



**2009–2010
Parent/Student Handbook**

Nittany Christian School

Table of Contents

<i>Letter from Administration</i>	5
<i>Handbook Acknowledgment Form</i>	6

Founding Principles and Organization

<i>Mission Statement</i>	7
<i>Statement of Purpose</i>	7
<i>Doctrinal Statement/Statement of Faith</i>	8
<i>Non-Denominational Statement</i>	8
<i>School History</i>	9
<i>School Leadership</i>	9
School Board	9
Faculty and Staff	9
Parent-Teacher Fellowship	9
<i>Responsibilities of Parents/Guardians</i>	10
School Affiliation.....	10

Academic Policies

<i>Admission Philosophy, Policies, and Procedures</i>	11
<i>Admissions</i>	11
<i>Academics</i>	12
Activity Eligibility	12
Bible Memory Program	12
Cooperative Instructional Program.....	12
Curriculum.....	13
Homework.....	13
Marking/Grading System.....	14
Report Cards and Progress Reports	15
Retention Policy	16
Special Services.....	16
Standardized Testing	17
Student Records	17
Student Service Projects.....	17
Textbooks, Supplies and Audio-Visual Materials	17
Transfers to NCS	17
Withdrawals from NCS.....	17
<i>Attendance</i>	18
Excused Absences.....	18
Unexcused Absences	18
Arriving Late.....	18
Leaving Early	18
After-School Activities	18

Conduct Code and Standards

<i>Lifestyle Expectations</i>	19
Student Conduct	19
Conduct Code.....	19
Conflict Resolution	20
Disciplinary Approach.....	21
Harassment Policy	22
Drug, Alcohol, and Tobacco Policy	23
Student Dress Policy.....	24

Financial Policies

Tuition	24
Late Start	24
Early Withdrawal.....	24
Fees	25
Payments	25
Late/Delinquent Accounts	25
Returned Checks	25
Refunds.....	25
Financial Aid	26
Tuition Assistance.....	26
Notification.....	26

Health and Safety Issues

<i>Health and Safety Issues</i>	27
Communicable Diseases	27
Distribution and Consumption of Medication	28
Immunizations	28
Medical Screening.....	29
Athletics Requirements.....	29
Student Injury/Illness at School.....	29

Important State Regulations and Legalities

<i>Important State Regulations/Information</i>	30
Laws Regulating Medication	30
Prescription Medication.....	30
Non-Prescription Medication	30
<i>Regulations in Child Custody Cases (Divorce/Separation)</i>	30

General and Miscellaneous Information

<i>Birthdays</i>	31
<i>Bus Conduct</i>	31
Bus Riding Guidelines	31
Bus Changes	31
<i>Change of Address</i>	32
<i>Chapel</i>	32
<i>Computer Use</i>	32
<i>Conference Scheduling</i>	32
<i>Extra Curricular Activities</i>	32
<i>Fire Drills</i>	32
<i>Gifts to Teachers</i>	33
<i>Gum</i>	33
<i>Insurance</i>	33
<i>Lockers</i>	33
<i>Lost and Found Items</i>	33
<i>Lunch Program</i>	33
<i>Messages to Students</i>	34
<i>Observance of Holidays</i>	34
<i>Parent-Provided Transportation</i>	35
Warnings	35
<i>Personal Property</i>	35
<i>Pledges</i>	35
<i>Recess</i>	35
<i>School Closure Information</i>	36
<i>School Property</i>	36
<i>Solicitation and Appeals</i>	37
<i>Student Yearbook</i>	37
<i>Telephone Regulations</i>	37
School Phones	37
Cell Phones.....	37
<i>Transportation (General)</i>	38
<i>Visits by Parents, Public</i>	38
<i>Volunteers</i>	38
<i>Who to Call</i>	38

Disclaimer:

Nittany Christian School retains the right to change any policy or procedure at any time in its sole discretion



Dear Parents,

We are so glad you are joining the Nittany Christian School family for this school year! We consider it a great joy and privilege to partner with you in your child's education.

At Nittany Christian School, high quality academics in all curricular areas emanate from the foundation, the reference point of **THE WORD OF GOD**. In our School, children learn to view all of life from God's perspective, because Scriptural principles are integrated into every area of the curriculum. Thus, during these critical years, when values and character are shaped for a lifetime, a child learns "what Jesus would do."

In order for the home/school partnership to function optimally, there must be clear communication and full cooperation between school and home. The **HANDBOOK** has been developed to serve as your guide in this process. It is, however, not exhaustive. Please call on us any time you have questions, concerns, suggestions, or need assistance of any kind. Please pray consistently for the School and for your child's teacher; we will be praying for your family.

We look forward to sharing God's blessings with you.

Sincerely,

Administrative Team
Nittany Christian School

NITTANY CHRISTIAN SCHOOL

PARENT-STUDENT HANDBOOK

2009-2010

This handbook has been compiled for the benefit of both parents and students. Though not exhaustive, it contains major expectations for students at Nittany Christian School.

In order to be properly informed, please review carefully with your student each section. Discuss and stress the importance of abiding by the rules established for the efficient operation of the school community.

Please sign, tear off, and return the acknowledgement below within 10 school days of the commencement of the school year (**one for each student**) to the homeroom teacher. Please keep the handbook for constant reference during the year.

Acknowledgement
Parent-Student Handbook 2009-2010

We have carefully read the Parent-Student Handbook. We have discussed its importance with our child and agree to abide by the rules, regulations and policies contained therein. We acknowledge that these rules, regulations and policies are subject to change and agree to be bound thereby upon written notification.

Student's Signature

Parent's/Guardian's Signature*

Student's Printed Name

Parent's/Guardian's Signature*

Date

*** Both/all parents/guardians must sign.**

Founding Principles and Organization

Mission Statement

Nittany Christian School strives to provide children with biblically-based academic instruction of the highest quality in a nurturing environment.

Statement of Purpose

- It is a purpose of the Nittany Christian School to minister spiritually, scholastically, emotionally, and physically to the whole child.
- It is a purpose of the School to strive to provide the highest quality academic education, teaching the knowledge and skills needed for this life, and honoring the Lord Jesus Christ as the CREATOR and SUSTAINER of all.
- It is a purpose of the School to lead children to a saving knowledge of the Lord Jesus Christ and to encourage them to serve Him with a committed heart throughout life. The importance of evangelism and missions shall be stressed along with the necessity of worship and Christian fellowship.
- It is a purpose of the School to develop in children an understanding of Biblical morals, ethics, and values, and to encourage children to read and obey the instructions of the Holy Bible as the only authoritative and inerrant Word of God.
- It is a purpose of the School to teach Biblical truths and God-centered principles which counter humanistic philosophies and worldly influences on children.
- It is a purpose of the School to have a staff which is spiritually mature, academically competent, and thoroughly committed to serving the Lord Jesus Christ in the teaching ministry of the School. The staff shall be encouraged and supported in prayer and in training.
- It is a purpose of the School to provide a loving, nurturing environment for the children.
- It is a purpose of the School to support the family unit and to teach the children to honor parental authority.
- It is a purpose of the School to teach children respect and love for our country, based on the Lord's blessing to us as a culturally rich nation.

Statement of Faith

- There is one God, Who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit.
- Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.
- The Holy Spirit is a divine person sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness, and of judgment.
- The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.
- Man was originally created in the image and likeness of God. Man fell through disobedience, thereby incurring both physical and spiritual death. All people are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss.
- Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
- It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.
- There will be a bodily resurrection of the just and of the unjust; for the former, a resurrection until life; for the latter, a resurrection unto judgment.
- The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and pre-millennial. This is the believer's blessed hope and is a vital truth which is an incentive to holy living and faithful service.

Non-Denominational Statement

The School's Statement of Faith establishes the School's doctrinal standards. Although Nittany Christian School is a ministry of the State College Alliance Church, the nonessential doctrines (not essential to salvation), which characterize the church, are not taught by the School. Answers to students' questions will first reemphasize the doctrines/Scriptures related to the Statement of Faith. Answers to other questions that are offered from a Scriptural interpretation are identified as personal. We encourage students to discuss questions with parents.

