



NEW VENTURE

Christian Schools

Parent/Student
Handbook
Elementary
and
Middle School

Home of the **GLADIATORS**



"Helping Students Find Christ...and Live Life to Its Fullest"

"Raise up a child in the way in which he should go, and when he is old he will not depart from it." Proverbs 22:6

Parent-Student Handbook 2011-2012

**4000 Mystra Drive
Oceanside, CA 92056**

MAIN LINE: (760) 620-0712

FAX: (760) 630-0388

www.newventure.org

www.renweb.com district code: NVCS-CA

King Jesus

Pastor Shawn Mitchell
Senior and Founding Pastor

Karen O'Donnell
Principal

Cynthia Lopez
Site Supervisor of Preschool

Margaret Witherington
Student Accounts & Office Manager

Hours

School Hours:

8:30 AM to 3:00 PM Mondays - Friday

Before School Care: 7:00 AM to Start of School

After School Care: 3:15 PM to 6:00 PM

Office Hours: 8:00 AM to 4:00 PM (each regular school day)

The school office is closed during school holidays.

This handbook belongs to:

Name: _____

Address: _____

City/Town: _____ **Zip:** _____

Phone: _____

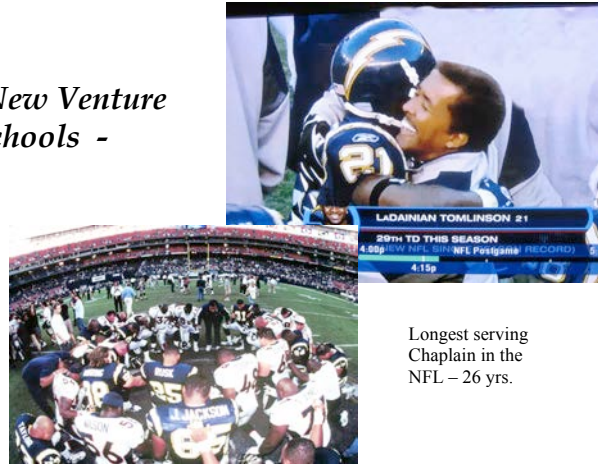
ABOUT NEW VENTURE



Pastor Shawn Mitchell

*Senior & Founding Pastor of New Venture
Christian Fellowship & Schools -
Shawn Mitchell*

Beginning in 1989 with six others, New Venture now ministers to thousands every weekend. He is also the chaplain for the San Diego Chargers Professional Football Team where he has served the past twenty-six years.



Longest serving
Chaplain in the
NFL – 26 yrs.

New Venture Christian Schools was founded through his leadership in the fall of 1997.

In addition to these duties, he has served as an instructor with the Billy Graham Association and has ministered abroad in over eighteen countries.

His formal training includes a BA in Theology-Philosophy from Point Loma Christian College; graduate studies at Bethel Seminary and Azusa Pacific University, and additional studies at the Institute of the Holy Land in Jerusalem, Israel and the Goethe Institute in Germany. Shawn, his wife Laurie, and their son Shawn Jr., reside in Oceanside, California.

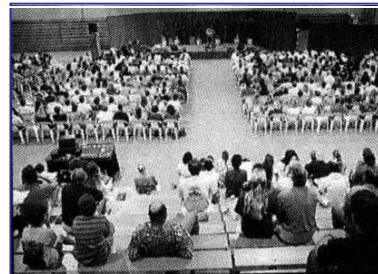
Our History

Shawn Mitchell along with his wife Laurie, began New Venture Christian Fellowship - a weekly Bible study in their living room with five others in the fall of 1989. The first Sunday morning service took place on October 1, 1989, with fifty two in attendance. The ministry soon grew to four Sunday morning services, eventually moving to El Camino High School in Oceanside, California. During this exciting time of birth and growth, New Venture had to meet in twenty-two locations to facilitate its expanding ministry.

On July 3, 1994, less than five years since the first small gathering of seven, over 3,000 celebrated the opening services in the worship center on the church's 19 acre permanent church site. In addition to a nearly 2000 seating capacity sanctuary, the campus also includes **Kid's World, an amazing 15,000 sq. ft. children's environment and activity center featuring a two story stage** with a cool kids theme, video games, professional tech gear, parents viewing area and indoor volleyball/basketball court for the church, school and community use.



From seven in a living room...



... to hundreds at a local high school – all in the first year.

