



# KINDERGARTEN

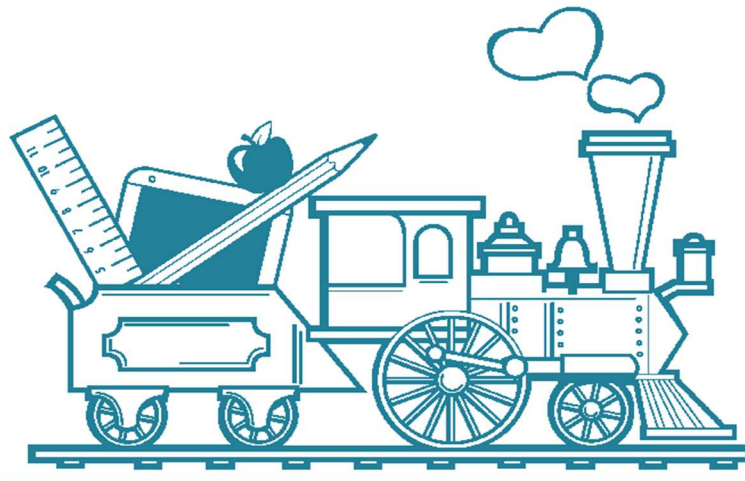
AND

# FIRST GRADE

# HANDBOOK

*“...But those who hope in the Lord will renew their strength.  
They shall soar on wings like eagles; they will run and not grow weary,  
they shall walk and not be faint.”*

*Isaiah 40:31 NIV*



***North Rome Christian School***

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### Disclaimer Statement

The following policies represent the most recent expression of the Board and administration of North Rome Christian School in order to provide for the equitable and consistent educational treatment of students. This handbook gives guidelines to be observed by students and parents. To assure that North Rome Christian School's administration achieves and maintains the purpose of this Handbook and pledge the school's ability to meet the needs of its students under changing conditions, North Rome Christian School reserves the right to modify, augment, suspend, or revoke any policies, procedures, practices, and statements contained in this handbook at any time. The administration reserves the right to interpret the written policies of this handbook. This handbook is not to be considered as a legal contract in terms of contract law theory. If you have any questions that are not answered in the handbook, please call the office at (570) 247-2800.

Dear Parents & Students,

Welcome to North Rome Christian School. As the new school year begins, we trust that the transition will be relatively easy. This handbook is created and presented to your family in an effort to inform you of our operation and make your transition into North Rome Christian School as pleasant and smooth as possible. Just as your family has rules to follow, so must our NRCS family have guidelines that enable us to work and function together in harmony. North Rome Christian School has been a parent owned and operated Christian school for many years and recognizes the importance of volunteer efforts from each of our families as we work to provide a consistent Christian education for our students. Our curriculum is designed to lay a solid academic, intellectual, and spiritual foundation for our students and is taught within a Christian framework. The handbook is not intended to be memorized; however, a good working knowledge is advisable. Nevertheless, should you need direction regarding an important issue, the Table of Contents is categorized in such a way that quick reference can be made.

Please remember to follow the proper chain of command in dealing with situations that occur. Always begin with the teacher, then the administrator if necessary. The final stage, if needed, is the school board. Please avoid talking over problems with other students, parents, or faculty. This only serves to needlessly involve and upset those who cannot remedy the situation.

Students, we want to demonstrate Christ's love and compassion. It is our desire that when you complete your education with NRCS that you'll always make wise choices, serve with a humble and pure heart, seek to make a difference in the lives of those around you, learn to love people, treat others as you want to be treated, and embrace through faith, trust, and confidence Jesus Christ as your Savior and Lord.

Parents, we are strongly committed to an emphasis on Christian education. We strive to develop in students the importance of a lifelong love of learning, living according to Biblical principles, and molding a Biblical worldview. Each staff member has professed a personal faith in Jesus Christ and is conscious of setting an example for the students to emulate. The assessment of success will be found in the student, his/her grades, and achievement test scores.

We consider it a privilege and honor to be called to serve in Christian education; ministering God's truth to your family in the courses and activities offered at NRCS. May God bless our year together.

As Unto Him,

## **INTRODUCTION**

The responsibility of Christian parents is to “Train up a child in the way he should go and when he is old he will not depart from it” (Proverbs 22:6). North Rome Christian School seeks to assist parents in shaping their children’s lives. Successful Christian living hinges on three areas: the home, the church, and the school. The home and church cannot be teaching one way while the school is teaching another, without confusion and strife reigning in the minds of our young people. It is essential that parents provide a home atmosphere where Christian principles are taught. Church involvement is also important to development and parents are expected to involve the family in a local Bible-believing church.

Our desire is to work arm in arm with parents, who have been given the responsibility by God to train their children. Both the home and the school share this responsibility. Cooperation between the home, church, and school is the key to the most effective instruction and discipline of children. Therefore, we pledge to you to “present Jesus Christ and the highest quality education possible,” and we ask you to pledge to do your part.

This handbook provides information about the organization, philosophy, program and policies of North Rome Christian School. It may be changed or added to as the school continues to grow and policies are developed. Please take time to make yourself familiar with the school by reviewing the information included. Glance through it periodically to be reminded of the purpose for the Christian education provided at NRCS. Please do not hesitate to contact the school if you have unanswered questions.

## **HISTORY**

In 1982, a small group of parents, led by Pastor Carroll Brentlinger of the North Rome Wesleyan Church and Pastor Larry Burke of the Herrickville Wesleyan Church, gathered together with the shared conviction that God wanted to raise up a school where children and young people would be educated in “the fear of the Lord.” Throughout the year, these visionary pastors and parents gathered weekly to pray for God’s direction and seek His provision in making Christ-centered education a possibility in the North Rome area. Many late nights were spent at the home of Dr. Donn and Tina Laudermilch, along with hours around the parsonage table at the Burke’s residence. Decisions from the school’s statement of faith, curriculum, tuition and salary, schedules, dress code, school name and location, etc., were decided at this level.

When the North Rome Wesleyan Church completed a new sanctuary and gymnasium, it became the vision of Pastor Brentlinger and Pastor Burke to see a Christian School in these facilities. However, their vision was not shared by some of the parishioners, many of whom were concerned about the financial cost of a school, since the church had just acquired a hefty mortgage on the new building. Meetings were held, and eventually, it came time for the church membership to vote on whether or not they would begin a Christian school. That first night in early June of 1983, a NO vote was given and it looked as if there would not be a school that year. Yet, the group continued to pray and look for God’s direction and will for the school.

God was working in the heart of one of the church members who had voted NO. The Wesleyan Discipline allowed for a member who had voted NO to bring the item up for the membership to vote again. At the request of church member, Shirley Rockwell, a second meeting was held. Through much prayer, the school committee presented to the membership a proposal that would allow the school to operate in the building on a cost-sharing basis. North Rome Christian School would be a separate organization, establish its own board, take responsibility for its own finances, and be a separate ministry from the church. The only stipulation at that time was that all school board members must be from a Wesleyan church. The vote was YES!