School History

Nittany Christian School was founded in 1975 as a ministry of the State College Christian and Missionary Alliance (C&MA) Church.

School Leadership

School Board

The School's affairs are governed by the Nittany Christian School Board. The Board consists of approximately seven to ten people who meet the criteria set forth by the By-Laws, and Board members are appointed for three-year terms.

Anyone who wishes to address the Board may do so by submitting a written request to the School Administrator or the Board Chair at least seven (7) days prior to the meeting. The Board Chair will decide when that petition can be heard, whether at that meeting, a subsequent meeting, or a meeting of a committee of the Board.

The school board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.

Faculty and Staff

Nittany Christian School hires only teachers who are both spiritually and professionally qualified. In some cases, specialized teachers come with extensive outside experience such as university credentials or seminar training. A support staff of part-time professionals enables us to expand curriculum offerings in the areas of art, music, physical education and health. Remedial reading and math, enrichment, speech therapy and the services of an educational psychologist and elementary counselor are also available through the Central Intermediate Unit #10.

Parent Teacher Fellowship

The Parent Teacher Fellowship (PTF) seeks to bring parents and teachers together for a common purpose – to advance the welfare of the children and the school. All families and employees belong to the PTF without a membership fee and are welcome and encouraged to participate. Every parent is a vital part of the PTF. You are an invaluable link in your child's successful educational experiences.

The Bible teaches that God ordained the family as the child's primary source of schooling. Values, attitudes and motivation are assimilated from persons of high esteem and intimate relationships. You, as parents, are such models. Parents bear the final responsibility for educating their children in the nurture and admonition of the Lord. Therefore, the Christian School must function as an extension of the home.

The PTF sponsors social events to promote Christian fellowship, organizes fund-raisers to support specific school projects, and oversees a Room Parents program. Each classroom should have at least one parent who is designated as a Room Parent. The role of Room Parents is to assist the teacher in class activities, parties, field trips, etc.

Responsibilities of Parents

The school and parents must work together to help children mature academically, socially, and spiritually. Whether or not parents agree with the school standards, they are expected to support the rules of the school. It is our desire to enjoy the support of parents in the following areas:

- **Discipline:** The school has full discretion in the discipline of your children within the bounds of the discipline policy.
- **Prayer:** To faithfully support the school in prayer.
- **Volunteer Time:** We rely on the volunteer assistance of parents to accomplish a myriad of tasks within our school. Volunteer opportunities include: room parent, field trip chaperone, volunteer driver, lunchroom aide, lunch service aide, office clerical aide, recess aide, technology liaison, as well as other opportunities. Interested parents should contact the school office.
- **School Functions:** Attendance at school and Parent Teacher Fellowship events is encouraged. At least one parent must attend the Back to School Night.
- **Special Gifts:** Tuition does not cover all the costs of educating your children. The school relies on special gifts, which are tax-deductible, to bridge the gap. Parents are encouraged to participate and support various school fund-raisers. The school holds school-wide fundraiser events annually such as: the Race for Education, an Annual Campaign, as well as other events.

School Affiliation

Nittany Christian School is recognized by the Pennsylvania Department of Education (PDE) and is a member of the Association of Christian Schools International (ACSI) and Mid-Atlantic Christian Schools Association (MACSA).

Academic Policies

Admission Philosophy, Policies, and Procedures

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

Nittany Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Nittany Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Nittany Christian School administration and to abide by its policies.

Admissions

Parents and students who are in agreement with the objectives and purposes of Nittany Christian School are invited to apply for admission. Admission of a student into school means that the parents or guardians automatically become members of the Parent Teacher Fellowship (PTF) with the responsibilities and rights that go along with such membership.

The procedures for admission to Nittany Christian School are as follows:

- Call the School to request an Admissions Packet or download your packet directly from the website.
- Schedule an appointment and personal tour of the school
- Following the parent interview and student testing, notification will be made of full approval for enrollment by the Admissions Committee.
- Financial Aid decisions will also be communicated to you at the time of acceptance notification.

Minimum requirements for admission include:

- A commitment of cooperation with the school shall be made by the student and parent.
- Transfer students shall have no discipline action, either pending or final, barring them from returning to the school previously attended.

Enrollment is not final until all financial arrangements have been completed. All applicants will be considered regardless of denomination, race or national origin.

Academics

Nittany Christian School is committed to academic excellence. Annual standardized test results indicate that the competency of the majority of students compares favorably with that of their public and other private school peers locally and nationally.

Activity Eligibility

The administration reserves the right to exclude a student from extra-curricular activities when the staffing for any event is insufficient or in cases pertaining to special health needs of a student (seizures, severe diabetes, etc.).

Bible Memory Program

Deuteronomy 8:3; I Peter 2:1-6; Proverbs 6:23

The Word of God is integrated throughout our curriculum. For the purpose of uniformity, the New International Version (NIV) will be used for all memorization. The memory work is incorporated into the Bible curriculum at all grade levels. The classroom teacher may supplement this. Each week, the teacher will communicate with parents and students regarding the assigned memory expectations.

Cooperative Instruction Program

Cooperative Instruction Program (CIP) – Kindergarten through 5th Grade

To facilitate the home and school working relationship, the Parent-Teacher Fellowship (PTF) developed the Cooperative Instruction Program (CIP). The CIP was designed as an opportunity to involve both teachers and parents in a realistic, practical, and useful way to improve your child's education. The CIP is used to coordinate the efforts of the teachers and parents in the fundamental purpose of solidifying your child's Christ-centered education. Parents are strongly encouraged to make full use of CIP information. The basic concepts of CIP are as follows:

1. The teachers will send home a CIP report via email on a weekly basis; therefore, all families must have access to an email account that is checked at least once each school day. This email will be a brief class-wide standardized summary outlining what will be covered in specific subjects during that week in your child's classroom.
2. The teachers may not list every subject every week, but will list the basic skills and other requirements as appropriate.
3. The CIP may also list coming attractions and will ask for parent feedback to keep the quality of communication effective.
4. Envelopes will be used for the exchange of most important materials. **THE ENVELOPE WILL BE SENT HOME ON MONDAYS AND THE ENVELOPE (SIGNED) IS DUE BACK BY FRIDAY.**

Look for your child's CIP each week and look over it together. Plan for time each day to discuss what is happening at school. Involved parents make a significant difference in a child's interest, motivation and success!

Curriculum

The school's curriculum is a carefully planned study of God's creation that leads students to discover more and more about God and the world He created. God's written Word, the Bible, forms the foundation of the curriculum and the Scriptural principles guide and saturate the study of each of the scholastic disciplines. Nittany Christian School's standards and objectives are based upon recognized local and national curriculum objectives. The curriculum provides a written plan of specific goals that ensure that students gain a solid understanding and a comprehensive array of basic skills in each of the academic disciplines:

- **Art**
- **Health Science** (Including manners, nutrition and safety)
- **Foreign Language**
- **Mathematics**
- **Music**
- **Physical Education**
- **Science**
- **Social Studies** (Including civics, geography and history)
- **Language Arts** (Including reading, handwriting, grammar, spelling and composition in the English Language)
- **Technology**

Students and faculty have access to many curriculum tools. Textbooks are carefully chosen and are subject to regular, periodic reviews. Likewise, other materials used to deliver the curriculum (audiovisuals, computer software, projects, field trips and the equipment students use in class) are under constant evaluation and review and are replaced, updated, and supplemented as needed.

Homework

Homework is designed as review and reinforcement of, or preparation for, the classroom experience. If classroom work is not completed, a teacher may assign it as homework also. If assigned homework is not done at home, students lose recess time to complete their assignments.

Student Absence: If your child is absent and you desire the day's work, please notify the office in the morning. Teachers use the school day to organize work so it is ready for pick-up at dismissal time (3:15 p.m.) or to be sent home with a student's neighbor or friend.

Assignment Notebooks: Assignment notebooks are a vehicle of communication between school and home, and a means of developing study habits. Beginning in Third Grade, each student will be issued an assignment notebook the first week of school.

