



## ELEMENTARY STUDENT HANDBOOK

2010-2011

NORTHLAKE CHRISTIAN SCHOOL

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This agenda belongs to:

NAME

ADDRESS

CITY/STATE

Updated 6/2010, major changes in attendance policies should be noted by parents (see page 25).

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## OUR MISSION STATEMENT

Northlake Christian School is a private, non-denominational, non-profit Christian school that exists to assist the Christian community in providing a Christ-centered environment in which faith can be integrated with learning to offer a high quality education for students from preschool through 12th grade.

The school will provide children with a loving, encouraging and challenging environment where they can come to know the character and person of the Lord Jesus Christ and can grow to their fullest potential, with an emphasis on affirming their knowledge of the Word of God, their growth in spiritual maturity, and their preparation for good works in the will and to the glory of God.

## OUR DOCTRINAL STATEMENT

We believe...

...the Bible to be the only inspired Word of God and that such Word of God is without error in its original writing.

...in one God, eternally existent in three Persons: the Father, the Son and the Holy Spirit;

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory;

...that for the salvation of the lost and sinful man, faith in the Lord Jesus Christ and regeneration by the Holy Spirit are essential;

...in the present ministry of the Holy Spirit by whose indwelling and filling the Christian is enabled to live a Godly life;

...in the resurrection of the saved and the lost, the saved unto a life eternal in the presence of God and the lost unto damnation, separated from God;

...in the spiritual unity of the Church which is the body of Christ, composed of all who have been regenerated through faith in the Lord Jesus Christ;

...in the creation of man by the direct act of God; and

...in the eternal security of the believer

## ADMISSIONS

Northlake Christian School is non-discriminatory in its admission policies and does not offer preferential admission based on race, color, national origin or ancestry. Admission to NCS is a privilege granted to qualified students whose families desire a quality Christian educational experience. The admissions process normally involves approximately 10 days once the incoming student's family submits all necessary information.

Enrollment for the elementary school requires a completed application, a copy of the student's birth certificate, an updated Louisiana Health Card, report cards from the two most recently completed academic years, standardized achievement test scores from the two most recently completed academic years (if applicable) and a completed teacher referral form. Additionally, parents should provide results from any relevant diagnostic testing or LEAP Test results if taken by entering fifth graders. Questions on the part of administrators may dictate additional testing requirements. NCS reserves the right to determine appropriate grade levels for incoming students and to admit students under conditional and or probationary terms.

Completion of all necessary financial arrangements is required as part of the enrollment process. Parents of applicants are reminded that enrollment agreements are contracts between the school and the parents. Parents, therefore, must present themselves as both financially responsible and eager to cooperate with school policies, programs and decisions.

Students are accepted upon evidence that they can succeed academically and contribute in a positive manner to the spirit and morale of NCS. An interview of both student and parents by the elementary principal and/or a designated representative is conducted.

Assurance that at least one parent (or guardian) is in regular church attendance should be evident. Academic and behavioral requirements include an average stanine of no less than 4.5 on standardized achievement tests, a grade point average of no less than 2.0 on a 4.0 scale and no record of expulsion over the past two years. Incidents of suspension must be explained to the satisfaction of the elementary principal.

## ACADEMIC PROGRAM

### *CURRICULUM*

The curriculum of Northlake Christian Elementary complies with the State of Louisiana standards. In keeping with the school's purpose, however, all curricular content is filtered through and presented within a Christian worldview. The Bible, God's Truth, is integrated into our entire curriculum. The elementary program has a four-way emphasis based upon our Mission Statement and Luke 2:52: "And Jesus grew in wisdom and stature and in favor with God and in favor with man." To facilitate this approach, certified teachers are chosen with the mindset that they serve as the 'living curriculum'. Resources and textbooks are selected with careful consideration and research.

Our spiritual emphasis is foundational to Northlake Christian School. Academically, NCS is both traditional in that we stress reading, writing and arithmetic, and progressive in that we put in place current methods, which support true educational value. Socially, Northlake is concerned with the child learning to take his/her place in society, as well as learning to develop wholesome relationships with his/her peers, teachers and other adults. With regard to physical development, each student is encouraged to treat his/her body as the temple of God and to demonstrate proper care and conditioning.

Curriculum offerings include Bible, Reading, Language Arts (comprised of spelling, English grammar, handwriting and composition), Mathematics, Social Studies and Science. To enrich the core curriculum, instruction is given in art, computer, media, music and physical education.

### *TECHNOLOGY*

Technology in the curriculum at NCS can be described as individualized and integrated. Mastery of beginning programming, word processing, Internet research and presentation applications will occur as the students learn to use technology as a life tool. Scheduled lab time, flexible time for accessing the lab, a mobile laptop lab and computers in each classroom, Internet and network access facilitate classroom instruction and curriculum content.

### *THE MEDIA CENTER*

An expanded media center offers NCS students materials for research and assigned or pleasure reading. Students enjoy weekly library privileges to check out books and learn library skills, as well as responsible care of books. Library books that are lost or damaged must be paid for by the parents. Internet access is available to elementary students doing

research. Parents are welcome to view the selections specifically set aside for them as well as participate with their child in the Library Book Club. The media center typically hosts two book fairs during the school year, at which time students may purchase quality books and resources. These fairs benefit the library, making it possible to purchase new books. Information for placing books in the library to celebrate birthdays, honor or memorialize someone is available from the librarian

### *HOMWORK*

Teachers may assign homework as a tool to help students advance in their studies. Following classroom explanation, illustration and drill, homework will assist in mastery of a concept. As instruction progresses, various weak points may become evident, and homework may be given to help overcome such difficulties. The classroom teacher may assign enrichment projects in a particular area of study. In each case, the student is expected and required to complete homework assignment(s) on time. Failure to complete homework assignments may result in the student receiving a disciplinary notice to be signed by the parent indicating that their child was not properly prepared for class.

