, referral to the superintendent.
- **Restitution** - Restitution for loss or damage caused, if loss or damage was accidental. Restitution and other appropriate disciplinary action, if the loss or damage was intentional.
- **Loss of privileges** - Denial of privileges or eligibility relating to the violation.
- **In-school suspension** - Assignment to an area isolated from other students during the school day in a structured study environment.
- **Out-of-school suspension** - Removal from NCS for a set period of time. Students will not receive credit for missed work and are not allowed to be on campus during the suspension period. Out-of-school suspension must be assigned only by the superintendent.
- **Expulsion** - Permanent removal from NCS. Expulsion must be assigned only by the School Board. Prior to receiving disciplinary punishment, a student has the right to an explanation of the charges against him/her and an opportunity to present his/her response to the charges.

Closed Campus Regulations

Neosho Christian School has a closed campus policy. This means that when students arrive at the campus, they are free to leave the campus prior to regular dismissal time only if a phone call is received from a parent/guardian or other authorized person or the student is signed out by a parent/guardian or other authorized person.

Lunch Period

Students will bring lunch, or parents may bring lunch to students. All students will eat lunch in the cafeteria area, unless the teacher has arranged for a special event with the students.

Lunch times:

11:00 a.m.-11:25 a.m.: Grades Pre-K-4

11:50 a.m.-12:15 a.m.: Grades 5-12

Academic Duty

Students will plan their time so that they will be able to devote sufficient energy to their studies to ensure grades that reflect their true abilities. Semester averages will not be considered for eligibility purposes. Students must have a C average with no more than one D and no F's to be eligible for athletics at NCS. The eligibility list will be updated every quarter.

Grading Scale

- A-90-100%
- B-80-89%
- C-70-79%
- D-60-69%
- F-59% or below

Medications Policy

Non-prescription medications (over-the-counter medications) supplied by the parents will be administered by Neosho Christian School staff only if written instructions, with permission, have been given by a parent/guardian. Such medications must be in the original container with dosage instructions. Non-prescription medication so administered must be specifically formulated for the age of the child receiving the medication. If the dosage instructions do not specify a dosage for the age of the child receiving the medication, the staff will not administer the medication.

Prescription medications will be administered by Neosho Christian School staff with the following stipulations:

1. The prescription container must specify the name of the student receiving the medication.
2. The prescription container is the original container supplied by the doctor or pharmacy.
3. A parent/guardian has given a written request that the medication be administered by Neosho Christian School staff.

Graduation Requirements

To be eligible to graduate and receive a diploma from Neosho Christian School, a student:

- Must complete entire senior year of attendance at Neosho Christian High School.****
- Must have paid all financial obligation to NCS.
- Must be in good standing at the end of the senior year.*
- Must have completed the minimum course requirements in grades nine through twelve as stated below:

<u>Courses</u>	<u>Units of Credit</u>
English	4
Math	3
Science	3
Social Studies	4
Foreign Studies	1
Bible	4**
Physical Ed/Health	1
Music or Art	2***
Electives	3
Minimum Units of Credit	25
Possible Units of Credit	28

*Must not be suspended or expelled by NCS or incarcerated or otherwise adjudicated guilty of a criminal offense by a civil or criminal court.

**Other electives may be substituted for Bible for students who enroll after their freshman year, with substitution limit of one unit of credit for each year attended in a different school. Students are required to have 4 units of Bible. Based on a seven-period day.

***Other electives may be substituted with the approval of the administration.

****Unless approved by Board of Education.

Graduation with Honors

- The valedictorian of the senior class shall be the student with the highest grade point average, based upon a 4.0 scale, with a minimum grade point average of 3.5+.
- The salutatorian of the senior class shall be the student with the second highest grade point average, based on a 4.0 scale, with a minimum grade point average of 3.0.
- In the event that two or more students are tied at the highest or second highest grade point average, co-valedictorians or co-salutatorians shall be named.

Revised Date: 5/11/21

Student Acceptable Technology Use Policy

Recognizing the value of computer technology to enhance student development, Neosho Christian School is excited about integrating technology further into the classroom setting. NCS has as its mission and philosophy to provide an opportunity for the maximum development and optimal growth for the student.

It is the policy of our school to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate or illegal manner undermines the schools objectives and will not be tolerated. Students who accidentally access unacceptable material shall immediately notify appropriate school personnel (teacher or any administrator). This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Unacceptable use of technology includes, but is not limited to:

- Allowing another person to use your password/user id to gain access to any school system including your own
- Sending, displaying, or storing inappropriate content to any location (or other device on school premises), such as: Offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting or attacking others (cyberbullying)
- Violating copyright laws
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account number, passwords and other items used for identification
- Damaging computers, computer systems or computer networks
- Trespassing in another's folders, work, files, or decrypting system or user passwords
- Employing the network for commercial or political purposes
- Crashing, attempting to crash network systems (district or other), or willful introduction of computer "viruses" or other disruptive/destructive programs into the district network or into external networks
- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Attempting to join non-school owned/managed equipment to the school network
- Any faculty or staff member may moderate restrictions on student use (such as the amount of time online)
- Intentionally peeling off serial number, barcode, etc.