The summer of 1983 became a whirlwind of decisions and activities. Finally, a board was chosen, Miss Lori Blue (now Mrs. Brelsford) was the first teacher hired, and a school was born. Miss Blue bravely took on the responsibility of teaching 14 students in grades K – 4 in one room and each board member committed to absorb \$1,000 of debt should the school close in the red. Parents took on the role of classroom aides, tutoring, lunch and recess monitors, and all electives; art, music, gym, and chapel. The value of parent involvement was instrumental from the beginning of the school's history and continues to this day.

The school grew in the ensuing years. Teachers were added, grades were expanded, and for many years NRCS operated as a K–8 school. After praying and many more meetings, ninth grade was added on in 1995, with an additional grade added the following year. NRCS graduated its first group of seniors in 1999 and was officially a K–12 educational institution.

God's blessing and the strong parental structure has been the foundation for the school's success. Since its beginning in 1983, North Rome Christian School has been committed to providing students with quality education from a Christian perspective and our prayer is that the school will continue to grow and impact young people for Christ.

#### **ORGANIZATIONS AND ADMINISTRATION**

The North Rome Christian School is owned and operated by the North Rome Christian School Association, a non-profit organization made up of the parents of North Rome Christian School students. The duties of the corporation are to elect members to the Board of Directors and approve the annual budget. All other authority is given to the Board of Directors. The board is selected from among qualified members of the Association. The duties of the board are setting policies and programs of the Association in accordance with the Corporation's Constitution, appointing and contracting for administrative and teaching personnel, and employing people as may be necessary. The ultimate authority for governing and operating the school is the Board of Directors.

#### **ASSOCIATION MEMBERSHIP**

- Parents who have children enrolled at North Rome Christian School shall, by virtue thereof, be members of the association.

- Members are encouraged to pray for the school, assist in maintenance and improvement projects, as they are able, and share in promoting the aims and objectives of the school.
- Members are expected to attend and participate in the annual association meeting and any other association meeting duly announced.
- Members shall have voting rights in electing the Board of Directors and on any issue brought to the association for action.
- Members are asked to renew membership every year by signing a membership pledge form.

### **MISSION STATEMENT**

The mission of the North Rome Christian School is to provide outstanding educational programs that reinforce Christian family values, prepare students to excel academically, and motivate them to develop a Christian lifestyle that results in service to God and mankind.

### **VISION STATEMENT**

Striving to attain excellence in education and Christlikeness

### **STATEMENT OF FAITH**

North Rome Christian School adheres to and maintains the Statement of Faith listed below.

We believe the Bible to be the inspired, the ONLY infallible authoritative, inerrant Word of God. (I Timothy 3:15, II Peter 1:21)

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 26:19; 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 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Rev. 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 through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:28-29)

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 damnation. (John 5:28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, 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, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18)

We believe that God wonderfully foreordained and immutably created each person as male and female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26-27)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture. (Genesis 2:18-25)

We believe that God intends that sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4).

We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

#### **PURPOSE**

The purpose of our school is to offer to families and their children a quality education in light of the principles in God's Word and training in a Biblical lifestyle.

#### **GOAL**

The goal of North Rome Christian School is to work in cooperation with the home and the church to help students reach their full potential in developing his or her personal worldview. We desire that our students grow in each of the following areas as modeled by Jesus Christ, who grew in wisdom, in stature, in favor with God, and in favor with man. (Luke 2:52).

#### **OBJECTIVES**

Intellectual Progress - I Cor. 11:7; 2 Tim. 2:15; Luke 2:52; Deut. 6:4-9

1. We seek to provide our children's growth in knowledge and related skills:
  - a. By guiding students to a fuller knowledge and appreciation of the Bible as the source of all truth.
  - b. By guiding students to integrate discovered truth and revealed truth.
  - c. By offering a program of study appropriate for each grade level to enable students to acquire proficiency in the fundamental communication process of reading, writing, speaking, listening, understanding, and critical thinking.
  - d. By teaching for an understanding of and appreciation for the sciences, mathematics, and technology and their appropriate uses.
  - e. By helping students to apply themselves to disciplined study, wholesome activities and responsibilities.

f. By emphasizing the wise use and conservation of natural resources.

Physical Improvement - I Cor. 6:19; I Tim. 4:8; Prov. 4:20-22; John 9:1-3

2. We seek to help students gain self-understanding and respect:

a. By emphasizing the unique worth of each individual created in the image of God.

b. By encouraging acceptable expressions of emotions and the exercising of Christian graces.

c. By teaching the significance of the family and the meaning and value of the various stages of life.

d. By promoting good health and hygienic practices and appreciation of the body as the temple of God.

e. By giving moral training through example, teaching and provision of opportunities for decision making.

f. By providing opportunities for students to explore and develop gifts of creative expression and wholesome personal interests.

g. By sharing knowledge and appreciation for our history as people of God.

Spiritual Growth - 2 Tim. 3:16-17; Rom. 3:23; Rom. 6:23; John 3:3; Acts 17:31

3. We seek to nurture students in Christian faith:

a. By teaching students' principles of the Christian faith at appropriate grade levels.

b. By emphasizing the value and need of a personal faith in God, trust in Christ as Savior and obedience to the Holy Spirit.

c. By integrating Christ and Scripture with other learning group or personal experiences.

d. By emphasizing the importance of both believing and practicing the Word of God.

e. By helping students see the needs of humanity and how these relate to the Christian faith and call to Christian service and mission.

f. By providing opportunities for fellowship, obedience and sharing through which the Holy Spirit can operate freely within the school as a Christian community.

Social Maturity - Matt. 5:13-16; Psalm 133:1-3; I John 1:7

4. We seek to develop in student's social awareness and involvement in:



- a. By providing a social atmosphere within the school that is accepting and supporting of each individual with Biblical worldviews.
- b. By promoting responsible citizenship and appropriate responses to the varied forms of authority in life.
- c. By emphasizing respect for the rights and opinions of others.
- d. By fostering an appreciation for our nation and government, with the understanding that national, cultural and racial barriers cease to exist in Christ.
- e. By encouraging responsible participation in the larger Christian community, including family, school, church, and other appropriate community organizations.
- f. By helping students understand and practice stewardship in all areas of life.
- g. By placing primary emphasis on cooperative ventures and experiences rather than on competition.
- h. By acquainting students with the world wide mission of the church.

Emotional Stability - Col. 4:5; Gal. 5:22-23

5. We desire to enhance understanding of each person's individuality:

- a. The student will learn to apply Biblical principles in handling failure, success, stress, and emotions.
- b. The student will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
- c. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

## **STATEMENT OF PHILOSOPHY**

### School Philosophy

North Rome Christian School is strongly committed to an emphasis on Christian Education, including a personal faith in Jesus Christ as Lord and Savior and living according to Biblical principles. Each staff member has professed a personal faith in Jesus Christ and is conscious of setting an example by which others may also be brought to the Savior.