Students will record their assignments for each subject daily. ***The notebook is to go home every evening. Assignments are to be checked off when completed and parents should sign next to the date, indicating they have seen the completed assignments.*** The notebook is to be returned to school every morning for teachers to check for completed assignments and signature. Parents may refer to the weekly CIP to check on assignments.

Marking/Grading System

The grades your child will receive are based on your child's demonstrated knowledge and skills and on accuracy and quality of your child's performance on assigned tasks. In addition, each student's attitudes and work habits highly influence his or her achievement. Teachers also report observations on the student's spiritual, social, emotional, and behavioral development.

Kindergarten, Grade 1 and Grade 2: The marking system for Kindergarten, First Grade and Second Grade conveys the summary of the child's achievement in a concise way, using the following symbols, with their respective interpretations:

- M – Works Independently and Accurately
- S+ – Working to Apply Concepts
- S – Occasional Help Needed
- S- – Moderate Guidance Needed
- N – Significant Intervention Needed

Work Skills:

Follows Directions
Uses Time Wisely
Works Independently
Turns in Legible Work
Keeps Workspace Organized

Behavior Skills:

Accepts Change/Criticism Well
Consistently Truthful
Has Positive Attitude
Seeks the Best for Others
Follows Rules
Chooses Wise Behavior
Respects Those in Authority
Exhibits Grateful Attitude
Protects Others' Rights/Property

Grades 3 and Up: Students in Grades Three through Eight earn grades in a two-tiered system. In the first tier of the system, student achievement is reported using the following notations based on a numerical average of the child's grade work.

TIER 1

Subject Letter Grade:

A+ = 100-99	B+ = 89-88	C+ = 79-78	D+ = 69-68	F = 59 and below
A = 98-92	B = 87-82	C = 77-72	D = 67-62	
A- = 91-90	B- = 81-80	C- = 71-70	D- = 61-60	

When Students earn Letter Grades (A, B, C, etc), the marks can be interpreted as follows:

- A = Work is consistently superior in all areas; work goes significantly above expectations.
- B = Work is above average; student occasionally takes initiative for the learning process.
- C = Work is average; required work is completed in the required way. Student is working at the expected grade level.
- D = Work is below average; student may be working below grade level; student may be experiencing significant difficulty with class work.
- F = Work is severely deficient; there is strong probability that the student will not be able to progress to the next level.
- I = Incomplete.

TIER 2

Individual Skill Evaluation: In the Second tier of reporting, students' achievement is reported by subcategory, using the following codes:

M = Mastery

E = Excels

L = On Grade Level

N = Needs Improvement

P = Progressing

S = Satisfactory

S+ = Above Satisfactory

V = Achievement varies

Report Cards and Progress Reports

Standard Communication Methods:

Parents are routinely provided with information about their child's achievement in several ways:

- Teachers contact parents by telephone, note, or e-mail when they need to discuss a student's achievement.
- E-mail messages with information about class activities and assignments are sent by each teacher to all families in the class.
- Completed and graded assignments and recently-taken tests are sent home each week in the CIP (see "Communication" above).
- Progress Reports providing subject-specific information are sent home at midpoint of the first marking quarter on an as-needed basis.
- Report cards are sent home at the end of each nine-week quarter.

Please talk with the teacher if you have questions or concerns about your child's progress or achievement that are not answered by methods of communication listed above.

Retention Policy

Sometimes the best gift we can give to our children is the gift of extra time – time to grow, to think, to mature, to develop, to blossom. Some children benefit greatly by having the gift of additional time at a given grade level. These students often find that achievement comes much more easily when they do advance to other grades later in their lives.

Our teachers constantly monitor student achievement and progress. If a child should experience unusual or persistent difficulties, you would be notified in writing or by telephone as soon as the teacher becomes aware of the situation. While we are working together with you to help your child do his or her best, we will also be taking immediate steps to assist you and your child. We may ask you to help us by:

- Scheduling an appointment with a physician, a hearing specialist, and /or a vision specialist;
- Allowing us to have your child evaluated by our reading, math, and/or speech specialists (whose services are provided as needed to all students in Pennsylvania).

If a child's needs persist or seem to be severe, we will notify you if we think that your child might benefit from continuing in his or her current grade level for an additional academic year. We would seek your advice and input *very* closely from that point, using these steps, beginning with a conference, resulting in the following:

- Specific listing of the improvements that your child would need to demonstrate in order to be ready to progress to the next grade level by the beginning of the next academic school year;
- Summary of the classroom strategies that we will use to help your child work toward these improvements;
- Helpful description of the role you as parents can play in assisting your child
- The teacher/school will implement the plan designed in the conference and will assist you as needed in the implementation at home.
- We may ask you to permit the School counselor or psychologist to evaluate your child's situation and add and implement their recommendations.

In the event that you and we decide that your child would benefit from an additional year at the current grade level, the School's Principal, your child's teacher, and our School's support staff will outline a follow-up plan based on our joint decision. Although we strongly consider parental input, promotion to the next grade level is ultimately at the discretion of the principal.

Special Services

The school seeks to assist students who are struggling academically by providing a variety of specialized programs and resources. Concerned parents should first meet with their student's teacher, and then with the Principal to identify the options available. If a learning disability is the suspected cause of the difficulty, parents will then be referred to meet with the school's counselor to develop a plan of action.

Remediation Services:

Nittany Christian School utilizes resources available through the Central Intermediate Unit #10 (CIU) for a remedial program. Areas of remediation include reading, math, and speech/language.

Students diagnosed as either developmentally delayed or missing basic skills as evidenced in class work, assessment testing or criteria established by the CIU specialist are eligible for this

service. Parental approval is necessary for students to participate. Screening in these areas is done in the early Fall, but may also be requested whenever a need arises. Also available through Nittany Christian are the services of a counselor and an educational psychologist.

Standardized Testing

Nittany Christian School uses a full program of standardized testing as one measure of student progress and curriculum effectiveness. Currently the California Achievement Test (CAT) is given annually in the Spring, starting with First Grade. Parents receive a copy of individual test results as soon as they are available to the School. The faculty and administration examine test results for specific curriculum objective performance to be used in determining curriculum revision and individual student needs.

Student Records

The School maintains a permanent record file for each student. It contains records of academic progress, including copies of report cards, achievement test results, attendance, as well as pertinent health records. Parents and legal guardians are entitled to review the information in their child's file. You may do so by making arrangements with the School Office.

Student Service Projects

The school encourages all students to become involved in service for the Lord. Each class participates in at least one service project a year.

Textbooks, Supplies, and Audio-Visual Materials

Students are loaned textbooks for their use during the school year. These books belong to the school and must be handled carefully at all times. Book covers must be used. If the book is lost or damaged beyond normal usage, the student will be charged for the replacement amount of the book. Damage beyond usual wear will be charged to the family at year's end.

The school provides necessary texts, workbooks, and most supplies. Each student in grades 1-8 is to provide his or her own Bible. Bibles can be purchased from any Christian bookstore. Each year, teachers will supply a list of items needed for class for the upcoming school year. Please refer to the Nittany Christian School website for the appropriate supply list.

Transfers to Nittany Christian School

If a student transfers into NCS after the start of the school year, NCS will need all academic and health records prior to full student acceptance.

Nittany Christian School will not accept students whose families have outstanding tuition accounts at another school.

Withdrawals from Nittany Christian School

Parents wishing to withdraw their child from NCS must notify the Administration in writing at least 4 weeks before the child's last day of school, and must submit a withdrawal form. There is a withdrawal fee per student. The student must check in all school property, such as library books, textbooks, including consumable workbooks, etc., and clear out his or her desk, cubby and/or locker. All financial obligations such as tuition, book fines, fund-raisers, and assessments must be paid at the time of withdrawal. One set of transcripts is provided without charge; Thereafter, a nominal fee will be charged.

