

## **VISITORS**

Visitors must report to the office and your child's teacher will be notified of your visit. NHCS maintains an open door policy. You are invited to visit the school during class time or chapel. Visiting the school helps you become more involved in your child's education. .

## **WEATHER**

Weather-related school closures will be reported on WTAY/WTYE radio in Robinson or their website. In addition, announcements will be placed on WTWO-TV & WTHI-TV in Terre Haute when possible. We also post to our Facebook page. Generally we follow the closure decision made by Community Unit #2 School District.

## **NON-DISCRIMINATION POLICY**

**RESOLUTION:** The Executive Directors of the New Hebron Christian School do hereby and forevermore resolve that there shall be no acts of discrimination allowed which will now or at anytime prohibit the participation in enrollment of any activity of the school or any such activity carried out in the name of the school. There will be, and is now, no prohibition in regard to the racial, religious or ethnic background for the purpose of enrollment or any student activity. This resolution is included for your knowledge that your child or children cannot be the subject of discrimination of any activity of the school.

## **UNAUTHORIZED PUBLICATION OR POSTING OF PHOTOS**

New technologies are changing the ways that information may be accessed, communicated, and transferred. These technological shifts also offer the opportunity to enhance instruction and student learning. Student privacy must also be maintained. It is our policy that no photos or video format are to be posted on line or in print without express permission of the school administration and students or staff portrayed. Permission forms for our school postings will be sent home at the beginning of the school year.

### **2016-2017 TUITION & FEES**

#### **K-8**

Registration: \$40.00  
Book Fee: \$130.00  
Monthly Tuition  
First Child: \$200.00  
Second Child: \$120.00  
Third Child: \$90.00

#### **Pre-School**

Registration: \$70.00  
Tuition: FT-am \$185.00  
PT-am \$130.00  
FT-pm \$125.00  
PT-pm \$100.00



## **NEW HEBRON CHRISTIAN SCHOOL HANDBOOK**

**10755 E. 700<sup>th</sup> Avenue  
Robinson, Illinois 62454  
E-mail: [nhcs@mchsi.com](mailto:nhcs@mchsi.com)  
Phone: 618-544-7619**

*“Superior Academics  
Plus Christian Values”*

## OUR GOALS

1. To glorify God in all areas: academically, socially, or spiritually.
2. To instill in the minds of all pupils the fundamental fact that God is the source of all truth, and that any education is incomplete without a personal knowledge of Him.
3. To provide a superior quality academic education in all subjects.
4. To promote the proper relationship between students, parents, school, and community.
5. To promote love and respect for our country in a positive kind of patriotism.

## OUR POSITION

We believe that God is the creator of all things, the source of all things, the source of all truth, and that true education must come from Him. We believe that Jesus Christ is the Son of God, and that He, not education, is man's only hope of salvation. We believe that the Bible is God's inspired Word and that it is completely accurate in all matters scientific, historical, and spiritual. We believe that the Bible is the final authority in all things and accept it as our rule of faith and practice.

## ADMINISTRATION

The school administration is composed of Executive Directors who are representatives of churches which support the school financially. The overall affairs of the school are their direct responsibility. The School Board is selected by the Executive Directors and is responsible for the day to day affairs of the school. The Principal works under the direction of both groups.

## ATTENDANCE POLICY

**ABSENCES:** In case of illness you must call the office before 9:00 a.m. to report your student's absence. Excused absences consist of unplanned situations such as illness and family emergencies or prearranged absences in which the parent makes arrangements with the teacher(s) and materials are obtained in advance as well as homework completed at the teacher's discretion. All prearranged absences such as doctor, dentist, counseling and other such appointments are excused but teachers must be notified in advance by a written note, signed by the parent or guardian. Unexcused absences will result in a "zero" or no credit given for any missed activity or assignment.

**TARDIES:** A maximum of three (3) tardies are allowed each quarter. A tardy will be counted if the child is not in the classroom at starting time for that class. Habitual tardiness will require the administrator to meet with parents to formulate a plan to alleviate the problem. More than 3 tardies/quarter will result in a detention: Grades K-3 may lose recess, Grades 4-8 may perform an after school duty such as sweeping the gym or stairs.

## BIBLE AND CHAPEL

Bible classes and chapel are an integral part of our school goals and purpose and are mandatory for all students. Bible classes are conducted daily in each classroom and chapel is held each Tuesday at 2:00 p.m. The chapel services emphasize Christ through speakers, films, and skits. Chapel is a time for our school to assemble to sing, pray, and honor special events or student accomplishments.