NRCS is committed to a strong academic program. The goal of North Rome's teachers and staff is to equip each student academically, spiritually, physically, socially, mentally, and morally. Along with educating students, we desire to exemplify Christ in a way that encourages spiritual growth. The purpose is to equip each child with the necessary

skills in making decisions and choices based on a Biblical worldview. With God's help, we will fulfill these responsibilities with those students that have been entrusted to us.

- The fear of the Lord is the beginning of knowledge (Proverbs 9:10) and all knowledge has its foundation in the ultimate standard of truth, the Bible.
- Children are an inheritance from the Lord (Psalm 127:3) and actually belong to God, as do all good things that God gives His people. Children are a trust placed in the parent's care to bring up in the discipline and admonition of the Lord (Ephesians 6:4).
- God as creator and sustainer of this universe created man in His own image. But because of Adam's disobedience, man inherited a sinful nature, and when left to himself, he will not naturally do what is right.
- Our goal is to teach children academically and spiritually through our curriculum.
- God has revealed Himself in a general way in His world and universe, and in a specific way in the Bible. By faith in God's Son Jesus Christ, man's soul is regenerated and brought back into fellowship with God.
- The Christian school should provide an atmosphere for knowing Christ personally, for nurturing Christian growth, and for encouraging a commitment to Christian service.
- We believe discipline is Scriptural. Children need discipline; it gives them security within bounds. Parents appreciate discipline, and a teacher's efficiency is greatly increased by good discipline in the classroom.
- We believe that children need to learn to honor and respect parents and others in authority, that a man's word is his bond, that they should be proud of America, and that the free enterprise system is still the best system.
- The child's home, church, and school experience and training should complement each other in promoting academic, spiritual, physical and social growth and should be preparation for life: a life of dependence upon and fellowship with God and service to man.

#### Marriage Gender and Sexuality Policy

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture (Gen 2 18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18: Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6: 9-10). We believe that in order to preserve the function and integrity

of NRCS as a Christian ministry, and to provide a biblical role model to our families, it is imperative that all persons employed by NRCS in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality (Matt 5:16; Paul 2:14-16; Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:1-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated with Scripture.

#### Final Authority in Matters of Belief and Conduct Policy

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of NRCS's faith, doctrine, practice, policy and discipline, our School Board has final interpretive authority on the Bible's meaning and application.

#### Sanctity of Human Life Policy

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

#### Marriage Policy

Because God has ordained marriage and defined it as the covenant relationship between a man and a woman and Himself, NRCS will only recognize marriages between a biological man and a biological woman.

NRCS is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. If and when a student and /or a student's family lifestyle becomes contrary to, or in opposition to the expressed biblical lifestyle contained herein, NRCS reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, sex outside of marriage, homosexual acts, bi-sexual acts, gender identity different than the birth sex chromosomal level, promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27:4-6).

#### Facility

Staff, faculty, parents, students, and guests at North Rome Christian School shall use appropriate restrooms and locker rooms, participate in sports and other gender specific events according to their biological gender at birth.

#### **LIFESTYLE STATEMENT FOR STUDENTS**

North Rome Christian School (NRCS) is a non-profit Christian school representing Jesus Christ throughout the evangelical Christian community. NRCS requires its

students and their families to be born-again Christians (believers in Jesus Christ) and living their lives as Christian role models, 24/7/365 (Romans 10:9-10; I Timothy 4:12). Students will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity, appropriate personal and family relationships, academic and classroom conduct, and moral behavior. A student is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under the authority of their teachers and administration, and a commitment to follow the Matthew 18 principle when an issue arises with fellow students and/or staff.

Moral misconduct, including but not limited to the refraining from such activities as the misuse of alcohol and tobacco, the use of illicit drugs, the use of recreational marijuana, legal or illegal, the use of vulgar and profane language, homosexuality, heterosexuality, sexual orientation, gender expression or identity, or living together outside of marriage, as defined by scripture, violates the bona fide requirement of families and students being Christian role models (24/7/365). Students acknowledge that the unique roles of male and female relationships are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20).

Students will maintain a lifestyle based on Biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from school. There are additional grounds whereby a student may be dismissed from NRCS. It is the goal of NRCS that each student has a lifestyle where “[Jesus] might have the pre-eminence” (Colossians 1:18).

## **HOLIDAY POLICY**

North Rome Christian School endorses Christmas and Easter as holidays that have their roots in the Judeo-Christian belief system. Christmas is a day in which we celebrate the birth of our beloved Savior and Lord Jesus Christ. Easter is the completion of the work He accomplished having rode triumphantly into Jerusalem, was crucified and buried, on the third day rose from the dead, and then ascended into heaven to take His rightful place on the throne at the right hand of God. NRCS does not endorse Halloween nor any of the practices which accompany that day.

Having stated this, we do not promote, endorse, or allude to the figures that the “world” associates to those days. Therefore, the fictional characters of Santa Claus and/or the Easter Bunny have no place in North Rome Christian’s institution or holiday celebrations.

Please assist North Rome Christian School in this endeavor by making sure that all holiday celebrations and associated decorations are in accordance with the above stated policy. Any parties or ornaments are to be Christ-centered and appropriate to the North Rome Christian School environment. Thank you for your help!

## **Non Discrimination Policy**

North Rome Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color,

national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and other school-administered programs.

### **ACADEMIC PROGRAM**

North Rome Christian School Kindergarten and First Grade consist of a comprehensive academic and developmental program. It is our desire that consistent and reasonable progress be evident in each student. We hope that each child will do his/her best and be content with that accomplishment.

#### *Make up Homework, Quizzes, and Exams*

Students have two class days for every day absent after an excused absence from school to make up any work. The day of the student's return is counted as the first day.

If a vacation or planned absence is scheduled during the school year, students must have their work completed upon return.

### **KINDERGARTEN**

Kindergarten is provided for children who will be at **five** years old on or before **August 31<sup>st</sup>** of the upcoming school year. Kindergarten is also a five-day-a-week program. It is important to our teachers that every student knows they are special!

*Requirements for Enrollment:* A child must be:

1. Toilet-trained - Child is expected to be fully independent in the restroom. (See Toilet-Trained Definition and Policy)
2. Five years of age on or before August 31.
3. Given a Placement Screening prior to enrollment.

*Commencement:* Commencement for Kindergarten will be held on the stage.

Graduation fees must be paid in full for each student.

*Transportation:* Transportation to and from North Rome Christian School is the responsibility of the home school district or parents. The parents can either drive the child to NRCS daily or contact the public school transportation system.

### **TOILET-TRAINED DEFINITION AND POLICY**

One of the requirements to be enrolled in Kindergarten at North Rome Christian School is that a child **must be toilet-trained**. However, it is not our desire to force toilet training on any child, instead, we want parents to wait to enroll their child until he or she is toilet-trained. **A child who is toilet-trained consistently realizes his or her need to use the potty without reminders. He or she is able to undress, use the potty, wipe, and put his or her clothing back on by themselves.**

Kindergarten students are expected to be fully independent in the restroom.