Dear Parents and Students,

Welcome to the 2011-2012 School Year. We are excited that you are a part of New Venture Christian Schools and we are blessed to begin a wonderful new year. It is our privilege to partner with you in the education of your children. The staff at New Venture is here to create a relationship with each child and help them to learn about their unique gifts and grow in Christ. This is why we have designed our I.C.E.(Individualized Christian Education) program that identifies how a child learns, and together we as a team can make learning rich and rewarding for each student. This type of instruction is called Brain-based education. Through a Biblically-based curriculum and Brain-based instruction, we are providing the best educational experience possible!

As parents, we all need the godly influence of other people to help build their character. I believe strongly that there are three pillars that form the foundation on which our children build their lives:

1. First is the **Family**. Every child needs the unconditional love and encouragement of their family. A child's self worth is greatly influenced by the love and acceptance they perceive from home. 1 John 3:1
2. Second is the **Church**. Kids of all ages need peers, youth pastors, and lay mentors to provide godly counsel and guidance outside the home. The church serves as a social arena where young people can develop positive relationships from a biblical perspective. Peers can hold each other accountable to make good choices rather than choices that are pushed by the world's agenda. Psalm 9:10, Romans 10:17
3. The third is the **Christian School**. For five days a week, teachers spend much more time with students than both their parents combined. The influence teachers have in the lives of students is enormous. It is very important that teachers are imparting the truth of God's Word into the hearts and minds of our children. Teachers who do not know God's truth can only impart the wisdom of this world. Psalm 25:4-5

When you enroll your children in our school, you should expect us to love your children and to educate them to the very best of our ability. As a school, we expect you as parents to willfully and openly support the school and follow the rules and regulations as put forth in this handbook. This handbook includes the rules and regulations that we, as the school leadership, believes will provide the school family a framework by which we can best operate the school in a manner honoring to the Lord. Parents are directly responsible to ensure that their children come to school ready and willing to obey and learn.

"Raise up a child in the way in which he should go, and when he is old he will not depart from it." Prov. 22:6

That kind of support from home will greatly assist us in giving your students the best, most loving Christian education possible. It takes a team approach and we are thrilled to be on the team with you! May we see God do great things in the lives of our children during the 2010-2011 school year.