### *STUDENT PLANNERS*

Each student in grades 1-6 receives a student planner at the beginning of the year to assist in managing classroom responsibilities and assignments. Students are responsible for having their planners with them in class at all times. Teachers will write assignments on the board and, as necessary, check for accuracy. Attention should be given by the parent to check the planner for any assignment to be completed. The specific purpose and frequency of assignments vary according to subject and grade level. The overall goal is to instill in our students good study habits, equipped with a sense of responsibility and organization.

## SCHOOL-HOME COMMUNICATIONS

### *WEEKLY LETTERS*

Students in the lower elementary grades receive a weekly letter from the classroom teacher that outlines the concepts being covered in class along with any homework assignments. This communication tool is designed to keep the parents informed of classroom experiences and events. Student planners and Information Now postings support grades 4-6.

### *TUESDAY FOLDERS*

The elementary school sends a student work folder home each Tuesday. This folder will include tests and samples of the student's work from the previous week. Other

communication from the school office and classroom teacher may also be included. Parents should review the contents of the folder carefully, sign any appropriate forms and return the folder to school the following day.

#### *NCS WEB SITE AND INFORMATION NOW*

Northlake Christian School maintains a website at [www.northlakechristian.org](http://www.northlakechristian.org) that is updated regularly. Parents may also view weekly class assignments through Information Now's Parent Portal. Access is made via a personal family code, which each family can register for on-line.

#### *ELEMENTARY INSIGHT*

The Elementary publishes a monthly newsletter called The Elementary Insight to keep parents in touch with what is going on in the various programs at school. It contains announcements of general interest as well as reports from different classes or special activities within the elementary school.

#### *SCHOOL REACH*

This is a tool which allows the NCS administration to reach the entire school family by telephone with a pre-recorded message. With this technology, NCS can send a "phone blast" message to the entire school family with up to five telephone numbers per school family (including home, work and cell phone numbers). It takes only 2-3 minutes to call 3000 numbers with the same important message.

## ASSESSMENTS

#### *REPORTING PROGRESS*

Parents are notified of their child's progress each nine weeks by midterm progress reports, report cards and by personal consultation with the teacher. Mid-term progress reports are sent home for students in grades 1-6. The purpose is to inform parents of progress deficiencies in sufficient time to bring support where needed. Report cards are issued at the completion of each nine weeks.

#### *GRADING SCALE*

NCS uses the following grading scale

A..... 94 -100

- B..... 87 - 93
- C..... 77 - 86
- D..... 70 - 76
- F..... 00 - 69
- I..... Incomplete

First and second grade students will be evaluated with letter grades as using the following grading scale

- A.....Excellent
- B.....Above Average
- C.....Average
- N.....Needs Improvement
- U.....Unsatisfactory

First semester first grade, ancillary classes and other categories, such as Work Habits, Christian Attitude and Handwriting are evaluated using the following remarks:

- E..... Excellent
- S..... Satisfactory
- N.....Needs Improvement

Plus (+) or minus (-) may be included to denote direction of progress.

*KINDERGARTEN REPORT CARDS*

Report cards for kindergarten classes are issued at the end of each nine week period. Parents meet with the teacher at the end of the first grading period. The conference will include such areas as the progress of the child, areas that need improvement and ways the child can be supported at home. Letter or number grades are not used on kindergarten report cards. Symbols are used to denote progress.

## ACADEMIC EXPECTATIONS FOR STUDENTS

### *HEADING FORMAT ON WRITTEN WORK*

A uniform heading is expected for written work at each grade level. Beginning in first grade, students are instructed to write their name on the first line of the left hand side of the page and their student number in the right hand corner of the page. Grade two introduces the date as opportunity arises, and it is written on the second line of the left hand side of the page. By grade three and thereon, the academic subject is expected to be placed on the first line of the right hand side of the page with an assignment description written on the second line, right hand side. Cursive handwriting is expected on all work beyond third grade, unless indicated otherwise by the teacher.

### *CRITERIA FOR GRADED SPELLING TESTS*

Each week, students have a spelling list to learn for a weekly test. This list includes words from a basal spelling program, as well as words integrated from other subject areas. Students are expected to form all letters correctly. Handwriting should not have to be interpreted. Words that are not written clearly will be marked wrong. Mistakes should be completely erased and rewritten. Corrections should not be written over letters. All i's must be dotted, and t's crossed so that letters are not considered e's or l's. Sentences may include words from the current week's spelling list or previous spelling lists. High frequency words which students are expected to know at their grade level may also be included. Grammar concepts taught in the language curriculum must be applied to the dictation sentences.

### *ACADEMIC ACCOUNTABILITY PROGRAM (AAP)*

If a student's academic achievement is deemed deficient at the end of any grading period, he or she will be placed on AAP for monitoring. Academic deficiency may be defined as any of the following: two failing grades; one failing grade and two 'D' grades; three 'D' grades or consistently poor and unacceptable class work. Placement in this program is recognition of the student's need for special concentration in one or more academic disciplines. The length of this program is for nine weeks, during which time certain privileges may be withheld until it is evident that progress has been made. This is determined by a review of the student's grades and study/work habits. During this program, the student will attend a conference with parents, teacher(s) and the principal as needed.

Each mid-term report allows opportunity for "check-up" on academic progress. Continued enrollment of any student not showing signs of academic progress will be at the discretion of the administration.