An occasional accident is understandable, but should not be a regular occurrence. A change of clothes, including underwear, must be kept in your child's backpack throughout the school year. If an emergency arises and your child does not have a change of clothes at school, you will be called to bring clothing when it is needed.

Please note that if your child needs their clothes changed, the soiled clothing will be placed in a plastic bag and sent home without rinsing it out. This often surprises parents, and we know that it would be much more convenient for you to get clothing that

has been rinsed out. However, we are following recommended standards for infection control. Please remember to send a clean change of clothes to school the next day.

The ability to use the restroom independently is an important self-help skill. Being able to get clothes off and on without assistance from an adult is necessary for a child to be independent in the restroom. The following is a list of clothing suggestions that will encourage independence.

- *Elastic-waist, loose-fitting pants:* We recommend these instead of bib overalls or pants with belts, buckles, snaps, or buttons because they are easier for children to pull up and down themselves.
- *Waist-length undershirts:* Many children cannot snap and unsnap Onesie-type undershirts or bodysuits. In addition, the long backs can fall in the toilet and get wet.
- *Skirts and loose-fitting tights:* Using the toilet can be difficult for little girls when they need to use one hand to hold up their dress. Skirts that can be pulled up and down like pants work better. Close-fitting tights are usually difficult for little girls to manipulate.
- *Shirts with sleeves that can be easily pushed up:* Hand washing is an important part of learning to use the restroom independently. Shirts with long sleeves that button at the cuffs are difficult for children and frequently get wet in the hand-washing process.

## **ADMISSIONS PROCEDURE**

North Rome Christian School does not discriminate on the basis of race, color, national or ethnic origin in administration policies, educational policies, or other school administered programs. North Rome has an open enrollment through the first semester.

### **Admissions Policy**

- Parents and students must be active in an evangelical Bible-believing church as confirmed by their pastor.
- Parents and students shall express their agreement with the school's philosophy and handbook policies.
- Parents who desire to enroll their children in the North Rome Christian School shall express their primary motive for enrollment so to supplement the Christian training which has begun in the home. Parents must show evidence of motivated Christian training already in progress in the home.
- The students exemplify by their attitudes and lifestyle that they are committed to being a follower of Christ, to be obedient to God's Word and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in fruit evident to believers around them.
- The board, administration, and faculty of North Rome Christian School believe that when a student enrolls, he or she assumes privileges that carry with them certain responsibilities. One of those responsibilities is to represent themselves, their parents, their school and the Lord Jesus Christ in a manner that is above other students. North Rome Christian School students represent not only the image of the school, but also the image of the youth today, and they should be challenged

to be the best they can be. Being from North Rome Christian School develops obligations for students to carry the name of the school wherever they go, neighborhood, marketplace, community, etc. Their actions are a reflection upon the Lord, themselves and their fellow students. The Bible clearly teaches us that our bodies are a temple of God (I Corinthians 3:16) and abusing them is sin.

- Individualized Education Programs (IEP): We neither develop nor follow the practice of IEP's or 504's, but we will endeavor to assist in that process. We will work with a family to the best of our ability, but we are not required to do so.

Interested families are given an information packet.

- 1) An application for admittance is to be completed for all pupils who attend North Rome Christian School.
- 2) A personal interview will be held with each new applicant and his/her family.
- 3) NRCS administrator will inform the school board of all new student applicants approval for processing toward enrollment.
- 4) When entering our school for the first time, an applicant must have:
  - \*Latest report card and/or academic testing results.
  - \*Official documentation of all required immunizations and/or stipulated exemptions on file.
  - \*Student applicant academic/disciplinary file folder from last school attended must be received prior to final approval for actual enrollment.
- 5) Upon approval, parents are informed of the student's acceptance. Conditions on probationary status may be required for acceptance. Continued enrollment is dependent upon completion of all probationary requirements. All new students are considered probationary for a period of 45 days.
- 6) Enrollment will be considered complete for that school year when all of the above steps have been finalized and the annual registration fee has been received.
- 7) Students will not be able to start classes until the registration fee has been paid.
- 8) NRCS does not admit students after the second marking period with exception to extenuating circumstances, i.e., relocation, etc. In such a case, the school may waive that deadline.

*We would be happy to set up a meeting with your child's teacher, or the administrator, if you would like further information.*

#### New Student

All new students are admitted tentatively for a 45-day probationary period through the first quarter or marking period. During this time, the student must meet the school's spiritual, academic, physical, and social standards. It's suggested that new parents have a teacher conference in the month of November. At the close of this 45-day period, the Administrator will review each new student's progress and report card as to whether that student is placed on second probation. If the probation continues further, withdrawal or removal is given consideration, because of failure to meet aforementioned standards. The administrator will notify parents in writing as to

the status of the student, if a probation period continues, is asked to withdraw, or be removed.

## **FINANCIAL INFORMATION**

Tuition charges meet only a part of the school's annual operating budget. The remainder must be raised from other sources including gifts from individuals, congregations, businesses, as well as from special fundraising projects. All gifts to the school (not including tuition) are tax deductible.

### **Registration Fee (per child)**

- When registering for the upcoming school year, if paid before May 1st, the fee is \$100. If paid on or after May 1st, the fee is \$150.00 and on or after August 1, will increase to \$200. New students will remain at \$100.
- All students must pay the entire registration fee at the time of enrollment / reenrollment.
- The registration fee is non-refundable and non-transferrable.
- The school will not accept reenrollment forms from families who are behind in their tuition payments.

### **Book Fee**

- The book fee for all grades is \$200.00 per student.
- The fee will be charged annually for each student.
- The book fee shall be paid before or with the first tuition payment at the beginning of the school year.

### **Tuition**

1 <sup>st</sup> Student—	\$3900.00
2 <sup>nd</sup> Student—	\$3450.00
3 <sup>rd</sup> Student—	\$3200.00
4 <sup>th</sup> Student—	\$3100.00

- Tuition fees are calculated for the oldest to the youngest students.
- Tuition may be paid using one of three payment options—annual, semi-annual and 10 monthly payments.
  - \*Any family paying tuition in full by the end of the first billing cycle will receive a 5% discount.
- Monthly payments can be broken down to 10 equal payments beginning August.
- Tuition fees are calculated on the basis of an entire calendar year; therefore, no reductions can be made for vacations or holidays.
- If a student leaves the school for any reason, or enters after a school year has begun, charges will be prorated according to actual number of days enrolled.
- Monthly billings are prepared and sent home with students or will be mailed in the summer. Payments are due on the 15th of each month. If monthly payments are



not received in full by the last day of the month, a \$25 late fee will be added.

- If payments are two (2) months behind, the student will be suspended from school until the tuition account is made current. After the second offense the child will not be allowed to return for the remainder of the school year and will not be able to reenroll until the account is current.

\* Please note that scholastic records will not be released for transferring students with an outstanding financial obligation to the school. There will be NO exceptions.

#### Parent Participation Hours

Each family is expected to perform 30 hours per school year of "Parent Participation" services to North Rome Christian School. In the event this requirement is not accomplished by June 15<sup>th</sup> of the current school year, a fee of \$450.00 will be billed to the school family. Should a family accomplish a portion of this requirement, then any unfulfilled hours will be billed at a \$15 per hour rate.