Attendance

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

Excused Absences

1. Illness – We advise that no child be sent to school if he/she is not well enough to play outdoors. A student should be free of fever for 24 hours.
2. Doctor/Dentist Appointments – Occasionally, students are out all morning or afternoon; these will be considered ½ day absent.
3. Quarantine – refer to Medical and Dental.
4. Death in Family
5. Impassible Roads – refer to Closings and Delays.
6. Educational Trips (*Nittany Christian Schools' policy parallels SCASD's policy. This means that the educational trip annual limit is 10 days, total.*) Educational trips can provide very meaningful experiences for children if you engage them in thoughtful discussion of the many experiences that occur. You may want to encourage your child to maintain daily written logs, to practice estimating distances, to read maps, and to interpret road signs.

Parents must complete an EDUCATIONAL TRIP FORM two weeks before the date of the absence. Homework arrangements are made after this form is submitted.

Please note that these student absences must be pre-approved by the principal. If pre-approval is not given, the absence must be considered unexcused. Three or more unexcused days of student absence is a violation of the Pennsylvania School Attendance Law.

Unexcused Absences

Unexcused absences should be avoided. The State Code defines unexcused absences as any excuse other than an “urgent reason,” and requires strict accounting from the School. Three illegal days warrant a certified letter of warning.

Arriving Late

Students will be marked tardy after 8:25 a.m. unless the bus on which they travel is late. If the parents supply transportation to school, the students must be at school no later than 8:20 a.m. to be fully prepared for the start of class at 8:25 a.m. A half-day absence will be recorded for students arriving at 11:30 a.m. or later. Parents should complete an excuse card.

Leaving Early

A student who reports to school after 1:15 p.m. will be charged with a whole day absence. If a student is habitually tardy, a cumulative record of the time the student has missed will be kept. When this time totals three days, the parents will be sent a “First Offense Warning Letter.” Three days of illegal absence from school constitutes a first offense for violation of the compulsory attendance requirements of Pennsylvania.

After-School Activities

Students are not permitted to attend any after-school activity if they have been absent for the entire day. If the student is absent only for the morning or is at a doctor/dentist appointment, they may attend the activity. In the case of a doctor/dentist appointment, a note of release by the doctor/dentist is required.

Lifestyle Expectations

Student Conduct

Orderliness is both Biblical and necessary for maintaining an environment that is safe and conducive to learning (I Corinthians 14:40). To maintain orderliness in behavior among NCS students, we promote commitment to a conduct code from the entire school family and strive to maintain that commitment through a disciplinary approach that will produce desired outcomes. The outcomes (goals) we desire to see evident in the lives of students are responsibility, wisdom, and Christian character.

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

Expected behaviors are presented in the format of a conduct code based on Jesus' growth in four areas (Luke 2:52). The entire school community is called to a committed support of the school's conduct code.

THE CONDUCT CODE:

Luke 2:52 “And Jesus grew in wisdom and stature, and in favor with God and man.”

WISDOM: (MENTAL)

I will attend to academic tasks and challenges responsibly to reach my full potential.

STATURE: (PHYSICAL)

I will follow safety procedures to avoid injuring myself or others.

FAVOR WITH GOD: (SPIRITUAL)

I will respect God, His Word, and the work of His Spirit in my life and the lives of others.

FAVOR WITH MAN: (SOCIAL)

I will respect and value others just as God does.

Typical demonstrations for each area of commitment are as follows:

Wisdom (Mental)

- Obeying classroom expectations
- Completing homework Assignments
- Using assignment books consistently
- Seeking to recognize and reach my personal best
- Doing my own work rather than cheating
- Allowing others to learn by not engaging in disruptive behavior or attitudes in class

Stature (Physical)

- Walking in hallways
- Using stairs properly
- Obeying fire drill rules
- Obeying playground rules

Obeying bus safety rules while outside and inside the bus

Favor with God (Spiritual)

Attentiveness to Bible teaching

Seeking to worship in Spirit and in Truth

Allowing others to worship without distraction

Being sensitive to the leading of the Holy Spirit

Taking care to not damage the building or equipment that the Lord has provided

Favor with Man (Social)

Building others up in every day conversation

Refusing to bully or physically harm others

Refusing to demean or damage others with gossip, name calling, or hate-filled speech

Attending to courteous and polite manners

Being truthful

Keeping my hands to myself

Respecting all who are in authority

Reaching out to involve and include others in classroom and recess activities

Conflict Resolution

In every school or institutional system, problems or disagreements are bound to occur. A procedure has been established for these situations.

The line of Spiritual authority for resolving conflict in the School community is teacher, principal, School Board Chair, Elder Representative to the School Board, and the Board of Elders of our sponsoring church, The Christian & Missionary Alliance. Access is obtained to higher authorities for addressing grievances by following this line of authority. This procedure is based on the principles set forth in Matthew 18:15-17a:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.”

The guidelines for dealing with offense, expressing discontent, and addressing any concerns are:

- a) Conflict should be resolved promptly.
- b) Conflict should be resolved with as few people involved as possible. The two individuals in the dispute should endeavor to settle the grievance between them.
- c) Conflict should be resolved at the lowest level of authority possible. Only when good faith efforts have failed shall grievances be appealed to the next authority level.
- d) Conflict should be resolved with as much confidentiality as possible. Only those with a need should know the details.
- e) Each person is responsible for seeking reconciliation for trespasses received or trespasses committed.

Student Disciplinary Approach

The disciplinary approach is built upon the firm belief that people choose their behavior and are fully responsible for the behavior they choose. The disciplinary approach supportively fosters the development of responsibility among students. Therefore, in addition to being taught the school's conduct code, students are also taught that choosing behavior which falls outside the boundaries of the conduct code may be identified as one of three levels:

Level A – Anarchy (unacceptable)

- Disregard for rules and expectations
- Out of control
- Chaotic
- Absence of orderliness and decency

Level B – Bossing (unacceptable)

- Seeks to establish own standards
- Bosses others
- Must be “bossed” to behave

Level C – Cooperation (acceptable)

- Complies when prompted
- Cooperates when directed
- Listens
- Conforms to expectations with prompting
- Requires external motivation

Using the Disciplinary Approach

The Disciplinary Approach with students who have chosen unacceptable behavior is as follows:

1. It begins with the teacher checking for understanding by asking, “On what level is that behavior?” This prompts the student to reflect and evaluate. Consistently asking students to reflect is the foundation of actuating responsible behavior. Checking for understanding serves as a warning to the student that their chosen behavior is unacceptable. Students who decide to abandon the unacceptable behavior as a result of this reflection are functioning on Level C.
2. A teacher must engage the students in guided choices when they persist to function on an unacceptable level of behavior even though they understand their chosen level of behavior. *A guided choice is the use of authority in a positive and formative manner for the benefit of the student and engages the student in a responsibility-producing activity that promotes reflection.* In most cases, this activity involves a brief writing assignment in which the student responds to 3 basic questions:
 - 1) What did I do? (Acknowledgment)
 - 2) What can I do to prevent it from happening again? (Choice)
 - 3) What will I do? (Commitment)

In the primary grades, the guided choice activity engages the student to reflect by drawing pictures or verbally responding to the three basic questions. The student's teacher may also use other creative strategies with the reflective questions. A teacher may also provide natural consequences in connection with guided choices.

3. A Self Diagnostic Referral is issued in those cases where a student continues to behave on Levels A and B in spite of the use of 3 guided choices in a marking period. A self diagnostic referral engages the principal and the parents in the disciplinary process with the student and the teacher. Parents and the student will be actively engaged in the process of choosing punitive consequences that will effectively encourage change in chosen behavior. A teacher may also provide natural consequences in connection with the self diagnostic referral. Students who are issued 3 Self Diagnostic Referrals in a marking period and continue to behave on Levels A and B will not be permitted to attend class and can be dismissed so as to protect the school's mission.

Harassment Policy

We believe that every student at Nittany Christian School has the right to be safe and feel safe throughout the school day. Nittany Christian School is committed to providing a safe and caring learning environment in which all individuals are treated with respect and dignity.