### *PROMOTION AND RETENTIONS*

Students are promoted or retained based on their total preparedness to enter the next grade level and do satisfactory work. Ability, achievement, developmental maturity and social factors are all taken into consideration. Students who show academic deficiency that will impede future progress, especially in the areas of math and reading will be considered for retention. The decision to promote or retain a student will be made jointly by the teacher involved and the principal. In conjunction with St. Tammany Parish Pupil Progression Plan, a Northlake Christian student may not be promoted to the next grade for any one of the following reasons:

1. A grade of 'F' in reading; a grade of 'F' in mathematics.
2. A grade of 'F' in three (3) of spelling, language, social studies or science.
3. Students reading below grade level (as determined by the teacher and principal).
4. More than 10 absences (see attendance policy).

Students with known weaknesses in their academics, but who are recommended for promotion, may be promoted under one of two categories, as determined jointly by the teacher(s) and principal. Promoted with summer study required specifies that the student may not be promoted without the completion of a specially designed course of study implemented by an approved instructor. Students who demonstrate weakness in one or more academic areas may be directed by the teacher to address specific concerns through a recommended summer study plan. End of the year report cards are sent home with the student or mailed unless the tuition account or any fees are unpaid.

### *HONOR ROLL*

NCS recognizes academic achievement for those students in grades 2-6 earning a grade of 'A' in each academic subject and no less than satisfactory work in other subject areas by posting an All A honor roll. Students earning either an 'A' or a 'B' in each academic subject and no less than satisfactory in other subject areas are posted as AB honor roll.

### *GRADING CRITERIA FOR WRITTEN WORK*

Grading criteria at NCS is established to hold the student accountable, to accurately reflect the level of achievement and to increase understanding of the requirements for excellent work. All responses, unless otherwise indicated, must be written in complete sentences. Basic rules of grammar will be expected. Points will be taken off for not applying basic grammar rules that have been taught in the language curriculum. Students will be

responsible for correct spelling of grade-appropriate words. Written work, particularly short answer or essay questions, final drafts of reports, or creative writing may be given two grades; one for the subject content and another for applied spelling and grammar rules. This second grade will be considered a daily grade in language study.

#### *ANNUAL ACHIEVEMENT TESTING*

The Stanford Achievement Test is administered to all elementary students each year in the spring. A cumulative record of these test scores remains in each student's folder as part of their permanent records. Students in grades three and five are also administered the Otis-Lennon Student Ability Test. These nationally standardized tests are important in providing an indication of student achievement and progress as well as school-wide curriculum assessment. Absences other than for illness require a two week advance approval from the principal.

#### *TEXTBOOKS*

The use of textbooks is included in the student's tuition. Compensation must be made for unusual damage or loss of a textbook. Teachers will issue texts to students at the beginning of the year. Book covers are required to be placed on all issued texts for the entire school year. Assessment of each text will be made at the end of the year to determine unusual wear or damage. A proportionate fine will be assessed. In case the book is damaged beyond use, or has been lost, the fine will be the replacement cost of the book. (Fines must be paid before report cards and records are released.)

## ELEMENTARY ACTIVITIES AND EVENTS

### *PLEDGES*

Each school day begins with pledges and prayer in unison over the school intercom system. Each student shall know and recite these pledges.

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

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

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

### *SCIENCE AND SOCIAL STUDIES FAIR*

Elementary students in grades five and six participate in our annual Science and Social Studies Fair. The classroom teacher carefully outlines requirements and expectations, with students selecting a topic for research. Students have the opportunity to advance to regional and state level competition.

### *NCS SPEECH MEET*

As part of the language arts and Bible curriculum, students in grades one through six select verses from Scripture or a literary piece according to ACSI guidelines which they are to study, memorize and present in class. Teachers plan these pieces, providing the student with project requirements for class participation. Categories include Bible Memorization, Poetry, Fable and Folklore, Dramatic Bible Prose, Patriotic Oration and Original Speech. Class winners present before a panel of judges, with the possibility of advancing to the ACSI District Meet.

### *ELEMENTARY SPORTS PROGRAM*

NCS offers a selection of seasonal sports as early as the fourth grade. While the program is organized and supervised by the school's Athletic Director, the coaching staff consists of volunteer parent coaches. The teams formed each season depend on the number of students

interested in playing and on the availability of volunteer coaches. Currently, NCS offers cross-country, football, volleyball, basketball and track. NCS participates in the Northshore Independent Athletics League (NIAL).

#### *EXTRACURRICULAR ACTIVITIES*

A variety of extracurricular activities is offered to elementary students by qualified instructors; each having conditions for enrollment. These activities or groups are advertised during the fall Student and Parent Orientation. Instruction is made available in after-school art, music, and piano, as well as classes for enrichment or resource through our Discovery Center.

#### *ACSI ACTIVITIES*

As a member of the Association of Christian Schools International (ACSI), the elementary has the opportunity to participate in their Student Activities Program. This program seeks to encourage and inspire students toward a standard of excellence in leadership, communication and performance by enhancing the academic and fine arts programs of the Christian school. Students are selected to attend events based upon classroom performance and teacher recommendation. NCS currently competes in spelling bee, and speech meet.

#### *MUSICAL PRODUCTIONS*

The music program provides quality instruction designed to develop musical literacy and a love for music through singing and performing. As such, students have the occasion to demonstrate their progress through annual musical productions. Participation is expected. Elementary performances are typically divided into lower and upper levels to accommodate grade appropriate skills.