\*Hours may be worked in the summer (after July 1st) to be credited for the next school year.

#### **TRANSPORTATION**

Transportation is provided by Athens, Northeast, Sayre, Towanda, and Troy school systems. Parents should request transportation at the time of registration. North Rome Christian School does not provide transportation but will assist in this process. If public school transportation is not requested, the parent is responsible for transporting their child to and from North Rome Christian School.

All students who ride the bus will be sent home on their bus to their regular bus stop unless parents notify the school in advance.

If for any reason a change is to be made, parents must send a note of explanation in the morning. Parents are expected to notify the school if any other person is picking up their child. If we do not receive a note (or telephone call), the student will leave school in their regular mode of transportation.

School districts do not permit students outside of their district to ride on district buses.

When on the bus, students will be governed by the rules established by that school district. These rules will be enforced by NRCS administration.

#### **ATTENDANCE**

Regular attendance at school is required of every student. Please schedule doctor, dental, music and other appointments for after school hours. It is important for students to be in school. When they are absent, they miss instruction which can impact academic progress.

Excuse notices for absences, tardiness, or early dismissals must be filled out, signed by parents and returned to school promptly. If a student must leave school during the day for a doctor's appointment or other business, parents are asked to send a note to the office at the beginning of the school day.

#### Legal (Excused) Absences

Students may legally be absent because of:

1. personal illness (medical),
2. doctor or dental appointments,
3. quarantine,
4. impassible roads,
5. death in the immediate family, other compelling emergency situations affecting the child, or
6. "Special" excuse, such as a family trip, etc.

Students must obtain a *Special Absence Request* slip from the office prior to the date of absence. This slip requires authorized approval with the school administrator's signature. The teacher is instructed to give assignments to the students.

If a student is absent for more than three consecutive days, he/she will be required to obtain a doctor's excuse when returning to school. Advance written requests for excused absences, such as a family trip having educational value, should be submitted to the administrator at least two weeks in advance. After 20 absences, a student evaluation will be given by the administrator, teacher and a board member. Every day a student is absent after he/she has reached a total of 20 days, before being readmitted to school, the student must provide a handwritten note from a medical professional or other legal entity affirming the reason for the illness or family crisis which necessitated the student's absence.

#### Illegal (Unexcused) Absences

Absence for any reason other than those listed above are considered unexcused. After three days of illegal absences, the school is required by law to report such persons to their school district superintendent.

#### Weather Related (Calamity) Days

In case of a school closing, two-hour delay, or early dismissal due to inclement weather or other emergencies, there will be notification given via our One Call Now message system and announcements broadcast regarding NRCS on the local radio and TV stations. Typically, we do not follow any one school district's determinations regarding weather related issues, however, we will make decisions based on all school districts represented at North Rome Christian School.

We are registered with the Pennsylvania Department of Education (PDE) as an Hour school. This means that we must have 450 hours of education for kindergarten age students, 900 hours of academic training for elementary students, and 990 hours of instruction for high school or secondary students.

North Rome Christian School exceeds PDE's expectations for educational institutions. Therefore, the NRCS School Board has determined that we will not make up missed school days regarding weather or other emergencies unless we surpass 5 calamity days. For example, if we miss 5 days of school due to a combination of severe weather or other emergencies and then should we miss a 6<sup>th</sup> day, we will schedule into our school calendar a makeup day for that and any further missed days.

#### Absence Breakdown

Tardiness will be recorded as follows:

Tardy = not in homeroom on time to start the school day and missing up to 40 minutes of class time.

Missing 40 minutes—1½ hour of class time = ¼ day absent

Missing 1½ hours –3¼ hours = ½ day absent

Missing 3¼ -4½ hours = ¾ day absent

### Tardiness & Early Dismissal

Whenever a student is late to school, the student must report to the office. Tardiness will be excused for similar reasons as absences, i.e., medical, doctor or dental, impassable roads, family emergency. Transportation failure, however, shall be limited to mechanical breakdown or ice/snow and shall not include causes related to not leaving home in time, slow traffic, etc. A student with an “excused” tardy to school will still be marked tardy but will have no academic or behavioral discipline.

**Excused Tardy-** the student must bring a written note from parents stating the date, the reason, and the parent’s signature. The administration will determine whether a tardy meets the “excused” criteria.

**Unexcused Tardy-** The policy for unexcused tardies will be administered the following way for a full semester (two marking periods):

- First unexcused tardy = Verbal Warning
- Second unexcused tardy = Verbal Warning
- Third unexcused tardy = Verbal Warning
- Fourth and each subsequent unexcused tardy within one full semester (two marking periods) = One Disciplinary Referral (DR)

Continual tardiness or absences will need to be evaluated by the administrator, teacher, and board members.

## **CURRICULUM**

### Kindergarten:

Bible (stories, memory verses, practical application)

Spelling

Reading Readiness (phonetic approach)

Arithmetic

Library & Story-time

Penmanship

Social Skills & Development

Music/Art

Physical Education

Science

Social Studies

### Grades 1 through 5:

Bible (stories, memory verses, interpretation, practical application)  
Social Studies—Patriotism and Citizenship  
Reading (phonetic approach)  
English (grammar and composition)  
Phonics (Grades 1 & 2)  
Arithmetic  
Spelling  
Science and Health  
Penmanship  
Music/Art  
Library and Story-time  
Physical Education  
Social Skills and Development  
Literature

### **STUDENT ARRIVAL**

North Rome Christian School is open Monday through Friday at 8:05 AM. Kindergarten parents who drop their children off at school should do so between 8:05-8:30. Upon arrival, Kindergarten and First Grade students will go to the designated area (gymnasium) until 8:30 for a time of supervised activity. They are dismissed to their classroom at 8:25. Should a student be tardy or need to leave early for an appointment, the parent/guardian must sign the in/out form in the office area.

### **STUDENT DEPARTURE**

It is IMPORTANT that parents picking up their child arrive at dismissal time 2:55-3:00. If someone else is going to pick up your child, please send a note to inform us of the change, or in case of an emergency, call the school office. Also, please inform us if there is someone who is NEVER to pick up your child. When you come to pick up your child, please park, then come in to sign your child out for the day.

### **PROBATION POLICY**

All new Kindergarten and First Grade students are admitted tentatively for a nine-week, 45 day, probationary period. The student must meet the school's spiritual, academic, physical, and social standards. During this period, the administrator will review each new student's progress. If it is determined that a placement change, a second probationary period or withdrawal is necessary for failure to meet the aforementioned standards, the parents will be notified.

Any Kindergarten and First Grade student could be placed on probation at any time for failure to meet the school's spiritual, academic, physical, and social standards. Parents will be notified in writing if this should occur, and may be asked to attend a conference regarding their child.