## CALENDAR

A calendar will be furnished at the beginning of the school year. This will be subject to change,

in cases of necessity. We follow the Unit 2 calendar, in general. School will begin daily at 8:30 a.m. (grades K-5) and 8:15 a.m. (grades 6-8). School will dismiss at 3:10 p.m.

## CELL PHONES

Cell phones may not be used on school property without special permission from a staff member. Phones are not to be used for texting at school without permission. Parents can help support our policy by not texting students during school day.

## DISCIPLINE

The Principal and classroom teachers are responsible for implementing a workable plan in each classroom. Failure to comply with classroom rules will result in actions such as loss of privileges, recess, or time-out. If the student is unable to modify his/her behavior after these interventions, the Principal (or assistant) will become involved and the parents notified. If after an agreed period the student has not corrected the behavior, corporal punishment may become necessary. Serious behaviors that can merit corporal punishment are forgery, lying, cheating, and vandalism, stealing, and intentionally hurting another student or teacher. Corporal punishment is always the last means of punishment used.

### NHCS Corporal Punishment Procedure:

1. Administered by Principal or Asst. Principal in the presence of an adult witness.
2. No more than 3 swats on the buttocks.
3. A time of prayer will follow emphasizing the love of God and the teacher for the student, showing the student that God (and the teachers) forgive and will give future guidance.
4. A written record of the event is kept in files for remainder of the school year, and copy sent to parents with pertinent behavior goals.
5. If behavior does not stop, suspension and expulsion are possible next steps.

## **DRESS CODE**

A variety of styles of dress are acceptable at NHCS. Jeans, slacks, knee-length shorts or dresses, shirts or T-shirts are appropriate.

Recess and break times will be outdoors unless it is raining, snowing, or below 32 degrees and windy. Sturdy coats, hats, gloves and footwear are needed as not having the proper apparel will be no excuse to stay inside. Students can be sent home to change clothes if necessary.

Tank tops, sun dresses, midriff or cutoff (cutout) tops and shirts with vulgar or inappropriate messages are not permitted. No torn or ripped clothing is permitted. No hats or head coverings may be worn in the building, except on special days that are announced by the administration.

Boys are not permitted to wear earrings, and hair-length of boys must be no longer than the bottom of the shirt collar (including tails).

\*The Administration has the final authority on dress code.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities at NHCS are provided to enhance the student's school experience. Sponsors and coaches may suspend or dismiss a student for anything deemed inappropriate according to NHCS standards.

**QUIZ BOWL:** Any student in grades 7-8 may participate. Around 8 matches are scheduled per year with 2-4 played at home. A typical season runs from January to April.

**CROSS COUNTRY TRACK, BASKETBALL & PEP SQUAD:** Coed basketball and track programs and pep squad are coached by parent volunteers and open to any students in gr. 5-8.

Practices are held after school. Games are scheduled with public and private schools. Basketball, Cross Country and Pep Squad members are subject to academic eligibility which is assessed weekly. To participate you must have a 75% or above in all subjects and fees must be paid before uniforms are issued. Failure to meet eligibility requirements 3 times may result in dismissal from the team/squad.

**ART & SCIENCE CLUB:** After-school hands on art and science enrichment will be offered to K-4. Students will be divided into two groups and offered two club experiences per month. A \$3 fee/session will be charged for Science Club and \$3 fee/session for Art Club. The fee helps to cover costs of materials. There is a class limit of 20 students per session and advance sign up is necessary.

**MUSIC:** General classroom music K-5 (no fee) will meet once per week.

## **GENERAL PRACTICES**

### **All School Rules**

1. Students must be respectful of the rights and property of others. All adults at New Hebron Christian School are worthy of respect whether they are volunteers or paid staff.
2. Only language that is pleasing to God is to be used. No profanity, coarse or vulgar talk.
3. A "No-Bullying" policy is strictly enforced at NHCS. Students engaging in this behavior will be subject to a conference with the Principal, serious consequences and possible expulsion.
4. Tobacco, alcoholic beverages, and illegal drugs are prohibited on the premises of New Hebron Christian School. Violators may be expelled by action of the School Board.

5. Throwing of rocks, sticks, snowballs, paper wads, etc. is forbidden.
6. Students are not permitted to leave school grounds without written parental consent and NHCS permission.
7. Individual classrooms will implement grade specific guidelines for each room as to the teacher's discretion. All-school recess rules will be explained and enforced by all teachers and supervisors.
8. Classroom cheating by copying answers, downloading teaching keys or obtaining teacher keys and resources for personal use is unethical behavior and subject to disciplinary action not limited to zero points for the assignment, suspension or dismissal.