#### *NCS JUNIOR BETA CLUB: MEMBER SELECTION/RETENTION PROCESS*

This process has been streamlined to provide students with a fair opportunity to be nominated and then selected based on a written set of criteria. This criteria and selection/retention process can be accessed through the NCS website.

#### *AWARDS DAY*

At the end of the school year, the elementary holds an Awards Day. Recognition at each grade level from first through sixth may be in one or more categories including; Honor Roll (All A and AB), Co-Curricular subjects (Art, PE, Music), Perfect Attendance, Exemplary Character Traits, and Principal's Award.

### *KINDERGARTEN GRADUATION*

Kindergarten students are promoted to first grade at a ceremony prior to the close of regular school. Students walk across the stage in cap and gown attire to receive diplomas. Parents are treated to a program highlighting the mastery of selected subject matter, followed by a small reception.

## EMERGENCY PROCEDURES

### *FIRE SAFETY*

Fire drills will be conducted monthly to practice specific procedures in the event of a fire. All students are taught the importance of fire drills, the necessity for absolute silence and an orderly evacuation system.

### *WEATHER SAFETY*

Local and national weather stations are monitored on campus. In the event of a weather warning, the administration may decide to use any one of three separate alarm systems. States of emergency will be defined as either Green, Yellow or Red and communicated to classrooms via intercom, walkie-talkie or office staff.

**Code Green:** A Code Green call indicates a response window of seven to ten minutes. All elementary students will remain in or return to classrooms and follow the teachers' directions until the administrator communicates an All Clear signal.

**Code Yellow:** A Code Yellow call indicates an expected response window of five to seven minutes. Code Green regulations apply.

**Code Red:** A Code Red call indicates little or no response opportunity to a perceived threat of weather or violence. Teachers will close and lock doors, move students away from windows, and guide the students through "drop and tuck" procedures. A high state of emergency is maintained until the administration gives an All Clear signal.

### *SCHOOL CLOSING*

Circumstances such as severe weather or loss of the school water supply may require the school to close. Northlake Christian will usually follow the lead of public schools in this regard. As such incidents occur, parents will be notified via telephone, radio or TV. In the

event of a hurricane, snow, or freezing temperatures, parents are encouraged to tune in to local television and radio stations rather than calling teachers or the school office.

### *VIOLENCE*

Any threat of violence to our school family is regarded as serious and dangerous. Students who make threats of violence or physical harm are in violation of the law and may be prosecuted for assault. Any threat of physical harm is to be reported immediately to the appropriate principal. The presence of someone on campus who is in possession of a weapon and/or threatening any member of the school family constitutes a Code Red emergency.

## GUIDELINES FOR STUDENT BEHAVIOR

### *PHILOSOPHY OF DISCIPLINE*

Students enrolled in Northlake Christian Elementary should excel in their behavior, which will be a credit to their families, serve as an encouragement to their classmates, and bring honor to the Lord Jesus Christ. Christian parents entrust a portion of their God-given authority and responsibility for training of their children to the Christian teacher and administrators during the school day. The school cooperates with the home in promoting Christian character and work habits.

- Cheerfully obey class and school rules  
“Obey your leaders and submit to their authority.” Hebrews 13:17
- Show respect with your words and actions  
“Show proper respect to everyone.” 1 Peter 2:17
- Speak with permission  
“He who holds his tongue is wise.” Proverbs 10:19
- Listen and follow directions  
“Let the wise listen and add to their learning.” Proverbs 1:5
- Use time wisely  
“Be very careful, then, how you live-- not as unwise but as wise, making the most of every opportunity.” Ephesians 5:15-16
- Be prepared to learned

“Prepare your minds for action.” 1 Peter 1:1

- “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17

### *CODE OF CONDUCT*

At the beginning of each school year, teachers provide parents a written classroom management outline. The same rules will be addressed in first through sixth grades in two areas: (1) Christian Attitudes and Conduct and (2) Work Habits. Specific policies for behavior within the classroom, in addition to the expectations listed here, will be covered in the teacher's classroom management plan and explained at Parent Orientation.

- Students must be respectful of the rights and property of others and of the authority of the principal, teachers and other adults in authority.
- Pupils who remain after school must be under adult supervision.
- Students are expected to enter the elementary building and classrooms quietly with the supplies needed for the school day.
- Students should listen while others are speaking and raise their hands for permission to speak or leave their seats.
- Class assignments are to be turned in promptly the day they are due.
- No radios, tape players or electronic games are allowed in school without special permission. Cell phones may be kept in backpacks and must be turned off between 7:30-3:30 p.m. Skateboards and roller blades are not permitted at any time. This includes school sponsored field trips.
- Gum chewing is prohibited on campus.
- Students should keep our school clean by placing trash in the trash containers and picking up trash even if they are not responsible for littering.
- Each student at Northlake Christian School has the right to his own dignity and individuality. Thus, any student found harassing or demeaning another student will be disciplined and may be suspended or expelled.
- Students who damage or destroy school property will be required to repair or restore the area. Any malicious destruction will result in the student being considered for expulsion.

- **THREATS:** A threat is considered assault under LA Criminal Code R.S. 14:36. NCS maintains a No-Tolerance policy toward any kind of threat (verbal, written, gesture, picture or otherwise). Any student making such a threat will be immediately suspended or expelled. Local authorities will be called and consequences determined in a meeting attended by the offending student, parents, school personnel and a police officer.

### *DISCIPLINE PROCEDURES*

Our discipline procedures strike a balance between disciplinary consequences and positive reinforcement. Students learn that they are responsible for their actions, and if they choose to follow the rules they will enjoy the privileges and rewards that go along with being cooperative. Students will be given time in the beginning of each year to learn the details of the classroom management program and understand how it works. Instruction teaches expectations, limits or boundaries. A warning tells the student that the adult in authority is aware of the violation and a future violation will result in additional disciplinary action.