### **DISCIPLINE**

- A. The Kindergarten and First Grade teacher in charge of the child or group of children shall be responsible for their discipline.
- B. School Discipline
  1. Discipline of children is primarily the responsibility of the parents. The school cannot be expected to mold Christian behavior or instill Christian ethics if they

- are not reinforced at home. Both home and school must be consistent in their disciplinary practices and should use methods as prescribed by God's Word.
2. The teacher stands in the place of the parents during the hours school is in session.
  3. Student behavior shall be directed toward self-discipline, adequate self-control, and respect for authority.
- C. The Kindergarten and First Grade teacher will never administer discipline in the following ways:
1. There is never cruel, harsh, or unusual punishment
  2. No one discipline technique is applied to all children
  3. No physical restraints are used to confine a child
  4. No child is ever placed in a locked room by themselves
  5. No child is humiliated or subjected to profane language or any other form of verbal abuse
  6. Discipline is not imposed on a child for failure to eat, sleep, or toilet accidents
  7. Corporal punishment is never used.
- D. All Students must Dress in conformance with one's biological sex; and Use restrooms, locker rooms, and changing facilities conforming with one's biological sex.

#### **GENERAL PROCEDURES**

1. *Address/telephone change:* Any time an address or phone number is changed, whether it is home, work, or emergency, please notify the school with that new information.
2. *Birthdays:* For birthdays, snacks are permitted.
3. *Calendar:* Each family will receive a school calendar prior to the start of the new school year. It is recommended that this be posted in a convenient place for regular reference.
4. *Change of Clothes:* In case of an emergency (drink spills, bathroom accidents, illness, etc.), a change of clothes, including underwear, must be kept in your child's backpack throughout the school year. If an emergency arises and your child does not have a change of clothes at school, you will be called to bring clothing when it is needed.
5. *Conferences:* Please make appointments for conferences through your child's classroom teacher. Each teacher welcomes opportunities to talk to parents, discuss difficulties or progress, or answer basic "how-to" questions relevant to their child. During school hours, the teacher's time belongs to the class. Parents should limit conversation to instructions necessary for the welfare of the child.
6. *Field Trips:* The purpose of field trips is to extend learning beyond the classroom setting. In order to participate in a field trip, a student must have a permission slip signed by a parent and a car seat provided by a parent. In Kindergarten, we ask some of the parents to drive their own vehicles in order to car-pool to our destination. Car-pooling reduces the number of vehicles needed for the trip and gives each child an opportunity for a positive social experience with his or her classmates outside the classroom. Parents and students are expected to participate in the car-pooling arrangements as organized by the teacher unless prior arrangements have been made due to extenuating circumstances or an

emergency arises. All drivers must have clearances prior to the field trip, as well as a copy of current driver's license, registration, and insurance.

7. *First Day of School:* On the first day of school, it is best for the parent to leave the child with the teacher. Need for adjustment is not unusual at this young age. The teacher is trained and prepared to deal with such situations. When the parent remains in the classroom, it makes the period of adjustment more difficult for the child. Always instill a positive attitude about school before the year starts. Reassure your child that kindergarten will be a time for learning, exploring, and having fun with other children.
8. *Invitation Distribution:* The Kindergarten and First Grade teacher would be happy to distribute party invitations for you to your child's class, provided that there is one for every child. In order to avoid any misunderstandings or hurt feelings, if you are including only a select few of your child's classmates, please mail invitations using the addresses provided in the school directory. We appreciate your understanding.
9. *Notes to the Teacher:* A note is the best way to communicate important messages to your child's teacher, especially any changes in your child's routine. Notes should be placed in your child's envelope.
10. *Playground:* As weather and class schedules permit, we will go outside and use the playground. You, the parent, are welcome to use the playground with your child before and after class, provided that there are not students supervised by North Rome Christian School teachers or staff using the playground. **However, we ask that anytime there is a group of children on the playground supervised by NRCS teachers or staff that you please yield the playground to that group.** Those students are there for their designated playground time, and we do not want to interfere with it. Thank you for your understanding and cooperation.
11. *Sibling Attendance:* Due to lack of space and materials, siblings are not permitted to attend **Field Trips, Parent Visitation Days, or Class Parties** with parents who are volunteering.
12. *Toys:* The school provides toys and games. No toys are to be brought to Kindergarten or First Grade without prior approval of the Kindergarten or First Grade teacher.
13. *Withdrawals:* All withdrawals must go through the NRCS office.

### **HEALTH/SICKNESS POLICY**

Some of the most trying questions parents face: "When should I keep my sick child home from school?" or "When will my sick child be sent home from school?" Here are some guidelines we have compiled to help you decide.

\*We have found the best rule of thumb is: You should keep your child out of school if he or she **needs frequent, one-on-one care from an adult or lacks the energy or alertness to learn or to play.**

\*Keep your child home if he or she has a contagious condition such as chicken pox or strep throat. Let your doctor decide when it is safe to allow your child to return to school.

\*Your child should take the day off or will be sent home from school if he or she has any of the following symptoms:

- A fever of 100 degrees or higher within the last 12 hours, especially when combined with other symptoms.
- A fever that recurs as medication wears off.
- Nausea, vomiting, or diarrhea.
- Persistent headache or body aches.
- Undiagnosed or contagious skin rash.
- Excessive sleepiness, tiredness, or irritability, even if caused by medication.
- Loss of appetite for more than a day.
- An excessively runny nose or eyes that show sign of infection.

*A sick child needs more care than we can provide in our school setting. Keeping your child at home is not only the best thing for him or her, but also shows consideration for classmates. Let's work together to keep all of our students as healthy as possible.*

### **INABILITY TO FUNCTION**

A child who is unable to function in the classroom on any given day due to physical or emotional reasons such as excessive tiredness, inconsolable crying, or extreme anger or aggression may be sent home. A parent will be called to pick up the child and they will be marked absent for the day.

### **DELAYS AND CLOSING**

If the public school district in which you reside is on a delay due to the weather and we are not, you may bring your child at the usual time or you may follow your school district's scheduled delay.

In case of a school closing, two-hour delay, or early dismissal due to inclement weather or other emergencies, there will be notification given via our One Call Now message system and announcements broadcast regarding NCRS on the local radio and TV stations. Typically, we do not follow any one school district's determinations regarding weather related issues, however, we will make decisions based on all school districts represented at North Rome Christian School.

### **Kindergarten and First Grade students using public school transportation**

If there is an early dismissal for North Rome Christian or your public school district and your child normally uses your public school district's transportation, please call North Rome Christian School, IF you wish to let us know whether or not we should still send your child home on the bus or van. If we do not hear from you, **we will send your child home on the bus, van, or parents as usual.** We strongly encourage you to make prior arrangements with a neighbor or to have some type of plan for your child in the event that they would arrive home early and you would not be home.

### **SCHOOL DRESS CODE**

Students have the following choices of what to wear as long as the clothing is modest, clean, and neat.

Our goal in setting these standards is to promote a respectful, safe environment for all students.