### **INSURANCE**

Insurance is provided in the event your child is injured at school. In case of injury, we reserve the right to seek immediate medical treatment for the injured child at the nearest medical facility which is the Crawford Memorial Hospital in Robinson. Our insurance policy is not a primary care provider; it will provide supplemental compensation to any policy(ies) held by the parent. This policy also covers all student activities including sports and field trips.

### **LUNCHES**

It is necessary for NHCS students to bring a sack lunch to school. Microwaves are available for use in each room. Refrigerator storage is also available. Half-pints of Prairie Farms milk can be purchased and paid weekly or monthly. Sandwiches are available for purchase (\$1.50). Hot lunches are occasionally catered as a fund raiser. Snacks (pudding, fruit, crackers, chips, etc) are available for purchase in the office;

money raised through this service benefits the Space Camp Trip fund (\$.25/.50/.75)

### **PARENTAL CONCERNS/COMPLAINTS**

The teachers, Administration and School Board of NHCS always welcome parents' input and feedback. If a concern or complaint arises that is not easily resolved for the parent through a personal appointment with the teacher, we encourage you to provide us with the information needed so we might respond to your concern. If you want to meet with the School Board, please submit a request with your stated purpose to the school office at least 1 week before the Board Meeting. Based on past experience, the School Board recognizes that the accuracy and manner in which the Administration receives the information is equally important. In an effort to obtain accurate information in a timely manner so concerns may be properly addressed, the following procedures must be followed:

1. Parents request a parental concern form from the office, Principal or Asst. Principal. Parents complete, sign and date the form with all factual and relevant information documented. All facts need to be included on this form. Any subsequent meeting will only deal with the issues documented on the form.
2. Parents return the completed form and schedule a meeting with the Principal, Teacher, or both. The Administration will make every effort to schedule this meeting as soon as possible after the form is submitted. A certain amount of time may be required to investigate the facts documented on the form.
3. If further investigation of the issues are required after the initial meeting, the Administration will do so and a timely answer or response will be forwarded to the parents.
4. In order to provide an appropriate and secure classroom experience, spur of the moment

confrontations or verbal discussions in the presence of the students will not be allowed except in a rare emergency. An emergency would exist if the students' physical or spiritual well-being is in danger. The Principal, Assistant Principal and all teachers will be given the discretion to prevent inappropriate confrontations or discussions. Procedures 1-3 must be followed first.

### **PROGRESS REPORTS**

Progress reports are sent home at mid-term and the end of each trimester. Any student in grades K-1 who is earning failing grades will have a midterm report mailed to the parent/guardian. All students in grades 2-8 will receive mid-term progress reports which must be signed by the parent or guardian and returned to the student's homeroom teacher.

Students are also evaluated on a trimester system. Progress reports are issued to the parents on the Friday following the end of each trimester. Midterm and Trimester dates are marked on the school calendar. Honor Roll for grades 2-8 is based on Trimester grades. An all-year honor roll is also recognized.

### **NHCS GRADING SCALE**

#### **Grades 1-8**

**A.....94-100%**

**B.....87-93%**

**C.....86-77%**

**D.....76-70%**

**F.....Below 70%**

**HONORS – A's & B's**

**HIGH HONORS – All A's**

### **TRAFFIC PATTERN**

Traffic through the parking lot is "one-way" passing by the basketball pad to pickup or

deliver your student(s), and exiting around the church to the blacktop by way of the east drive.

If you pass by the basketball pad to pick up your student and they are not there yet, please continue on and make another loop through from the blacktop to pick up your student. Students in Grades 1-8 must remain on the basketball pad until their car passes or an adult escorts them to their car. Kindergarten students must be picked up in their room.

There is **NO PARKING** in front of the main front door or near the basketball pad. Parking should be done by backing in to the spot so exiting will have full visibility.

### **TUITION, FEES & FUNDING**

Registration fees are due at the time of registration and are non-refundable. A student is not considered registered unless this fee is paid. The book fee is due on or before the first day of school. **Tuition is due by the fifteenth day of the month and can be paid in advance. Pay or send tuition to the school office. A late fee of \$20 will be added after the 15<sup>th</sup>. Any tuition 90 days overdue will be cause for dismissal of the student.**

The school is funded by monthly support from area churches and individual contributions. This support allows the school to continue and keep tuition costs as low as possible. There is not now, or shall there ever be, any State or Federal funding of the school. Fees are posted on the back of this brochure.