Correction is firm action taken to be consistent with the instruction and the warning.

### *ACCOUNTABILITY*

Student accountability for behavior may be achieved through a variety of interventions. Interventions include but are not limited to student conferences with the teacher regarding positive solutions, parent contact made by the teacher (phone call, note, personal conference) regarding the problem and solutions, withholding privileges, detention and/or student referral to an administrator's office where parents may be contacted to support the teacher and administration.

### *DETENTION*

A detention is a 45-minute block of time in which the student is detained and supervised by a faculty member in a classroom situation. Detentions are not 'supervised study halls'. A work detail may be assigned if appropriate. Written notice of a detention will be given at least one day prior to the day on which the detention is being served. Detention takes precedence over any other activity after school, whether on our campus or not. A missed detention will result in the assignment of two detentions to replace the missed detention. Repeated misses will result in suspension. Detentions are determined by the disciplinarian and are scheduled in a timely manner of the offense from 7:00-7:45 a.m. or 3:30-4:15p.m.

### *SUSPENSION*

Upon accumulation of multiple detentions or by decision of the administration, a student may be suspended from school. The Administrator may assign suspensions for blatant disrespect, fighting, severe personal or property injury, inappropriate language, etc. Suspensions may be from one to three days in duration. All work missed during a suspension period must be completed and the days missed will be recorded as unexcused absences.

### *UPPER ELEMENTARY DISCIPLINARY PROGRAM*

In an effort to help students move from the teacher-directed approach of the lower elementary classrooms to the expectation of self-discipline in higher grades, grades four through six implements specific disciplinary measures distinct from grades kindergarten through three. With the introduction of changing classes, these students are more directly responsible for their actions as teachers monitor behavior and character development.

### *CITIZEN OF THE QUARTER*

In an effort to encourage students in grades four through six who excel in their behavior, the homeroom teacher awards a 'Citizen of the Quarter' Day. Students who demonstrate exemplary behavior during the month are treated to a 'dress down day' (see Dress Down guidelines) along with a special treat.

### *BEHAVIOR/ATTITUDE PROBATION*

A student is placed in this program upon receiving the 15th infraction during a semester or by decision of the administration. Placement on this probation is recognition of the student's need for concentration of specific behaviors or attitudes that are in need of improvement. The length of probation will be set by the principal, during which time certain privileges may be withheld until specific progress is evident and measurable. During the probationary period the student will attend a conference with parents, teacher(s) and the principal as well as being followed up closely by his/her classroom teacher for progress reports, encouragement and planning. A student who does not successfully meet the expectations set forth in the B/AP program by the end of the specified time will be asked to withdraw from school.

### *INFRACTIONS*

Disciplinary notices or infractions are utilized in grades four through six for those students not abiding by rules outlined in the Code of Conduct or classroom management plan. Depending on the severity of the offense, students will be assigned a specific number of

points. A copy of the notice will be sent home the day it is written. This notice must be signed by the parent and returned to the student's homeroom teacher the following day. Points will continue to accumulate during the first semester. At the onset of the second semester, the student's record of disciplinary points will return to zero indicating a 'clean slate'.

#### *DISCIPLINARY ACTION*

A detention will be assigned for accumulated points in increments of five (5). Example: 5 points = 1 detention; additional 5 points = 2 detentions, etc. Upon the accumulation of ten (10) points and a second detention, a conference with the student, parents, teacher(s) and/or administrator will be conducted. Fifteen infraction points within a semester will result in a half-day suspension being served and placement on Behavior/Attitude Probation. Expulsion will occur with the accumulation of 25 infraction points in a semester period.

#### *EXPULSION*

Expulsion from school will result when a student has shown, by repeated violations of school conduct that he/she is unwilling to function within the parameters of acceptable behavior as established for students of Northlake Christian School. No refund of tuition occurs when a student is expelled.

#### *BULLYING POLICY*

One of our primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community – so that all of our students can focus on their work and do their best. In order to achieve this goal we must acknowledge that bullying sometimes occurs within our community and that is harmful to everyone involved—perpetrators, bystanders, and victims alike. We have outlined characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.

- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander; “Hit lists” via e-mail or other methods of communication naming specific students and/or teachers; Changing other people’s e-mail personal profiles.

As a school we will take seriously any report of bullying behavior. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or school functions) depending on the frequency and severity of the behavior.

While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, the school makes a distinction between the two. Most students will experience some degree of age-appropriate peer conflict during their school years. We consider whether the issues of aggression, power, domination, humiliation and control play a role in the situation in question. The Administration will investigate the situation thoroughly to determine whether a behavior fits the characteristics of bullying.

## THE SCHOOL DAY

### *CARPOOL LINE*

Morning carpool line is open for students arriving between 7:30 and 7:59 a.m. Elementary students may not be dropped off before 7:30 a.m.. Afternoon carpool lines are open between 3:00 and 3:20 p.m. Students not picked up by 3:20 will be checked into Extended Care.

### *TRAFFIC FLOW*

Dismissal times are staggered for each campus, however certain precautions must be taken to ensure each student's safety. Preschool and high school traffic lanes are contained to the left lane of traffic once the vehicle has passed the sign at the school entrance. Elementary cars

should remain in the right lane of traffic. Families that have children registered on both sides of the campus may elect to have their elementary child called to the high school side via the duty teachers. Parents that choose to park and retrieve their child should do so by parking in the shell parking lot located behind the gym, and waiting at the sidewalk beyond the elementary entrance (near the administration building). Drivers are asked to keep the traffic flowing to the farthest point of the carpool line as directed by traffic teachers. Children will be loaded on the passenger side from the sidewalk area by the duty teacher.