### **Choices for Monday-Thursday**

**TOPS:** Polo-style shirt with collar, any color or pattern

School issued dress code logo T-shirt or long sleeve

**BOTTOMS:** Blue or black jeans  
Blue, black or tan khakis or dress pants  
Skirts for girls (MUST be below the knee and MUST wear shorts or solid color leggings under)

**LAYERS:** Long sleeve shirt may be worn under polo or school issued dress code logo apparel or a zip up sweatshirt free from characters or logos other than school logo (must have dress code on under)

### **Choices for Friday (Chapel Day)**

**GIRLS:** Skirts (MUST be below the knee and MUST wear shorts or solid color leggings under)

Knee length or longer dresses (MUST wear shorts or solid color leggings under)  
(Must have sleeves no sleeveless)

Dress pants with a dress top. Must have sleeves no sleeveless

**GUYs:** dress pants and belt with tucked-in button-down shirt and tie

### **Choices for Special Days**

**Witness Wear:** T-shirts or sweatshirts with logos that promote Christ or Christianity, including school logos, Christian college logos, or Christian band logos

**Spirit Days:** Special dress options announced in advance must be neat, clean, and modest

### **Choices for Warm Weather Days (August- October and April- May)**

**GIRLS:** Bermuda shorts to knees or capris or ankle pants with school-appropriate top

**GUYs:** knee-length shorts with school-appropriate top

- No athletic shorts except for gym class

### **Choices for Footwear**

Shoes should be suitable for the weather and for play (elementary).

Shoes for K-6th graders must have a heel strap. No heels or flip-flops.

Stockings or socks are required for all students with sneakers or boots.

### **Hair:**

**Girls:** Cut neat, no extreme hair styles and must be own natural color.

**Boys:** Neatly trimmed, no longer than back of collar and out of eyes, and own natural color, no extreme hair styles

### **Choices for Gym class for High School:**

**GIRLS & GUYs:** T-shirts or sweatshirts, shorts to knee or sweats, socks, athletic shoes

\*Students must change for gym class and change back into school clothes after gym class.

### **Some fashion choices are not appropriate at school**

Students wearing inappropriate clothing will be asked to change and will face disciplinary action for repeated offenses. See disciplinary actions below:

\*Not wearing approved dress code

\*Earrings or gauges on guys

\*Too-tight or too-baggy tops or jeans

\*Too-short skirts, dresses, and shorts



- \*Jeans with holes
- \*Sleeveless tops or muscle shirts
- \*Extreme hairstyles or hair colors
- \*No visible piercings (except ears) or tattoos
- \*Pictures or messages on clothing (except witness wear)
- \*Hats on heads inside the building
- \*Excessive make-up or jewelry
- \*Shoes with heels or flip flops

### **Dress code violations**

Violations are at the discretion of the administrator and include but are not limited to clothing that is not dress code, immodest, tight, or revealing, torn or ripped jeans, extreme low rise jeans, short skirts, sweatpants, leggings without appropriate length dress on chapel day, sleeveless tops or dresses, shirts that reveal the midriff, any logos except small manufacturer's logos, not appropriate chapel attire, and hats.

### **If violation is found student will be asked to:**

- 1) Buy a school shirt and change
- 2) Have parents bring in a change of clothes that conform to dress code
- 3) Sit in the administrator's office until clothes can be changed.

\*As issues arise, this list may be amended

### **MISCELLANEOUS INFORMATION**

#### After School Guidelines

All students being dismissed to the gym at 2:50 pm, then sent to their bus at 2:55 pm. Students who do not go directly to their bus or car should immediately go to the school entrance area for supervision. Students may not wander about the building. Students waiting for their rides (including staff children) are bound by the same guidelines as all the other students. When students remain at the school or are returning from an event, they remain under the supervision of the staff members. When there are no adults available (between school time and time of event) the students are to go home and return at the appropriate time. Students are not to be left unsupervised in the building at any time.

#### Bus Guidelines

Students who ride the busses should see this as their "Jerusalem" opportunity. Here is a home mission's opportunity for you. Please keep in mind that the only Jesus that the bus driver and other students may ever see is you. Therefore, your bus conduct should be Christ-like at all times and should be the same conduct as expected at North Rome Christian School.

Incidents reported by the bus driver will come under North Rome Christian School discipline and can result in bus privilege suspension and/or other disciplinary measures.

#### Cell Phone Usage

Parents may provide students with a cell phone to use in case of an emergency. **All Middle School and High School students will drop off their cell phones in the main office upon entry for the school day. Should a parent need to contact their**

**son or daughter, please call the school (570-247-2800) and we will notify your child.** Students may not keep their phones in their backpack or use them throughout the day. Students may retrieve their phones from the office when leaving at the end of the school day to go home. Any violations to this amendment will result in the parent having to come to the office at the end of the school day to get their child's phone.

### Chapel

Each week the school has a chapel service. Pastors, patrons, staff and others are invited as speakers. Student participation includes singing, flag salutes, prayer and testimonies.

### Child Abuse

North Rome Christian School teachers and administrator are under legal obligation to report to appropriate authorities when evidence of child abuse is perceived.

### Clearances

Clearances are required by the state of Pennsylvania to perform any volunteer work. Required clearances include the Pennsylvania State Police Criminal Record Check, the Child Abuse History Clearance, and Mandated Reporter (Act 126 or Act 31). These clearances will be required to be on file in the front office prior to beginning your volunteer hours.

### Communication Envelopes

North Rome Christian School uses special envelopes to send home important papers to parents. These need to be returned to the school promptly.

### Emergency Delays and Closings

North Rome Christian School normally follows the same delays and closings (due to inclement weather) as Athens, Northeast, Sayre, Towanda, and Wyalusing school districts. Radio and television announcements will be given as to our schedules. Tune in to WPEL, WHGL, and WNEP. The quickest and most accurate resource is [www.wnep.com](http://www.wnep.com) or Sycamore Education.

### Field Trips

Individual teachers will be planning field trips throughout the course of the school year. The administrator approves all Field Trips. Trips are properly chaperoned and ends at the time parents have been told to expect. An authorization form should be signed and returned to the school granting permission for such trips. When a field trip is planned, the teachers or leaders need to examine the safety factor for the students involved. Fees may be necessary for some trips to help defray the cost of transportation and admissions. Field trips must pay for themselves. Any adult (parent) supervisor should always remember that the children they have been assigned to must be their first priority and they need to always be watching out for their behavior and safety. Adult supervisors will need all clearances prior to taking part in any planned field trip.

After each field trip, an evaluation of the field trip is to be completed. This will enable teachers to know whether the trip is worth repeating or not.

If a class is running late on a field trip, someone in the office will get a message to the parents.

### Fire Drills

Fire drills will be conducted periodically. Students are to leave the building immediately under a teacher's direction. If a student sees a fire, it should be reported to a faculty member promptly. DO NOT try to put a fire out yourself. Your personal safety and that of other persons is more important than the building.

### Library

The North Rome Christian School Library is established to provide books with spiritual principles and philosophies, material that offers insight and understanding into specific subject matter, reference material that will encourage research, and wholesome reading. The library will include books that model positive character traits, show conclusive results to actions, draw a line between good and bad, not contain objectionable language, and emulate wholesome values.