Serving Christ,

Karen D. O'Donnell

Karen O'Donnell, Principal
New Venture Christian Schools

GENERAL INFORMATION

<p>August / September 2010 8/19 Parent Orientation 6:00 PM 8/23 Back To School Kick-Off 8:30- 9:00 AM First Day of School 8/30-9/3 Spiritual Emphasis Week</p> <p>September 2010 9/06 Labor Day – School Closed 9/20 Innisbrook Funds fundraiser begins</p> <p>October 2010 10/01 School Spirit Day – Inside /out day 10/05 Picture Pre-Orders go home (Elem/MS) 10/05 Innisbrook Funds fundraiser ends 10/06 Operation Christmas Child kick-off 10/08 Faculty/Staff In-Service ½ day 10/11 Columbus Day – School Closed 10/12 Picture Day /Elem./MS Picture’s 10/18-22 Red Ribbon Week 10-25 Butter Braid Fundraisers 10/29 Preschool Harvest Festival 10/31 Autumnfest at Church</p> <p>November 2010 School Closed 11-01 Operation Christmas Child Shoeboxes due 11/10 Make-up Picture Day /Elem./MS 11/11 Veterans’ Day – School Closed 11/12 School Closed 11/16 End of 1st Trimester 11/18 Butter Braid Fundraiser Delivery 11/19 School Spirit Day – Founders’ Day Thanksgiving Feast (All School) 11/22-11/23 Faculty/Staff In-Service - School Closed 11/24- 11/26 Thanksgiving Break– School Closed</p> <p>December 2010 12/01 1st Trimester Awards Ceremony 8:45 AM 12/09-12/10 Parent-Teacher Conferences ½ days EL/MS 12/16 Preschool Christmas Program 6:00 PM Elementary Christmas Program 6:30 PM 12/17 School Spirit Day – Red & Green Day 12/20-12/31 Christmas Break – EL/MS School Closed 12/20-12/21 EC and PS available</p> <p>January 2011 1/03 Return to School 1/18 Martin Luther King Jr. – School Closed 1/29 School Spirit Day – Sports Shirt Day</p> <p>February 2011 2/03 Kindergarten Open House 6:30 PM 2/07 Re-enrollment begins for 2010-2011 2/11 Faculty/Staff In-Service ½ day 2/14-2/17 Cultural Diversity Week 2/17 Open House 6:00 PM (All School) 2/18 Lincoln’s Birthday – School Closed 2/21 President’s Day – School Closed 2/22 Open Enrollment begins for 2011-2012 2/23 Grandparent’s Day 9-10:00 AM</p>	<p>March 2011 3/01 Preschool Spring Pictures (Little Angel’s) 3/03 End of 2nd Trimester 3/09 2nd Trimester Awards Ceremony 8:45 AM 3/10-3/11 Student Lead Conferences ½ Day Elem/ MS 3/24 NVCS Science Fair 5-7:00PM 3/25 Spirit Day – Pajama Day 3/24 – 3/25 Preschool Picture pick up 11:30 – 12:30 / 4:00-6:00</p> <p>April 2011 4/01 Faculty/Staff In-Service ½ day(PS/EC available) 4/07 NVCS Speech Meet 4/15 School Spirit Day – Twin Day 4/18-4/21 Spiritual Emphasis Week 4/22 Good Friday -School Closed 4/22-4/29 Easter Break – School Closed</p> <p>May 2011 5/06 Fun Run/ Sports Day (Preschool – Middle School) 5/19 Elementary Spring Performance 6:30 PM 5/27 Faculty In-Service- School Closed 5/30 Memorial Day - School Closed</p> <p>June 2011 6/03 End of 3rd Trimester 6/03 Spirit Day – Crazy Hair Day 6/08 Awards Chapel -8:15 am 6/08 Kindergarten Promotion 12:00 PM 6/09 Last Day of School- EL//MS ½ Day 6/09 8th Grade Promotion 9:00 AM 6/10 Preparation for Summer Program – School Closed 6/13 Camp Agape Begins – (K- 6th Graders)</p> <p>July 2011 7/04 4th of July Observation – School Closed</p> <p>August 2011 8/12 Summer Program ends 8/15-8/219 Staff In-Service – School Closed 8/22 First Day of 2011-2012 School Year</p> <p>NOTE: Preschool and Extended Care are open for all ½ days, unless otherwise noted.</p> <p>EC = Extended Care EL= Elementary PS = Preschool MS = Middle School</p> <p>½ Day - Regular School Day will end at 12:00 noon 10/8, 12/09-12/10, 2/11, 3/10-3/11, 4/1, 6/09</p> <p>Holidays and School Closed Days - No Child Care Available: 9/06, 10/11, 11/01, 11/11-11/12, 11/22-26, 12/20-12/31, 1/17, 2/18, 2/21, 4/22-4/29, 5/27, 5/30, 6/10, 7/04, and 8/15-8/19</p>
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NEW VENTURE CHRISTIAN SCHOOLS

PHILOSOPHY OF EDUCATION

New Venture Christian Schools exists to lead children into a life changing and productive educational experience by providing an Individualized Christian Education (I.C.E.) in order to reach, teach and release God's given gifts in each student. John 10:10 This, coupled with a vibrant spiritual experience centered on the Bible and a relationship with Jesus Christ, is designed to equip students with the tools necessary to live life to its fullest, and to become a positive contributor to their community and world around them. We are called to assist parents in their responsibility for raising their children in the nurturance and instruction of the Lord and developing children who bring glory and honor to God.

I. Intellectual Instruction

New Venture Christian Schools shares responsibility with parents for developing each student's full potential. Our philosophy emphasizes an interactive, brain-based education in an academic environment. This is accomplished through our I.C.E. Program (Individualized Christian Education). Since every child is a uniquely created individual, we use a combination of brain-based instruction, projects learning and differentiation to meet their specific needs in order to reach the whole child – spiritually, academically, physically, socially and emotionally.

II. Social Instruction

Is the goal of the school to develop students who realize and enjoy who they are in Christ. Students should also learn how to rightly relate to authority, family and peers from God's perspective. The school is committed to providing a nurturing community that, in cooperation with the family and the church, will produce balanced, caring and responsible individuals who will impact their world for Christ.

III. Physical Instruction

We endeavor to develop in each student a desire to strive towards optimal health. A Christ-centered approach to competition and teamwork is also encouraged. Additionally, an awareness of various sports fundamentals, motor skills and proper nutrition will be taught.