Harassment is a form of discrimination and therefore is unacceptable. For the purposes of this policy, harassment is synonymous with the terms intimidation, bullying, taunting, teasing, and bugging.

Definition:

Harassment includes behavior which may be verbal, physical, deliberate, unsolicited, or unwelcome; it may be one incident or a series of incidents. Harassment may include:

- a. Verbal abuse or threats;
- b. Negative remarks, jokes, and innuendoes including taunts about a person's body, attire, age, gender, ethnic or national origin, socio-economic status, religion;
- c. Displaying of pornographic, racist or other offensive or derogatory pictures or slogans;
- d. Practical jokes which cause awkwardness, embarrassment or result in negative consequences;
- e. Sexual invitations, requests or demands, whether indirect or explicit;
- f. Inappropriate gestures;
- g. Intimidation to participate in unlawful or unethical activity or to participate in activities which contradict school and/or board policy;
- h. Unwelcome physical contact; and /or coercing or influencing third parties to harass others.
- i. Inappropriate written messages including, but not limited to, handwritten or typed notes, email and cell phone text messaging.

Regulations:

Nittany Christian School shall have measures in place to prevent harassment, which include one or more of the following:

- a. School policy development on related topics to be communicated to students, parents and staff;
- b. A program designed to develop and maintain positive school climate
- c. Conflict resolution or peer mediation programs;
- d. Access to a guidance counselor or pastor;
- e. Special presentations on relevant topics.

Procedures:

First Offense

Complaint of harassment should be directed to the school administration. Reporting is intended to help the victim and the first concern of the administration will be the needs of the victim. Whether the situation is a result of a misunderstanding or not, those involved must agree to cease any offensive behavior. The complainant must be willing to supply names, dates, and circumstances, and must expect that the administration will inform the offender of the allegations. The Principal will interview those involved and assess the situation. The Principal will take notes and may contact the parents.

NOTE: If the initial situation is of a serious nature, the process outlined under the Second or Third Offense could be implemented immediately.

Second Offense

Upon the second violation, the principal will take a written statement from the complainant which includes names, dates, and circumstances. The Principal will inform the offender, complainant and the parents of the situation and consequences of any further harassment.

NOTE: If the Second Offense is of a serious nature, the process outlined under the Third Offense could be implemented immediately.

Third Offense

On the third offense the student will be suspended until the parents of the offender make an appointment and meet with the school administration at which time the case will be reviewed. Following this, the student will be reinstated, suspended or recommended for expulsion.

After a Third Offense and after a student has been reinstated, or after a student returns from a suspension, further offenses will be dealt with under the provisions of the Third Offense.

Drug, Alcohol and Tobacco Policy

Drugs

Possession or use of illegal drugs, possession of drug paraphernalia, or the abuse of medication on or off campus will result in an automatic suspension. Students whose drug abuse is discovered as a result of school initiatives may be disciplined with a recommendation of expulsion. Any students involved in, or possibly involved in drug abuse, will be disciplined by the school and required to submit to a school-mandated drug screen at the family's expense. Failure to comply will result in a recommendation for expulsion. Depending on the extent of the usage, the school may require additional assessments and remediation efforts.

Alcohol

Possession or use of alcohol on or off campus will result in an automatic suspension. Students whose alcohol use is discovered by the school, or who are involved in providing alcohol for others, may be recommended for expulsion. Depending on the extent of the usage, the school may require additional assessments and remediation efforts.

Tobacco

The possession or use of tobacco is forbidden on or off campus. Students who violate this standard will be suspended from school. Failure to comply with such requests will result in a recommendation for expulsion. Depending on the extent of the usage, the school may require additional assessments and remediation efforts.

Unlawful or Illegal Activity

The steps outlined above may not apply in the event of illegal or unlawful behavior on the part of the student. If this occurs, the state or local authorities will be notified and the school will cooperate with them regarding the proper course of action.

Student Dress Policy

The goal in providing guidelines concerning dress is to develop in young people the ability to make wise choices concerning attire, based on Scriptural principles. Emphasis will be placed on those principles rather than on an extensive list of “dos and don’ts.” Believers are instructed to “dress modestly, with decency and propriety... with good deeds, appropriate... to worship God.” (Timothy 2:9a, 10, NIV)

A student’s clothing should be modest and appropriate to the activities of the school day and to the weather conditions. The following specifics may help to clear up questions:

1. Pictures or wording on clothing must be inoffensive. No New Age or occultic symbols should be on clothing or jewelry.
2. Sandals (with a strap around the back of the ankle) may be worn to school at the parents’ discretion – For the sake of safety, flip-flops are not permitted.
3. Shorts of at least fingertip length (with arms down at sides) may be worn to school at the parents’ discretion. Skorts are also acceptable for girls.
4. Halter tops, crop tops, spaghetti strap tops, muscle shirts and sheer or net tops are not appropriate for school.
5. Hats and visors are not to be worn in school.
6. Physical Education: The teacher will provide instruction as to appropriate attire; Sneakers/Tennis shoes must be worn for all physical education activities.

Financial Policies

Tuition (Including Late Start and Early Withdrawal)

Tuition is charged on an annual basis and is payable annually, semi-annually, or in 10, 11 or 12 equal monthly installments. Ten (10) monthly installments are payable from July 1 (excluding August) and ending May 1. Eleven (11) monthly installments are payable from July 1 and ending May 1. Twelve (12) monthly installments are payable from July 1 and ending June 1.

Late Start: If a child enrolls after the start of the School year, the total tuition due is based on the average school day tuition, times the number of school days remaining in the year.

Early Withdrawal: If a child withdraws before the end of the program year, ending tuition due is any unpaid balance for actual school days each student is enrolled in the program plus a withdrawal fee of \$50.00. Four weeks’ advance notice is required in writing and the settlement of the account is expected by the last day of attendance (or the month’s tuition will be charged to your account).

Fees (Due before the 1st day of school)

- **Registration Fee:** Charged for all students K-8 who choose to secure their place in class for the upcoming year. Fee is per student (or per family) and is non-refundable.
- **Testing Fee (New students):** Charged for all new students in grades K-8
- **Science Lab Fee:** Charged for students in grades 6-8 for science lab supplies. Fee is per student and is non-refundable.
- **Student Technology Advancement Fee:** Charged for students in grades K-8 and is non-refundable.
- **Art Fee:** Charged for students in grades K-8 and is non-refundable.
- **I-20 Fee:** Charged to international students who require the processing of an I-20 visa.

Payments

- Annual and semi-annual payments may be made directly to the school with cash, check or money order. Annual payments are due by August 1. Semi-annual payments are due on July 1 and November 1.
- **Ten-month** payment plan – due the **first day of the month** (July 1- May 1, excluding August)
- **Eleven-month** payment plan – due the **first day of the month** (July 1- May 1)
- **Twelve-month** payment plan – due the **first day of the month** (July 1- June 1)
- All payments more than 10 days late must be made by cash, check or money order and must include all applicable late fees.
- All checks are to be made out to NITTANY CHRISTIAN SCHOOL
- No post-dated checks will be accepted.
- Each parent at registration has agreed to pay tuition on or before the due date.

Late/Delinquent Accounts

- All tuition and fees not paid by the first day of each month are subject to a \$20.00 late charge per month.
- Any account that becomes 60 days past due is considered delinquent. Report cards will not be issued for students with outstanding balances until the account is made current. Final report cards will not be issued until a student's account is satisfied in full.
- If a student's prior year account remains unpaid by August 1, that student will be removed from the class roster. No student may start a new school year if any prior year payments are due.

Returned Checks

- A \$25 fee will be charged for checks returned. All applicable late fees will also be assessed.
- Payment of amount due after any check has been returned to NCS twice unpaid shall only be made by cash, money order, or certified funds.

Refunds

- Parents wishing to withdraw their child from NCS must notify the school in writing at least four weeks before the child's last day of school
- There are no refunds of fees since books, lab supplies and classroom supplies are ordered for each student before the beginning of each school year.