To ensure that books being selected follow NRCS guidelines, criteria will be established to evaluate book selection. It is the school's desire to teach students to critically evaluate what he or she reads. There are books in the library that do not emulate Christianity. It is important for parents to know that they should be actively involved in helping their child evaluate what they read.

The purpose for the NRCS Library is to uphold the Word of God and remain in alignment with the goals, objectives, and philosophy of our school. We seek to encourage learning and growth, provide literature not found in public libraries, and to provide certain resources for the student to effectively fulfill assignments, supplement instruction, and mold character.

In the selection of books, NRCS agrees to purchase items that harmonize with our purpose. Curriculum needs to carry first priority regarding texts that support our guide for the use by faculty, students, and administration. Other reading selections will include fiction, drama, poetry, essays, etc. Selecting materials should center on sharpening moral understanding, assisting the reader to make good decisions, and serving the reader to be more like Christ. Books should engage imagination, provide an enjoyable experience, lead to greater understanding of cultures, provide strengthening of one's faith, and increase discernment of right and wrong.

### Lost and Found

Items left unattended at the end of the day may be located in our lost and found. Please ask at the school office for access to the lost and found box. Lost and found items will be disposed of on a bi-weekly basis.

### Lunch & Fruit Break

North Rome Christian School does not have a cafeteria. Students are to pack a lunch each day. Please make sure that this is a nutritious meal that is sufficient to make your

child comfortable throughout the day. We ask that each family send in a can of food to be kept in the cupboard to be used in the event that a lunch is forgotten. Occasionally, hot lunches are available for students; menus will be sent home monthly. Students in grades K-5 have a time in mid-morning to have fruit break. We ask that this snack always be healthy (i.e. fruit, crackers, granola bars), not sweets or desserts.

### Open House

Open house is scheduled during the school year for prospective parents wishing to attend NRCS in the near future. Parents may meet the teachers and preview their textbook, materials, long range plans, goals, and objectives for the year. Dates to be determined.

### Pledges

American Flag: 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.

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

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 words in my heart that I might not sin against God.

### Snack Cards

The school sells white and chocolate milk and a variety of snacks each day. Rather than having the children bring money daily, we ask parents to send in \$5.00 to purchase a snack card. This card is marked off into increments of 25¢, which is the cost of the drink. Snacks usually are around 50¢. Parents may request milk only or snack once a week.

### School Insurance

School accident insurance is available for a nominal cost at the beginning of each year. Forms will be sent to you for this optional program.

### School Supplies

Books and instructional supplies are usually supplied by North Rome Christian School. Small designated items (i.e. crayons, pencils, notebook paper) which are specified at the beginning of the school year are the student's responsibility. North Rome Christian School utilizes all allocation of loan of texts and materials through the Pennsylvania Department of Education. In the event that there is excessive abuse or damage to books and/or other school property, that student is responsible for all costs of repair or replacement and may receive further disciplinary actions.

### Student Pictures

Student pictures will be photographed in the fall for the yearbook portraits, which may be purchased by students. Spring pictures are also taken and are available for purchase.

## Sycamore Education

Sycamore is our primary source of communication between the school and families. Parents should frequently monitor it for school and academic updates.

## Telephone Calls/Usage

Students may use the telephone at the discretion of the school personnel in the main office. In general, student phone calls will be limited to emergency needs. Student use of the telephone for school related calls is restricted. Student calls will be limited to legitimate needs to communicate with parents or other responsible parties. It is not to be used for frivolous reasons. Permission must be obtained before using the school phone for personal reasons.

## Visitors

A student who plans to have a visitor come to the school with them for a day should obtain a visitor pass from the administration prior to the day of the visit. No one is allowed on campus without permission from the administration.

## A Word for our Parents

You, as parents, have one of the most important roles in your child's education. Your attitude and involvement will often affect your child's success and the success of the school. The school cannot operate without your support in work and prayer and for this reason, some parental responsibilities are listed below:

1. I will pray earnestly for North Rome Christian School.
2. I will cooperate fully in the educational functions of NRCS, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ in all of his or her life.
3. I will pay all of my financial obligations to NRCS on or before the date due. If I am ever unable to pay on time, I will notify the administrator or financial personnel in advance and in writing, (a) giving a reasonable explanation for the delay and (b) stating when the payment can be made.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables.
5. I will undertake volunteer duties and responsibilities for NRCS as opportunities arise, and as God provides time and strength.
6. I will recommend NRCS to other people as opportunities arise.
7. I will attend meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the teacher or school staff member involved rather than begin to speak criticism or hold a negative attitude in my heart. I won't criticize rules or guidelines that are established by the school because this destroys the authority of the school and limits the help the school can give my children. (See Matthew 18)
9. I will seek the advancement of NRCS in all areas - spiritually, academically, and physically.

As an NRCS parent, I recognize it is my privilege and responsibility to strive toward observance of the above, as God enables me by the power of His Holy Spirit.

Field Trip Permission Form

I hereby grant permission for my child to accompany his/her class on a fieldtrip to: \_\_\_\_\_ on \_\_\_\_\_. I hereby waive, release, indemnify, absolve, and hold harmless North Rome Christian School, its administration, teachers, supervisors, persons transporting my child, and other participants from any claim arising out of injury or illness.

I authorize the personnel at North Rome Christian School to administer first aid to my child in the event of his/her involvement in an accident or illness. Furthermore, I authorize the personnel at North Rome Christian School to use services of the physician of their choice to examine, recommend, or administer treatment to my child in the event of his/her involvement in an accident or illness.

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Parent (Guardian) \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Business Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Child's Physician \_\_\_\_\_

Physician Phone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Additional Information**

Is your child covered by health insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Company Name: \_\_\_\_\_

Policy Name: \_\_\_\_\_

The school has student accident insurance available at modest cost. If interested contact the office. Thank you.

## RECEIPT OF STUDENT HANDBOOK

I have opened or downloaded a copy of the **Kindergarten and First Grade Student Handbook** on Sycamore School's left sidebar at >School >Documents pertaining to my child(s) grade level and have either read it or have had it read to me carefully. I understand that the Handbook has been prepared for the information and guidance of families and their children enrolled at North Rome Christian School. It is intended to cover the procedures, rules, and policies most often applied to the day-to-day operation and activities. Some of the information will change from time to time since North Rome Christian School's policies are under constant review and are revised when appropriate. Revisions are dated and uploaded as information changes. I understand that I will be notified in writing of such changes.

<hr/> <i>Father's Signature</i>	<hr style="text-align: center; margin: 0;"/> /      / <i>Date</i>
<hr/> <i>Father's Name</i> <i>(Printed)</i>	<hr style="text-align: center; margin: 0;"/> /      / <i>Date</i>
<hr/> <i>Mother's Signature</i>	<hr style="text-align: center; margin: 0;"/> /      / <i>Date</i>
<hr/> <i>Mother's Name</i> <i>(Printed)</i>	<hr style="text-align: center; margin: 0;"/> /      / <i>Date</i>