IV. Spiritual Instruction

We desire the students to develop a love for God and a Biblical worldview. Humankind's greatest need is to be in a right relationship with God. This is only possible by choosing to accept the free gift of salvation through His Son, Jesus Christ, thereby committing one's life to His Lordship (John 6:40). It is from this view of the spiritual needs of students that we approach the intellectual, social, and physical aspects of education.

The following guidelines are established in order to implement this philosophy of reach, teach and release:

1. That the Bible is the inspired and infallible word of God and our guide for faith and practice (II Peter 2:20-21).
2. That faith in Jesus Christ alone is the only way to have fellowship with God and be assured of salvation (John 6:40).
3. For students to develop godly character traits (Matthew 12:35).
4. For students to develop self-discipline and responsibility from God's perspective (Galatians 6:9, Proverbs 24:10).
5. That students prepare for higher learning and the lifelong pursuit of wisdom and knowledge (Proverbs 4:1-9).
6. That students have a godly basis for thinking through memorization of Scripture (Psalms 119:9-11).
7. That students have a right response to authority from God's perspective (I Peter 2:13-17).
8. That students cooperate with their peers and develop good relationships (Romans 14:19, Romans 12:17-18).
9. Encourage God-given gifts by providing opportunities for artistic, athletic, dramatic, and musical activities (I Corinthians 3:16-17).

VISION, MISSION AND PURPOSE

Vision Statement: Helping Students Find Christ... and Live Life to Its Fullest.

School Scripture: "Raise up a child in the way in which he should go, and when he is old he will not depart from it."
Prov. 22:6

Mission: The Desired Outcome of Each Student Attending NVCS - To provide a positive academic environment geared toward each individual student (I.C.E.) which is an educationally developing, spiritually edifying, and socially positive environment which produces individuals who have an authentic love for God and healthy self-esteem based on academic preparedness and positive social preparation.

Scriptural Tenet: "Train up a child in the way he should go [and in keeping with his individual gift or bent], and when he is old he will not depart from it." Prov. 22:6

Purpose: The Reason Why We Exist - To provide a Biblically-based education which prepares each student for life success and contribution.

Scriptural Tenet: "I have come to give you life, and give it to you to the fullest." John 10:10

Methods: The Steps Taken to Accomplish the Goal - Assessing, identifying and building on the God-given strengths and styles of learning that each student possesses AND Intentional and Ongoing Educating and Equipping of the Teaching Staff through acquiring hands-on knowledge, student assessing, and implementing the seven categories of individual learning.

Scriptural Tenet: "I run in such a way as not without aim..." 1 Cor. 9:26

STATEMENT OF FAITH

About God

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14

About Mankind

We are all made in the spiritual image of God, to be like Him in character. We are the supreme objects of God's creation. Although mankind has tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin." This attitude separates us from God. Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

About Eternity

We all were created to exist forever. We will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. The place of eternal separation from God is called Hell. Heaven is the place of eternal union and eternal life with God. Revelation 20:15 (Hell); Matthew 25:41; Romans 6:23; John 3:16; Revelation 21:27 (Heaven)

About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings, and Lord of Lords. Matthew 1:22,23; Isaiah 9:6; John 1:1-5; John 14:10-30; Hebrews 4:14,15; I Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; I Timothy 6:14,15; Titus 2:13

About Salvation

Salvation is a gift from God to mankind. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can we be saved from sin's penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith. Romans 6:23; Titus 3:5; Ephesians 2:8, 9; John 14:6, John 1:12; Galatians 3:26; Romans 5:1

About The Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make mankind aware of our need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual gifts, and guidance in doing what is right. The Christian's responsibility is to seek and to live under His will daily. II Corinthians 3:17; John 16:7-13; Acts 1:8; John 14: 16, 17; I Corinthians 2:12; I Corinthians 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:1

About Spiritual Gifts

The gifts of the Holy Spirit are available to each believer in Jesus Christ, allowing for greater intimacy with God and power for accomplishing His work in our world today. We believe that God, the giver of gifts, gives severally as He wills, and with emphasis of growing maturity in Jesus Christ, those gifts are revealed and can then be used for His purposes and powerfully influence and affecting our world for Christ. I Corinthians 12:4-7, 11, 18, 29, and 30

About the Bible

The Bible is God's Word to all mankind. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. . Because it is inspired by God, it is truth without any mixture of error. Psalm 12:6; II Timothy 3:16; II Peter 1:20, 21; II Timothy 1:13; Psalm 119:105, 160; Proverbs 30:5