Financial Aid

NCS provides financial aid to qualified families in the form of reduced tuition. All information and discussion concerning any Financial Aid Program is handled through the school's Business Office and will be held in the strictest confidence by the Financial Aid Subcommittee.

Families who receive financial aid are encouraged to volunteer time and talents to the school. The school will make every effort to take into consideration a parent's work schedule and family demands. In addition, the school will endeavor to place the parent in a position that would take advantage of his/her skills.

Tuition Assistance:

Applications are available from the school. Applications are processed by an independent outside service and are then reviewed by the Financial Aid Subcommittee for final approval. All applicants will be notified of decisions in writing.

Criteria:

- a. Determination of financial need is based upon completed application, tax forms, and results from an outside processing service (application packet is available in school office).
- b. Complete fulfillment of prior year commitments, including up-to-date financial payments and recommended volunteer performance.
- c. Academic eligibility- students must be in good standing (C average) and have a record of good behavior.

Notification:

Any and all policies regarding financial aspects of Nittany Christian School are subject to change with notification of parties bound by this policy. Notification will be in writing noting any changes in the policy and the date in which the new policy will be in effect.

Health and Safety Issues

Communicable Diseases

REGULATIONS ON COMMUNICABLE DISEASES		
Disease	Time out of School	Siblings attending School
Scarlet Fever Streptococcal Sore Throat	10 days from onset of disease or with a certificate from a doctor, that the child is non-contagious if the child has been on prescription 48 hours	Remain in school.
Chicken Pox	1 week or until lesions have dried. Report to local health authorities all cases occurring in persons 15 years of age or over.	Remain in school.
Measles	10 days from onset of rash or on the advice of a doctor	Remain in school.
German Measles	Until rash disappears and temperature is normal or on the advice of a doctor.	Remain in school.
Mumps	9 days or until swelling has gone.	Remain in school.
Whooping Cough	4 weeks from onset or on the advice of a doctor.	Remain in school.
Impetigo	Should not be in contact with others until crusts have disappeared. Return to school on the advice of a doctor.	Remain in school.
Ringworm	Should not be in contact with other children until doctor's certificate is obtained. Ringworm of the scalp may be admitted to school with head covering if child is under treatment by a doctor.	Remain in school if skin is clear.
Acute Conjunctivitis	Until treated and eye infection is cleared and with a certificate from doctor.	Remain in school.
Pediculosis (Headlice)	Until proper treatment has been applied. Consult your doctor for readmission	Remain in school.
Diphtheria	Isolation: 14 days or until nose and throat cultures taken on 2 occasions not less than 24 hours apart are negative. Return to school on advice of a doctor.	Kept under surveillance if found to be a carrier or suffering from nasal discharge or sore throat.

Distribution and Consumption of Medication

If possible, medication should be taken at home. The administration of prescribed medication, in accordance with the direction of a parent or family physician, to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not made available during school hours. Thus, whenever possible, administer the medication before and after school. When it is necessary to send medication to School, please use the following procedure:

1. Request the Parental Request & Physician's Order for Medication form.
 - a. Complete the parental part of the form and the information requested.
 - b. Have the doctor fill out the appropriate section.
2. Inhalers: Inhalers can be kept in the office or in the room with the teacher. Please attach instructions and completed Parental Request & Physician's Order for Medication Form.
3. Children are not allowed to keep medication (including aspirin-type products, cough drops) with them while at school. If medication is prescribed by a physician, only one day's supply may be brought to school each day and it must be carried in the original prescription labeled container. Over the counter medicine must also be carried in its original container.

Immunizations

The Department of Education of Pennsylvania requires (no sooner than 4 months before the start of school):

PHYSICAL:	By a licensed physician upon original entry and in grades six and eleven, including appropriate vision and hearing evaluations.
TUBERCULOSIS TEST:	Upon original entry and in grade nine.
DENTAL:	By a dental examiner upon original entry and in grades three and seven.

The Pennsylvania Department of Health requires children entering any school to have all required immunizations* and to provide proof of having received them:

3 doses of Polio:	All received before starting school (most will have 5 total)
4 doses of DPT:	All received before starting school and at least 1 dose of DPT MUST be after the 4 th birthday (must have 5 total)
2 doses of MMR:	2 nd dose may be just measles, but MMR is recommended.
3 doses of Hepatitis B:	Completion of series required
Chicken Pox Immunity:	Date of vaccine received or date of disease documented for all students entering Kindergarten and/or Grade 7 in 2002.

If immunization is against your religious beliefs or you have a strong moral or ethical conviction similar to a religious belief, you must sign the reverse side of the Certificate of Immunization stating your reason. If immunization is not medically advisable at this time, a physician (M.D. or D.O.) must sign the medical exemption on the reverse side of the certificate.

IMMUNIZATION REQUIREMENTS CAN CHANGE YEARLY. YOUR CHILD MAY NOT BE ALLOWED TO ATTEND SCHOOL IF THE IMMUNIZATION REQUIREMENTS ARE NOT MET.

Medical Screening

Once each school year, a nurse from the State College Area School District conducts a screening for every student, including vision, hearing, and scoliosis. Any areas of deficiency detected will be communicated via writing to the parent/guardian, including a letter of referral to the student's current health provider.

Athletics Requirements

Nittany Christian School seeks to provide all students who desire to participate in athletic events the safest conditions of participation. Every child seeking to participate in athletics will therefore be required to submit to a physical examination by a physician. Such physical examination shall be at the expense of the student(s) or his/her parent(s) or guardian(s). The examination shall be based on sound medical practices.

The parents/guardians of students who seek to participate in athletics shall be required to complete an additional form that provides school officials with additional information on prospective athletes before athletic participation is approved by the local school.

Should the parent information form reveal that a child has experienced any physical ailment which places the student's health in jeopardy, the student will be required to have a second examination, if possible by the same doctor, to determine if parentally reported ailments still exist. When the final medical approval is granted and attested to by a physician's signature, the child may be cleared for participation.

Should the physician's report reveal any medical problem experienced by the prospective athlete that might be determined to be life or health threatening, participation will be denied. Any athlete who has sustained an injury, or a health problem requiring a physician's care, must receive a medical release from a physician, then approved by the School Board before the student may return to athletic participation.

The board directs the principal to ensure that all school system patrons, employees, directors, physicians, and students be made familiar with this policy through proper induction, information, and orientation programs. The board further directs the principal or designee to develop any authorization, assurances, verification, and release forms necessary to implement the intent of the policy.

Student Injury/Sickness at School

Parents will be notified immediately in the event of an injury or an illness of their child. If parents cannot be reached in an emergency, a person designated on the School's emergency card will be called to assist. It is very important that you name local people on the emergency card. In an extreme situation, if parents or emergency people cannot be reached, an ambulance will be called, and the child will be taken to the local hospital emergency room. The child's parent/guardian will assume all financial obligations if the child is transported to the hospital.

Important State Regulations/Information

Laws Regulating Medication

Prescription Medication

Prior to administration of any medication by the school, both the **Physician Statement of Need** and parental **Request for Medication Administration** forms must be completed and filed in the offices. (Forms are available at the School Office)

- A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication, dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete.
- New forms (physician and parent) must be submitted at least once a year.
- Medications must be brought to school in their original containers and stored according to physician request. All medications must be signed in at the office and will be stored in a locked area or an area that is not accessible to students.
- A recent photo of the student must be attached to the student's medication administration log or to the medication container. (This could help prevent potential mistaken identity)
- Emergency medications may be carried by the student when the Parental Request for Medication Administration have been completed and indicate the need for the student to have medication on his/her person at all times.
- The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g., injections).

Nonprescription Medication

Prior to administration of any nonprescription medication by the school or self-administration by the student, the parental Request for Medication Administration must be completed and filed in the office.

Regulations in Child Custody Cases (Divorce/Separation)

In the case of a divorce or separation, Nittany Christian School must have in its possession the most recent court order directly addressing custody, access to the student, and parent rights to school information or decision making regarding the education of the child. The school will also need to determine if the order provides for any supervised visitation, which potentially addresses the matter of parent pick up for the said student.