Mobile Device Acceptable Use Policy and Agreement

Neosho Christian School will provide mobile devices for 5th-12th grade students, and they are an important and required part of our school's curriculum. At this time, mobile devices must remain on school grounds unless otherwise approved by an NCS staff member.

Terms of Student Usage Agreement

- Students acknowledge that any issued device is the property of Neosho Christian School. It is yours to use, but it is owned by the school. You will return the device to Neosho Christian School upon your withdrawal from the school, at the end of the school year or immediately upon the request of school staff. Failure to return the mobile device, for any reason, at the end of the school year or when withdrawing from Neosho Christian School will result in a \$300 charge. Students will not be issued a new mobile device until the fee is paid or the original mobile device is returned.
- Students will adhere to these terms each time the device is used, including when not on school grounds.
- Students will make available for inspection by any school staff any messages or files sent or received on their NCS issued device.
- Students will report to responsible school personnel any incidents of inappropriate electronic communications transmitted in any form using NCS owned technology.
- Students will not, in any way, deface the device or adhere stickers or other markings.
- Students will ensure their NCS issued device is placed in the charging cart to be fully charged each day.
- Mobile devices not issued by NCS are not allowed to be used during the school day.
- Mobile devices are assigned a unique serial number that is attached to each student's record.
- Students will take proper care of their assigned device and agree to not eat or drink while using the device, and to immediately report any accidents or problems.
- Students will be assigned a personalized Google account that is used to manage the device, as well as allow access to student-specific content, settings, applications and storage space for documents.
- Your mobile device is intended to be used as an academic tool to enrich the learning environment at NCS. Students are expected to use responsible, safe, and respectful practices at all times when using the mobile device. The act of bullying, harassment, embarrassment and/or harm toward another person will not be tolerated and will be subject to appropriate disciplinary and/or legal actions.
- Mobile devices are only to be used for educational purposes, including games.

If loss or damage occurs, students and their parent or guardian agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of NCS issued mobile devices. Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration.

Incidents: Full price of repair or replacement for a damaged mobile device and a parent/guardian meeting with administrator required. Charge of \$300 for lost or stolen mobile device (off campus) and a parent/guardian meeting with administrator will be required. A charge of \$25 is required for lost, stolen or damaged AC adapter. Multiple incidences of damage may result in loss of right to use the mobile device.

Grades 5th—12th

Mobile Device Acceptable Use Policy and Agreement

I acknowledge

- receipt of this Mobile Device Agreement Form. I understand and agree that if I do not honor all the terms in this agreement, I may be denied access to the internet and other electronic media, I may be subject to disciplinary action and my NCS issued mobile device may be confiscated.
- that signing below only signifies receipt and review of the documents and furthermore that by signing this statement of receipt, I am not waiving but expressly reserving my rights protected by the Constitution or laws of the United States or State of Missouri and my right to express disagreement with the school's or school division's policies or decisions.

Print full name of student _____ Grade _____

Student signature _____ Date _____

Print name of parent/guardian _____

Parent/guardian signature _____ Date _____

Please sign and return to the NCS office by August 27th, 2021

Grades 5th-12th

No Right or Expectation of Privacy in Using District Equipment

Users have no right to, nor should they have any expectation of, privacy while using any school owned device. To the extent that users wish that their private activities remain private, they should avoid using NCS equipment for personal reasons. By using NCS equipment, users imply their consent to disclosing the contents of any files, documents or information maintained or passed-through NCS equipment. By using NCS equipment, consent to monitoring and recording is implied, with or without cause, including, but not limited to, access to the Internet and using e-mail. NCS policy expressly prohibits the use of school equipment for the following personal reasons: for the downloading, viewing, storage, copying, or transmission of sexually explicit or sexually-oriented materials; for privately purchasing, selling, advertising, or exchanging any goods or services in commerce; for advocating personal political, philosophical, or religious points of view.

I have read, or had read to me, Neosho Christian School Acceptable Technology Usage Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school. I understand that my use of NCS's technology is not private and that the school may monitor my use of NCS technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to NCS interception of or access to all communications I send, receive or store using NCS's technology resources, pursuant to state and federal law, even if the schools technology resources are accessed remotely.

Student Name (Printed): _____

Student Signature: _____

Parent Name (Printed): _____

Parent Signature: _____

Date: _____

Please sign and return to the NCS office by August 27th, 2021

Neosho Christian Schools Student Handbook Acknowledgment

I fully acknowledge that I have read and understand the Neosho Christian School Student Handbook. I am in complete compliance with the contents within the Student Handbook and understand that, if my child/children do not comply with the items listed within the Handbook that my child will receive appropriate disciplinary actions.

Please print and sign where applicable.

Student Name: (print)

Parent/Legal Guardian Signature

Student Signature (5th—12th)

Date

Please sign and return to the NCS office by August 27th, 2021