THE SEVEN CATEGORIES OF INDIVIDUAL LEARNING

- **Kinesthetic** (mobile/tactile): Brain-body Intelligence. Calculates and computes needed data providing problem-solving "knowledge."
- **Logical** (mathematical): The rapid, nonverbal process of problem solving through observation and deduction.
- **Linguistic**: (verbal): Word, sentence, and syntax awareness. Mental-verbal knowledge. (Verbal aptitude).
- **Spatial** (visual): Knowledge processing and perception attained through mental mapping or referencing.
- **Artistic-Innate** (musical): Lucid symbol and computational ability. Feel knowledge.
- **Interpersonal**: The ability to "read" the intentions and desires of others, to notice the distinctions of others (even when they are hidden).
- **Intrapersonal**: Individual's knowledge and sense of self. Grasp of full range of emotions and feelings.

ACCREDITATION

New Venture Christian Schools entered into Candidacy Status for Accreditation with Association of Christian Schools International (ACSI) in June 2008. The accreditation process is incorporated into our professional development. We are scheduled to have our Accreditation visit Spring 2013.

MEMBERSHIPS

New Venture Christian Schools is registered with the California State Department of Education. Our preschool program is licensed through Community Care Licensing and meets the standards prescribed by the California Department of Human Resources. New Venture Christian Schools is a member of the Association of Christian Schools International (ACSI). ACSI provides on-going training and support programs for staff to ensure educational excellence as well as enrichment activities for students.

TRADITIONS: COLORS AND MASCOT

Colors - Navy blue, teal and yellow.

Mascot - Gladiators

NON-DISCRIMINATION STATEMENT

New Venture Christian Schools admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally afforded to students at the school. New Venture Christian Schools does not discriminate in the administration of its education policies, admission policies, scholarship programs, athletic programs or other school-administered programs. New Venture Christian Schools does not discriminate in employment with regard to race, color, national or ethnic origin. New Venture Christian Schools strongly believes that the Bible teaches that any form of racial discrimination is wrong and is to be condemned. New Venture Christian Schools welcomes students and employees of all nationalities.

ADMISSION POLICIES & PROCEDURES

In its Admission Policies, New Venture Christian Schools does not discriminate on the basis of race, color, gender, national or ethnic origin. Enrollment at New Venture Christian Schools is a privilege and not a right. NVCS seeks to bring to its campus, students and families who are committed to spiritual, intellectual and personal growth. Each student should value positive attitudes toward both spiritual matters pertaining to the Lord Jesus Christ and the school. Additionally, each student should recognize the positive culture of the school as important for his/her own personal welfare as well as the welfare of classmates... "Live peaceably with all men." Romans 12:18. Students are asked to seek a spirit of humility, teachability, obedience, self-discipline, kindness, and love. Families selected to attend NVCS are expected to exhibit strong positive fruit in their lives during the course of the school year.

REQUIREMENTS FOR ADMISSION

The following requirements have been established for admission to New Venture Christian Schools:

- Willingness and desire to follow Jesus
- Willingness and desire by student to attend New Venture Christian Schools
- Completed application forms, signed by parent(s), including health records, references, financial contract and payment of registration fee
- Satisfactory scholastic and behavioral records from previous school(s)
- Satisfactory performance on a placement test administered by the NVCS teachers
- Personal interview for parents and students
- Parental commitment to uphold the school's policies and procedures

POLICIES FOR ADMISSION

1. Applications for admission of new students will be received at any time during the year. The appropriate registration fee must be included with the application.
2. New students will be eligible for admission into our waiting pool after the required process of enrollment has been completed. New Venture Christian Schools will endeavor to admit an entire family at the earliest possible time.
3. Acceptance is based on: space availability, academic and social readiness, siblings currently enrolled in New Venture Christian Schools, Christian commitment, local church involvement, and recommendations from family friend and previous teacher (if applicable).
4. Eligible students will be accepted in the following order:
 - a. Any staff member's children
 - b. Siblings of students already enrolled
 - c. New students / families
5. Wherein specialists are needed to properly minister to children with special learning needs, and wherein we are unable to provide programs for them, we are unable to accept children:
 - a. Who have severe physical handicaps
 - b. Who have severe learning differences
 - c. Who are emotionally disturbed
 - d. Who have a history of unruly or disruptive behavior

GRADE PLACEMENT

Based on our assessment results, prior report card grades, standardized test scores, IEP's, and/or outside professional evaluations, the administration will recommend grade placement based on our program. Acceptance into our school may require parental agreement for placement on watch and consult status, conditional acceptance, or probation. Students **MUST** meet our age requirements as follows:

Kindergarten- Child's 5th birthday before September 1st .