#### *EXTENDED CARE*

An Extended Care Program is provided to those students who are on campus beyond the regular school hours of 7:30 a.m. and 3:00 p.m. The program's evening hours are from 3:00 to 5:30 p.m. and is located on the elementary campus. Students may not remain on campus in the care of older brother or sisters. They may not remain unsupervised while parents conference with a teacher or when a car-pool provider is late. Application for the Extended Care Program must be made through the elementary office at the beginning of the school year. The fee schedule will be attached to the application. In order for this program to be properly staffed, applications are only available from the beginning of school until the end of the first week of September. (Exceptions may be made if space is available.)

#### *LUNCH ORDERS*

Lunch orders are sent from each classroom to the office by 8:15 a.m. If your child is arriving late and they are planning to eat a school lunch, please call the elementary office to place your order before 8:15 a.m. or pack a sack lunch for the child.

#### *SNACKS*

A mid-morning break is provided to students and parents may take advantage of this by providing a snack for their child. We ask that snacks not be sent in glass containers and that microwave items are minimized (time constraints). No carbonated drinks are allowed.

Elementary students are not allowed use of the drink or snack machines on campus.

## ATTENDANCE POLICIES

### *ATTENDANCE POLICY*

State Guidelines on attendance policies have changed for the 2010-2011 school year. Parents should take note that excused and unexcused absences are affected. Beginning in August 2010, elementary students will be allowed ten absences per school year. Two or fewer days of absences attributed to personal illness or a serious illness in the family may be validated by a parent or caregiver in a written excuse note. If a student is absent for three or more consecutive days due to illness or for any number of days due to other types of absences, a student must present a note from a physician, nurse practitioner, or dentist to be excused. The new guidelines do not allow students to be excused for vacations or other family trips. Parents should note this and schedule appointments and vacations during school breaks.

Extenuating circumstances will be considered, but must be approved by the administration. The circumstances must be verified by a physician, nurse practitioner, or dentist to be considered as an excused absence. School system travel for education, death in the family or natural catastrophe or disaster will be evaluated by the administration.

### *EXCESSIVE ABSENCES*

While NCS strives to be gracious to our school family, parents should consider that allowing excessive absences compromise NCS's integrity as a state recognized institution and its ability to implement fine Christian education. Northlake Christian School will follow these steps to determine excessive absences:

Letters are sent to parents on a periodic basis leading up to ten absences. Consideration is made for excused absences (see Attendance Policy for guidelines on what is considered excused).

Students with a balance of over 10 days will be considered at a formal hearing of the administration. Parents will be notified of this meeting via certified letter. Hearing outcomes may include, but are not limited to: retention at the current grade level, required summer school, recommendation to the St. Tammany Parish Youth Service Bureau for legal review, or discontinued enrollment at NCS.

### *TARDIES*

To maximize learning time, all students are expected to be in their classes by 8:00 a.m. A student will be counted tardy if he/she enters the classroom after the 8:00 a.m. bell, and may

only be admitted with a tardy/admit slip from the office. Students arriving after 8:30 a.m. must be accompanied by an adult into the school office.

In the event of excessive tardies, parents will be notified and expected to meet with the administration to discuss the problem. Three unexcused tardies per nine-week period are allowed. Accumulation of four (4) tardies within the nine-week period will result the documentation of one day of absence.

#### *EARLY PICKUPS AND CHECKOUT*

During the school day, no child may leave the school premises without both written authorization of the parents and permission from the school office. If a parent must pick up a child from school before the official end of school day, the parent or designated adult must come to the office. Please send a written note in the morning to the teacher stating the time you will be at school. While you are signing him/her out in the secretary's office, a staff member will call for the child. To minimize disruptions, please do not go to the classroom.

We respectfully ask that there be no check-outs or messages to students after 2:45 P.M.

#### *OFF-CAMPUS APPOINTMENTS*

Parents are encouraged to schedule their child's doctor/dentist appointments around regular school hours. If this is not possible, please send a note with your child on the morning of the appointment stating the time you must pick up your child. This will create less interruption in the classroom instructional time.

#### *FAMILY TRIPS*

See attendance policy updated for 2010-2011.

#### *ATTENDANCE AND AFTER SCHOOL ACTIVITIES*

Students who have been absent for a half day or longer may not participate in after school activities such as play rehearsals or sports.

## UNIFORMS

School Time uniform apparel is the only acceptable uniform. Joe's Shoes is our official shoe supplier. Students are expected to be in compliance with the uniform policy. Notification will be sent to parents for any violations.

### *CHAPEL UNIFORM*

Each week, students attend Chapel and are expected to wear what is considered dress uniform. For boys, this consists of long khaki pants during the months of November through February (shorts may be worn in other months), black or brown or khaki belt, and a polo-style white or blue NCS logo shirt. Required uniform shoes can be purchased at Joe's Shoe Store in Mandeville. Socks, in plain white or navy, must be worn at all times. Girls in grades four through six are to wear a blue houndstooth skirt and a polo-style white or blue NCS logo shirt. Girls in kindergarten through third grade wear a blue houndstooth jumper with a white Peter Pan collar shirt. Knee-high, ankle or crew socks, plain white or navy socks/hose/tights are to be worn with the designated uniform shoe choices. Socks must be visible.