The school's policy discourages staff from testifying voluntarily for either parent. However, if subpoenaed for a hearing or noticed to give a deposition, the teacher/staff member is expected to comply unless a court orders otherwise.

A parent may have visitation times listed in the order; however, that is not the same as custody rights. A parent with sole custody generally has the right to control access to school records. However, some orders confer joint custody on the parents. In cases of joint custody, the school respects the rights of both parents and will provide information to both.

General and Miscellaneous Information

Birthdays

Children have great joy in sharing the occasion of their birthdays. If a birthday “treat” is to be brought in (it need not be) the parent **MUST** receive permission from the teacher in advance to coordinate the scheduling. Parties will not be held at school.

In order to ensure safety on the bus, enforcement of rules is absolutely necessary. The school bus is an extension of the classroom. Safety and a good Christian witness should all be a part of the bus trip.

Bus Conduct

Disciplinary procedures vary somewhat from district to district. However, all describe minor violations, (excessive noise, throwing paper, etc.) and major offense distinctions (smoking on bus, disrespect to driver, destroying or defacing bus property, fighting, etc.). The right to deny a pupil’s bus transportation is reserved for the administrator in coordination with the bus driver or transportation director. Parents will be informed of misconduct by way of a Bus Conduct Report. A copy will be sent home. Bus suspension is usually assigned for repeated minor violations and immediately for major violations. Riding privileges may also be suspended.

BUS RIDING GUIDELINES

Nittany Christian students are representing their families, the School and the Lord Jesus in their conduct on the bus.

1. Have your child leave home early enough so the bus does not miss him/her. SCASD requires that students be at their bus stops at least 5 minutes before their scheduled pick-up.
2. Have your child wait at a safe spot. Please review what common rules of conduct and safety you expect while at the bus stop.
3. Ask your child to wait until the bus stops completely before he/she gets on or off.
4. Be sure your child follows the bus driver’s instructions willingly and promptly. Teach him/her from the perspective that this driver is an authority figure and students must exhibit respectful attitudes. Bus drivers are like teachers or policemen, etc.
5. Talking in the buses should be done quietly.
6. Inform your child of the dangers of extending any objects or his/her hands and heads out of windows.
7. Your child must remain properly seated in his/her assigned seat.
8. Help your child be sensitive to keep the bus clean. **NO EATING IS ALLOWED** on buses.
9. No live animals are permitted on the bus.
10. Remember, bus riding is a privilege, not a right.

BUS CHANGES

PERMANENT BUS CHANGES: Please inform office as soon as possible with address pick-up and/or drop-off changes. SCASD requires a form be submitted and needs at least two weeks to schedule the change. The other districts require the parent to contact them directly.

TEMPORARY BUS CHANGES: Parents must send a dated, signed, written permission note to school. All districts require the bus driver to receive written permission for such changes. SCASD requires a special “BUS PASS” be filled out and be hand-carried by the student involved to the bus driver. Also, most districts will not transport students from another district.

The temporary change is usually granted. However, if your child is to go home with a friend on a school van, do not assume there is room for your child. Vans are usually at their legal limit and cannot

accommodate another passenger. Be aware of means of transportation before you plan babysitting or overnights.

Please do not “think out loud” possible pick up plans.....children interpret them as definite. At 3:15 they suddenly remember mom/dad said they were going to pick them up. We will keep the student off the bus if there is not time to call home to question this change.

CONTINUOUS BUS MESSAGES: When a routine event such as music lessons, gym, etc., is scheduled after school, a parent may send in a note to cover a whole term. Be sure to let us know of any changes or cancellations of this routine event. Please pick up your child no later than 15 minutes after dismissal unless prior permission from the office is obtained.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please notify the office in writing so that we can continue to keep your records up to date. This also applies to email and phone (home or cell) number changes.

Chapel

Elementary chapel (Grades 1-5) and Middle School chapel are typically held Friday in the sanctuary. Worship and inspiration are the main objectives of this time. Parents are invited to join us. On occasion, this time will be used as an assembly rather than worship. Please check your child’s CIP since the chapel schedule changes to accommodate a variety of activities, topics and speakers.

Computer Use

Students are granted use of the computers and computer facilities at NCS as a privilege. Because of our limited resources for purchasing upgrades and new computers, all care must be taken by every student to treat all computers and computer-related equipment with respect.

Computers and all equipment attached to them are not to be “serviced” by students, even those students who feel very comfortable with the technology. *This includes* the addition, installation, deletion, or changing of any type of software on the computer except when explicitly instructed to do so for class purposes.

Conference Scheduling

Parent-Teacher Conferences for all students are held once a year, in the Fall. Other parent-teacher conferences may be scheduled at another time in the year at the request of the teacher or parent.

Extra Curricular Activities

Extra curricular activity opportunities are made available each year. Examples of activities offered have included: fencing, soccer, basketball, skiing, snowboarding, yearbook design, web page design, gymnastics, music and electronics. Although offered through the School, there may be fees associated with these activities that will be the responsibility of the parent/guardian. Activities are usually scheduled immediately after school from 3:15-4:15 p.m. Parents supply transportation home from these activities.

Fire Drills

Monthly fire drills are conducted according to Pennsylvania School Code.

Gifts to Teachers

The PTF has established Teacher Appreciation week to recognize the entire faculty and staff equally. Please do not compromise the teacher by giving a monetary gift directly to him/her. The School discourages such gifts due to the possibility of conflict of interests. It is not necessary for individual students and/or families to give other gifts to the teacher.

Gum

Gum chewing is not allowed in the school building, school-associated property, or when on field trips.

Insurance

Nittany Christian School has liability insurance to cover all student enrolled in the School. Student accident insurance is not available through the School.

Lockers

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

1. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others- even friends- to know a locker combination is the greatest cause for loss of personal items from lockers.
2. Lockers may be inspected and searched at any time by the administration.
3. Lockers must be kept clean inside and out.
 - a. Stickers are not permitted on any part of the lockers
 - b. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
 - c. Writing or painting on any part of the lockers is not allowed.
4. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
5. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
6. Students are responsible to pay for any locker damage they do in violation of the above rules.
7. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
8. Any problems with a locker should be reported to the office or to a designated staff member.
9. The school is not responsible for lost, stolen, or damaged goods belonging to students.

Lost and Found

Items that are lost or found can be turned in or looked for at the School Office

Lunch Program

At Nittany Christian School, the Biblical guidelines concerning choosing nutritious foods and practice of moderation in eating are encouraged (Daniel 1:4-21; Philipians 4:5; Proverbs 23:2, 20-21; Romans 13:13).

Be sure to inform the school of any special nutritional needs, dietary restrictions, food allergies, etc., that your child may have. Use your child's Health Form to do this. Because we contract with the

State College Area School District for the hot lunch program, we are unable to accommodate every dietary restriction, and request that you keep the menu to instruct your child(ren) what food to order so as to avoid food allergies. We encourage the child to pack a lunch if no available alternative is available on the menu.

Children may eat a small snack just prior to or following morning recess according to each teacher's daily schedule. For lunch and snacks, students eat in their classrooms at their desks or in the All-purpose room, which serves as the lunch room/cafeteria.

Hot Lunch Program:

Nittany Christian School offers a Lunch Program which has menu/food supplied by the State College Area School District Food Service Department on designated days. Students will have an entrée and two or three sides included. Milk is included with the price of the Hot Lunch. Parents are encouraged to purchase lunches by the month, sent to the school by the 1st of every month.

Pizza Wednesdays:

Pizza is available on Wednesdays for students as a fundraiser sponsored by the PTF. Because advance orders are placed to a local pizza shop for reduced prices, **pizza can only be ordered at the beginning of the month, accompanied with the prepayment (separate from the hot lunch program or milk purchases).**

Kindergarten: The Kindergartners have a daily snack brought in by parents on a rotating basis.

Milk: 2% White milk, Chocolate milk, orange juice or apple juice is available for purchase independent from the SCASD Hot Lunch menu. The cost is currently \$.50. Parents are encouraged to purchase milk for their child for a block of time (i.e. \$10.00 will purchase about a month's worth of milk – 20 days).