Although NVCS does not officially stipulate an age requirement for entrance into grades 2 or above, students transferring to NVCS, who would not have previously met our age requirements as indicated above, may not necessarily qualify for placement in the grade requested by the parent(s).

ACCOUNTING QUESTIONS

All matters regarding financial issues should be directed to Margaret Witherington. She is available Monday through Friday from 8:00 a.m. - 4:00 p.m. in our school office. Please call (760) 630-0712 or email her at margaretw@newventure.org .

TUITION

A list of the coming year tuition and fees, as well as any available tuition assistance information, is available in the school office or online by February 1.

LATE PAYMENTS & RETURNED CHECKS

- All returned checks written to New Venture Christian Schools will carry a \$30 fee
- Every attempted and declined payment withdrawal from RenWeb's Logos Payment Processing will assess a \$30 missed payment fee. Billing Option changes will be charged \$30.00 for each request ei/ Monthly payment plans, date and method of payment.
- Any extra charges
- An unsuccessful withdrawal attempt will require payment in the form of cashier's check or money order to New Venture Christian Schools by the second Friday from the failed attempt or the student will not be allowed to attend until the account is reconciled

PAYMENT PLAN OPTIONS FOR TUITION & FEES

- Registration fees are to be paid at the time of registration
- Re-registration will be available only to families with no current outstanding balance
- Registration, curriculum, and testing fees are non-refundable
- RENWEB / TADLEY will automatically withdraw my monthly tuition payment.
- Extended care charges, extraneous fees, late charges, late pick-up fees, NSF charges, book replacement, library fines, etc. are not included in tuition amounts
- Any extra charges incurred during the month (i.e. occasional care) will be billed the first week of the following month and must be paid by the 25th. Non-payment will result in a late fee of \$30.00. Accounts 30 days behind may result in the dismissal from the New Venture Christian Schools.
- Tuition is non-refundable, and a two-week written notice of withdrawal is required
- The Student Accounts Office reserves the right to adapt an individual payment plan as it deems necessary
- Tuition & Fees payment options: All families shall be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payments must be submitted each year at the time of student registration.)

Option 1

Payment in Full: A single payment is due on or before July 30, 2010. This option entitles the responsible party to a 5% **discount***. The full tuition amount is payable directly to New Venture Christian Schools. **Note: If payment is not received by the school on or before the due date, the tuition discount will be voided, and an alternative payment plan must be agreed to within 5 days.**

Option 2

10 Monthly Payments beginning August 2010 through RENWEB: Automatic bank payments (ACH) through your checking or saving account may be made on the 5th or 20th of each month.

Option 3

11 Monthly Payments beginning July 2010 through RENWEB: Automatic bank payments (ACH) through your checking or saving account may be made on the 5th or 20th of each month.

Option 4

12 Monthly Payments beginning June 2010 through RENWEB: Automatic bank payments (ACH) through your checking or saving account may be made on the 5th or 20th of each month.

WITHDRAWALS

In the event it becomes necessary to withdraw a student from the school during the school year, please notify the principal in writing by completing a "Withdrawal Form." By submitting the "Withdrawal Form," this is considered a two-week notice to withdraw from the program, and tuition will continue to be due for two weeks from the date of the form being submitted.

(Effective when registering for the 2010-2011 school year) In the event it becomes necessary to withdraw a student from the school during the school year, please notify the principal in writing by completing a "Withdrawal Form." Inasmuch as enrollment is made for the entire year and is budgeted accordingly (teachers hired, services contracted, rental agreement made, etc.), withdrawal after August 30, 2010 obligates the responsible party to payment of the tuition for the full year. In the event of such withdrawal, the parent or guardian intends this payment to be liquidated damages and not a penalty. In accepting a child for enrollment, New Venture Christian Schools assumes expenses that are not reduced by the child's withdrawal immediately preceding or during the school year. For this reason, the school cannot refund tuition paid or cancel unpaid obligations when a child is absent, withdrawn or dismissed for any reason at any time during the year. Extenuating circumstances due to a state of affairs beyond parental or student control will be examined on a case-by-case basis; however, no obligation for a refund of paid tuition or cancellation of unpaid tuition remains for New Venture Christian Schools. Permanent records will not be forwarded to another school until all financial requirements have been met.