### *STANDARD UNIFORM*

Boys may wear long or short khaki pants. A black, brown or khaki belt must be worn in either case. A choice of a navy or white polo shirt with iron-on or embroidered NCS logo is given. Socks, in plain white or navy, are to be worn with select white tennis shoes or Sperrys (see Joe's Shoes for styles).

Girls in kindergarten through third grade may choose from a blue houndstooth jumper with a white Peter Pan collar shirt OR blue hound's-tooth short along with a choice of a navy or white polo shirt with iron-on or embroidered NCS logo. Fourth through sixth grade girls may choose from blue houndstooth short or a blue houndstooth skirt with a choice of a navy or white polo shirt with iron-on or embroidered NCS logo. Knee-high, ankle or crew socks, plain white or navy socks/hose/tights are to be worn with the designated uniform shoe choices. Socks must be visible.

Skirts or shorts must be hemmed to a mark two inches from the floor while in a kneeling position. Sweatpants should not be worn under school skirts or shorts inside the building.

Shirts are to be tucked inside at all time.

### *OUTERWEAR AND ACCESSORIES*

Plain navy or white windbreakers, sweaters or sweatshirts may be worn inside the classroom for colder weather. 'Wolverine-wear', outerwear purchased through the NCS athletic department, is also acceptable. Outerwear in colors not specified may only be worn outside the classroom. Hats and/or caps are not to be worn to school. Pants must be worn at the waist and properly sized. Girls' fashion accessories (jewelry, make-up, hairstyles, nail polish, etc.) as well as boys' jewelry should honor God and be conservative in nature. Boy's hairstyles should be neat, moderate and in good taste. Hair should not fall over the top of the shirt collar, the opening of the ear or the eyes. Students will receive a warning and or discipline notice for disregarding these expectations. On any outing, girls' bathing suits are to be conservative one-piece suits; boys are to wear boxer-style trunks only. Teachers and administrators have the right to direct students to make adjustments in their clothing, hairstyle and accessories. Students who cannot conform may not remain on campus.

### *DRESS DOWN GUIDELINES*

The privilege of a dress down day is awarded monthly for Citizens of the Quarter and occasionally for other types of awards. While we want to provide an enjoyable special privilege, we still maintain that students should be neatly dressed. For boys or girls, long pants (jeans, khakis, etc.) or shorts the length of NCS uniform shorts may be worn. Avoid low necklines, spaghetti straps and tank tops. Designer labels should be worn in good taste. Excessively long shirttails must be tucked inside pants. Hats/headwear or scarves are not permitted. Sandals, flip-flops and high platform shoes are not to be worn.

### *SPIRIT DAYS*

On Fridays and other occasional special activities, students are allowed to wear 'Wolverine Wear' (clothing purchased through the NCS athletic department) with their uniform bottom (shorts, pants or skirts). Students are to have shirts tucked inside at all times.

### *LOST AND FOUND*

Marking all personal belongings such as uniforms, jackets, lunch boxes, etc. will enable items to be returned. Should your child lose or leave an article, a Lost and Found is located in the elementary hall as well as the school gymnasium. Eventually, the unclaimed items are given to a ministry or charity.

### *CHAPEL*

Chapel is held on a weekly basis in the school gymnasium. On Chapel days, students are required to wear the Dress Uniform (see uniform guidelines). It is an extension of the Bible curriculum, and all students are required to attend. This is a worship time of singing choruses, hymns and songs, and a brief devotional message given by a member of the NCS staff, local pastors, missionaries, etc. Speakers are carefully screened by the administration.

### *HOT LUNCH PROGRAM*

The school offers a hot lunch program to all students. Parents may sign up for the program through the business office. A menu is published and sent home to the parents each month. Students who do not eat a purchased lunch do not receive a refund. Parents should call the office by 8:15 a.m. in the event of their child arriving late to school. The daily lunch menu includes the choice of white or chocolate milk. Drinks other than milk may be brought from home in unbreakable thermos containers. Colas/carbonated drinks may not be purchased at drink machines or brought from home for lunch. There are days when the school lunch program is not in operation. These days are marked on the lunch menu calendar.

## HEALTH INFORMATION

### *HEALTH CARDS*

We are required by the State Department of Health and Human Resources to report on the immunization records of our students. An updated immunization record must be on file for each student before the first day of school. These may be obtained from your doctor, and are a part of the registration process. Students will not be permitted to remain at school without this information.

### *ADMINISTERING MEDICATION*

It may be necessary for students to take medication during the school day. Northlake's policy, which complies with state guidelines, allows only state approved personnel to assist students in taking medication. School personnel, including teachers, may not administer medications. Medication may be sent to school in its original bottle accompanied by instructions written on the office pad of the prescribing physician. Long term prescribed medication must also be sent in its original bottle, and the parents and the prescribing physician must complete necessary forms. These may be obtained from the school secretary.

### *EMERGENCY INFORMATION AND CONTACTS*

Current and updated personal information, such as telephone, cellular and work numbers or change of address should be on file in the elementary office. Persons that are authorized by the parent/guardian to check a student out should be documented and on file as well.

### *ILLNESS*

The general rule is that the child must be well and completely recovered from any illness before returning to school. Usually, this means fever-free for 24 hours. If your child develops a fever of 100 degrees, you will be notified and expected to pick him/her up from school. It is important that current telephone numbers and emergency contacts be on file in the office. Your consideration of the well being of all students is appreciated.

### *SERIOUS INJURIES*

In the event of a severe injury or acute illness, the student will be transported immediately to Lakeview Regional Medical Center. The parent or guardian will be called and informed of the circumstances and where the child has been taken. In the event that a parent cannot be reached, an emergency contact (listed on the child's information card) will be called. Written accident reports will be submitted to the elementary principal and a copy placed in the child's file.