Money for purchasing milk is to be sent to the office on a separate check, designated as "milk for (child's name)".

Messages to Students

Students can receive messages at school by calling the school office and having a message taken to their teacher.

Observance of Holidays

Because Nittany Christian School draws families with diverse backgrounds, we recognize that there will be a variety of approaches and convictions concerning holiday recognition and celebration. Some families have chosen to incorporate "traditional activities" that parents recall as part of their own childhood fun. Other families have chosen to dissociate their children from such celebrations and practices.

Should students raise questions, the teacher will give a brief and grade-appropriate explanation of the origins of and/or celebration customs. Included will be the emphasis that different families choose to celebrate in different ways.

Parent-Provided Transportation

- Arrival:** Not before 8:00 a.m. nor later than 8:20 a.m. (to be ready for the start of class)
- Pickup:** Not before 3:15 p.m. nor later than 3:30 p.m. (unless permission is granted in advance from the office or an individual teacher for a special project)

PARENT WARNINGS

1. Parents who move past a bus flashing red lights or who drive between stopped buses to access a school driveway may be fined and lose their driver's license.
2. Parents may not board a bus to confront the bus driver or their child. Should an offender be found guilty of illegally entering a school bus, they are subject to a fine of up to \$2500 and up to one year in prison. This law was put in place to protect children from abusive parents.

Personal Property

Only items directly connected with schoolwork should be brought to school. Excessive money or such items as iPods, radios, electronic games, trading cards, magazines and books not directly related to subjects taught must be left at home, unless the teacher has given specific permission. Toys are not to be brought to school except as directed by the classroom teacher for "Show & Tell". Recess is designed for physical activity as well as social interaction. Each classroom has games and activities for indoor recess use.

Dangerous items, such as pocketknives, laser pens, matches, lighters, guns or any type of weapon, should not be brought onto school grounds at any time.

Pledges

The School upholds the greatness of America's heritage and the sacrifices of the many heroes. America's Constitution guarantees liberty to educate in order to preserve freedom. The school teaches the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag and country. Opening exercises each morning include pledges to the American flag, the Christian flag and the Bible.

Pledge to the 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.

Pledge to the 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.

Pledge to the Bible

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

Recess

Illness or Other Difficulties: A note to the teacher is required each day your child is to be excused from recess due to illness or injury. If there is a persistent problem, let the principal know in writing that your child is to be excused from recesses.

Safety Concerns: Safety is our primary concern in regulating activities. Skateboards and roller skates may not be brought to school and their use will not be permitted during the school day.

Supervision: All recess periods are fully supervised by teachers, staff, and/or parents.

Weather: School policy requires children to go outdoors every recess unless they are being disciplined, lack proper clothing, or unless the weather is severe. Students will have indoor recess if the wind chill is 15 degrees F and below. Please dress children accordingly.

School Closure Information

The decision to cancel or delay school is usually a joint effort among Centre County's four surrounding public school districts: Bald Eagle, Bellefonte, Penns Valley and State College. However, there may be instances when it is not. When weather conditions are threatening, parents/guardians must listen to the local TV and/or radio without notifying individual private schools.

*Nittany Christian School will also make use of the Parent Alert system, which will send messages via email, phone, and text messages, depending on your choice of alert on file with the school.

CANCELLATIONS:

Nittany Christian School's student population is predominately from State College. Therefore, if State College Area School District cancels, we are closed. *As you listen for an announcement, you may not hear Nittany Christian School announced; rather, you will hear "State College and all private schools served by State College."*

Example: Only SCASD cancels and Penns Valley is open. Nittany Christian School ALWAYS follows SCASD for cancellations. Consequently, your Penns Valley child has no school.

* *NOTE: The master calendar does not always coincide with the State College Area School District, so please follow the school calendar for **scheduled** days off.*

DELAYS:

Districts may call either a one-hour or two-hour delay. This means your child must board his/her bus either one hour later or two hours later than his/her normal pick-up time. Nittany Christian School's staff will be at school to accept your child even if your district is not using the same schedule as State College.

EARLY DISMISSAL:

Should the weather deteriorate during the school day, the various district offices choosing to call an early dismissal will contact Nittany Christian School. Students riding that district's transportation will be dismissed early on such days and will be sent home, so please make arrangements for someone to be waiting for your child(ren). We will not contact you with early dismissal information.

School Property

Barring extenuating circumstances, students are expected to pay replacement costs for loss or damage to any School property. Parents and teachers should encourage students to treat the school building and grounds, furniture, equipment and materials with respect and in a manner consistent with good stewardship.

Leaving the School Grounds:

No student is to leave the school premises at any time, for any reason, unless he or she has permission to do so. This rule is in effect from the time of arrival until departure by the usual means used for transportation to and from school. If a student needs to leave the playground to use the bathroom, he or she must first check with a faculty member and obtain permission to do so.

Planted and Wooded Areas:

Students are not allowed to play or run through any of the planted areas on the playground, surrounding the sides of the school building, or in the parking lot. Students are not to go into any of the gulleys or wooded areas bordering the school grounds without adult supervision.

Solicitation and Appeals

Individuals, be they students, parents, faculty/staff or board members, are not to use the School family or School activities to solicit for private fundraising, or for political or community purposes. The Administration must approve any announcements of activities or projects happening outside the School before being presented to our School community. Please do not use the school email distribution lists for this purpose.

Student Yearbook

Both student pictures and yearbooks will be available at Nittany Christian. All students will have their pictures taken in the fall for the annual yearbook. (You are not obligated to purchase a picture package and may purchase the class picture only for a nominal fee.) Yearbooks will be delivered at the end of the school year. It includes individual, class, and group activity pictures of all grades. If scheduling permits, a student yearbook club works under supervision to produce the yearbook.

Telephone Regulations

No student or teacher is called out of class to answer the phone, except in the case of an extreme emergency.

Parents desiring to contact a teacher or child may leave their number requesting a return call at a convenient time.

In the case of an emergency, a phone in the office or hallway will be made available for students to use.

Cell phones:

With the increasing number of students who are bringing cell phones to school, it is important that students understand the rules for their usage. Students who violate the rules will have their cell phones confiscated and returned only to their parents.

Cell phones must remain turned off and in student backpacks at all times with the following exception: The existence of a school-wide emergency.

The above rule applies at all on-campus events during school hours and throughout the day, including breaks and lunch.

Transportation

Buses: The public school district in which you live is required by law to provide bus service to Nittany Christian School if our school is not more than 10 miles beyond the perimeter of your school district. School districts currently furnishing transportation to Nittany Christian are:

*Bald Eagle	355-5516	*Penns Valley	422-8814
*Bellefonte	355-4814	State College	231-1033

*Districts interact directly with parents and each year **requires a parental letter requesting transportation.**

Nittany Christian provides transportation lists for each district after registration is completed. Pick-up points and times are scheduled on an individual basis just prior to the opening of school by each school district.

The State College district requires all communication to be done through our office. They send their schedule to our office and we will call all State College parents to inform them of their child(ren)'s bus schedule. Door-to-door service is not possible due to time and expense. If you have a question about your SCASD child's schedule, please contact our office. Generally, late additions or changes (due to moving) require two weeks to schedule.

Districts do not have to provide busing when their district does not have school. Families will be responsible for providing their own transportation on such days. The School will communicate with parents in advance should this need arise.

Visits by Parents, Public

Parents or guardians should not make unannounced classroom visits. All parents, guardians, and other visitors are required to sign in with the school office and obtain a visitor's badge.

Volunteers

Opportunities for School involvement include homeroom parents, recess aids, library assistants, hot lunch helpers, track and field day helpers and as special speakers. We ask all classroom volunteers to be mindful of our dress code.

Please contact the school office (234-5652) if you are available to offer yourself for any of the above volunteer opportunities.

Who to Call

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

Question:

Attendance issues
Calendar question
Financial question
Graduation requirements
Homework concern

Call:

School office
School office
Administrator
Principal
Student's teacher