CONTINUING ENROLLMENT: RE-REGISTRATION PROCEDURES

1. To facilitate planning for the next school year, New Venture Christian Schools holds re-enrollment during the month of February. Once the two-week re-enrollment time is over, no guarantee can be given for re-enrollment placement.
2. All current families that have no outstanding balance due are eligible to re-register for the coming year. If a child is not eligible for re-enrollment, the principal will notify the parents by letter before the end of the school year.
3. When re-registration forms are distributed to parents, these forms should be completed and returned by mail or in person with the registration fee by the date specified on the letter that accompanies the forms. You will be notified if an interview with your family is necessary. The Administration reserves the right to re-interview families prior to admission into our school program. After this has been done, placement for the next year is reserved. Parents, who for some reason must withdraw their children after having re-registered them, should notify the school in writing as early as possible. **The registration fees are NON-refundable. Withdrawal after July 1 obligates the responsible party to payment of the tuition for the full year.**

RETURNING ADMISSION POLICY

If a family chooses to transfer their child(ren) from New Venture Christian Schools to another school and then desires to return to New Venture Christian Schools, the following requirements for re-admission are as follows:
Families who have been gone from New Venture Christian Schools for less than one year will need to provide the following when requesting re-entry: teacher reference form for each child (if applicable) and release of student records form(s). The parents will be asked to come for a meeting with the principal. Families, who have been gone from New Venture Christian Schools for more than one school year, will be asked to repeat the entire application/registration process.

STUDENT & PARENT CAMPUS PROCEDURES

AFFECTION

Demonstrations of outward physical affection between boys and girls are not permitted. This includes holding hands, hugging, and kissing.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY CLEARANCE (Also see ATHLETICS Section)

Students interested in playing a sport or participating in any extra-curricular activities (clubs, drama, music, ASB, etc.) are required to maintain a 2.0 minimum GPA in both academics and citizenship, with no more than two academic grades below a C- and no more than one N in citizenship to be eligible. Ineligible students have until the next grading period to meet the standard before they can be reinstated in the activity.

Attendance at the practice, game, event, meeting, or activity is mandatory. Unexcused absences may result in removal from the team.

A physical is not required, but it is suggested for athletic competition in Middle School

ATTENDANCE/TARDY POLICY

Students are required by state law to attend every class every day. A student is considered tardy if he is not in line by 8:30 AM, or is not seated, with materials ready, in class after a scheduled break or passing period. Each individual teacher will keep a record of all tardiness and will notify the office for any consequential action to be taken. Parents may check a child's attendance at any time by visiting www.RenWeb.com. All students will be required to make up missed work, including homework, tests, and/or quizzes. It is the student's responsibility to obtain and complete assignments covered in class while absent or tardy. Failure to make up the assignments within the allotted time results in a zero. (See also "Make-Up Work") We highly discourage parents from allowing their student to miss school for vacation, celebrations, shopping, appointments, etc. We understand absences for reasons of illness or family emergencies are unavoidable. Students absent for a total of 20 or more school days during the year may risk probation, retention, or dismissal.

Late AM Arrival—Parents of students in the K-6th grades must walk their child to the office to obtain a pass to class. Parents of 7th-8th grade students must call the office to report the reason for a late arrival and the time of the arrival. The student must report to the attendance office upon arrival to secure an "Admit Slip" before going to class. Each tardy that is not excused by a note or call from the student's parent/guardian will be considered truant until cleared. Excessive AM late arrival or student absences may result in the parent being required to attend a parenting class.

Class Tardy—Class tardy is defined as being up to 6 minutes late to a specific class without a pass from personnel. A student is considered truant if they are 6 or more minutes late to class. Quizzes are given and homework assignments are collected at the start of class. Students late to class will not have the opportunity to receive credit for work missed. A student who is tardy to a **class** (not an AM Tardy) should report directly to that class. If another teacher or administrator retained the student, causing him to be late, that student should secure a pass from that teacher or administrator prior to entering the next class.

Excessive Tardiness

The tardy policy was developed to reduce the number of interruptions from late arrivals and cut down on having to reteach those who enter late. School begins at **8:30am** each day. Each student is allowed **4 grace tardies per year** for unforeseen reasons (e.g., traffic, road conditions, oversleeping, etc.). After the 4th tardy, parents are charged a tardy fine. Excused and unexcused tardy students must be accompanied by a parent to the office to acquire an admit slip. Parents may be charged an additional \$10 if this process is not followed, regardless of the number of tardies.