## MISCELLANEOUS

### *SCHOOL PICTURES*

Pictures are taken each fall and are produced by a private photographer. Parents may choose to purchase pictures. Every child will be photographed for the school yearbook. ID cards will be made and issued.

### *TELEPHONES*

Cell phones are discouraged. Elementary students whose parents inform the office of the need for a cell phone may have them. Students with cell phones may not have them on at any time during the school day between 7:30-3:20 p.m. Cell phones may not be on or out of the backpack during the school day, on the bus or at any school function. Students abusing this policy will have the cell phone taken and it will only be returned to the parent. Students may use the office telephone only with permission of a teacher or when cleared by the office secretary.

### *VISITORS ON CAMPUS*

All parents, friends and visitors must check in at the secretary's office. A visitor's badge will be given to indicate permission to be on campus. This is for the safety of all children in the school as well as to maintain the instructional climate. As a courtesy, parent volunteers that are on campus for a scheduled activity are asked to sign in at the teacher workroom. We welcome visitors and volunteers and appreciate your cooperation in this request.

### *SCHOOL DIRECTORIES*

School directories that include phone numbers, e-mail and addresses for all teachers and administrators are distributed to every school family as soon as they are compiled. It is requested that students respect the teachers' and principal's need for uninterrupted family time. Additional copies of the directory can be obtained from the school office for a charge of \$10.00.

### *CLASS PARTIES AND ACTIVITIES*

NCS chooses to place emphasis on the Christian aspect of all holidays. The school officially recognizes four holidays: Thanksgiving, Christmas, Valentine's Day and Easter.

Thanksgiving celebrations often involve feasts, Christmas celebrations honor the birth of Christ, Valentine festivities put emphasis on God's love and the sharing of His kindness to our world, and Easter celebrates the resurrection of Jesus. Other activities such as birthdays and special events are celebrated in simple fashion and done so near the end of the day or at recess. Siblings may not attend class parties.

### *FIELD TRIPS*

Field trips are for the purpose of extending the school curriculum and offering meaningful experiences to enhance a unit of study. Four scheduled trips (one per nine weeks) are typically made available to students in grades one through six; kindergarten may opt for more since trips are locally oriented. Siblings, friends and all others not normally associated with the classroom activities may not accompany chaperones/parents on field trips.

### *PARENT VOLUNTEERS*

Parents are encouraged to become involved through our Parent Volunteer Committees. Each campus (Preschool/Elementary/High School) has a coordinator that directs the wide variety of events held during the school year through a committee structure. Parents are given a list of school activities and events at our Elementary Parent Orientation. Committee chairpersons

will communicate with any interested families prior to each event. This allows parents to focus their time and energy into areas of personal interest.

In your child's classroom/homeroom participation in three activities (two classroom and one field trip) is requested of each parent. Additionally, teachers welcome parents to assist them in such tasks as copying, recess duty or preparing Tuesday Folders.

#### *YEARBOOK*

Each year NCS prepares a yearbook containing individual student pictures as well as candid snapshots. High school students under the direction of a sponsor produce it. Orders are taken through the application/re-registration process and are distributed in the fall of the following academic year.

#### *PLACEMENT REQUESTS*

By tradition and as a courtesy to parents, the elementary placement request form may be completed by a parent and placed on file before July 1 of the year in which they would like to make placement requests with certain teachers or away from siblings or classmates for the upcoming year. It should be understood that while efforts are made to honor requests, there are many factors that may not enable every request to be filled. Teacher request forms are confidential among the elementary administrative staff.

## THE MATTHEW 18 PRINCIPLE FOR SOLVING SCHOOL PROBLEMS

The "me generation" philosophy of "I'll do it my way" sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their "own hands" and bypass the biblical procedure of solving problems.

A Christian school is made up of people-parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "'A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another" (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, NIV, Jesus gives His formula for solving person-to-person problems. We call it the “Matthew 18 principle” for solving school problems. The following are the words of Jesus:

"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; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “With his mouth the godless destroys his neighbor, but through knowledge the righteous escape” (Proverbs 11:9, NIV).

Two: Keep the circle small. “If your brother sins against you, go and show him his fault, just between the two of you. . .” The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate a face-to-face dialogue. Most problems are solved on the two-person level.

Three: Be straightforward. “Show him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says “Wounds from a friend can be trusted . . .” (Proverbs 27:6, NIV).

Four: Be forgiving. “If he listens to you, you have won your brother over.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, NIV, reads “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.”

Most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with the teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be “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.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

Dr. Paul A. Kienel, former president of the Association of Christian Schools International, (and who authored this document) estimates that 80% of the school problems are solved at the two-person level. Another 18% of school problems are solved at the three- and four-person level which includes the school’s administration. This leaves 2% to be resolved at the level school with the chief administrator or Head of Schools. The Head of Schools is the designee of the Board of Directors and the final authority in all discipline matters. Let’s say a problem now exists and is not solvable by the aforementioned channels of communication and established school policy. What is the next step of the Matthew 18 principle?

Six: The school principal should explain the problem to the Head of Schools. The Head of Schools will give a final decision on the matter of discipline and/or related recommendations for all parties involved. Depending on the complexity of the problem, it may be appropriate for the Head of Schools to request that all persons involved be present in conference and conversation before any final decision is made. The goal of such a high level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. Solving school problems using the world’s methods is inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord’s work. The Bible is clear on this. “If any of you has a dispute with another, dare he take it before the ungodly for judgment instead of before the saints?” (1 Corinthians 6:1, NIV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle for solving school problems.