0-4 tardies = no fine

4th tardy = student/parent conference with administration

5-7 tardies = tardy fine of \$10 and a conference with administration

8-10 tardies = tardy fine of \$20 and a conference with administration

More than 10 tardies = tardy fine of \$20 and a conference with school board

Fines charged per family, per occurrence

NOTE: Excessive Tardies may be reported to the Truancy Board at the appropriate school district and/or the local authorities.

Visits to the Health Office—If a student becomes ill during the school day, he should request a pass to the office from his teacher. Except in emergency situations, students should not go to the office during passing periods, break or lunch without first reporting to the next period teacher.

Early Pick-Up - If you need to pick up your child before the day's end, please call the office before coming. We will send someone to your child's class and have them ready for you when you arrive. All children **MUST** be checked out by a parent, legal guardian, or another adult whose name is on file in the office. Verbal authorization from a parent may be accepted by office personnel if deemed necessary.

Excused Tardies - It is the parents' responsibility to plan accordingly and make every effort to have their child(ren) at school and on time. An individual student's tardy is considered excused **ONLY** in cases where the school office has been notified in advance of an early morning doctor/dentist appointment, a memorial/funeral service, or extenuating circumstances as pre-approved by the administration. Tardies resulting from traffic delays, oversleeping, etc. are not excused.

School Hours -

Doors Open For All Students	7:00 AM
Instruction Begins	8:30 AM
Dismissal	3:00 PM

ATTENDANCE/ABSENCE POLICY

1. Parents are to call the school office by 9:30 a.m. if their child will be recorded as an "Absence."
2. Children returning to school after an absence must have a written excuse presented to the office. Children need an admit slip from the school office before returning to class.
3. A child should NEVER be sent to school if he or she has a new cold or a fever of 99 degrees or above.
4. Requests for make-up work can usually be honored and should be made by 9:00 a.m. to be available for pick up at 3:00 p.m. the same day. Students have one day for each school day missed to make up work or by arrangement with each teacher.
5. The administration must be made aware in advance of any planned family or missionary trips during the school year. Two weeks notice is required if you want your child's teacher to prepare work to be taken on the trip. All work is to be completed and turned in the day your child returns to school. Incomplete or missed assignments will be automatically counted as zeroes.
6. Parents can check attendance at any time using RenWeb.

Note: Absences for specialty classes (music, computer, physical education, etc.) have individual attendance requirements based on the nature of each program. Information is sent home by these teachers at the beginning of each school year. Absences beyond what is allotted usually may be made up as outlined therein by that subject's teacher.

Excused Absences (include, but are not limited to the following:)

- a) Illness or injury prohibits a child from coming to school
- b) Serious illness or death in the family
- c) Impassable roads or weather making travel unsafe
- d) Personal emergency, car breakdowns, or traffic accidents
- e) Quarantine

Excused Absences Requiring Advanced Written Request

- a) Marriage in the immediate family
- b) Doctor or dental appointments that cannot be made outside of school hours
- c) Family/Missionary trip (see below for advanced approval and requirements)
- d) Attendance of a religious retreat/observance
- e) Court appearance

Unexcused Absences (Truancy)

Absences that are not cleared by a parent/guardian note or phone call, or missing the required advanced notice, are considered unexcused.

Excessive Excused and/or Unexcused Absences

In the event of excessive absenteeism, a parent conference will be held with the administration to correct the situation. Fifteen (15) or more absences during the course of the school year are considered excessive. Absences exceeding this limit may result in the student being placed on probation, considered for retention and/or dismissed from the school. A physician's note verifying a student's illness may also be required as a condition of probation.

Truancy – Truancy is any absence without the knowledge of the school or parent. Repeated truanies will be handled in compliance with the California Education Code 48260 and/or the local authorities.

Participation in Sports Activities and School Activities

Any student who has any unexcused class absence is not eligible to participate in any sport contest or practice, or school activity (i.e. athletics, drama, clubs, dances, etc.) until excused or an exception is granted in writing by the principal.

Excusing Student During the Day

Parents must sign a note, sign their student out, or fax a note to the school secretary in order to allow their son/daughter to leave school during the day for an approved reason. Students are not permitted to leave the campus during the school day with anyone other than a parent, legal guardian, or those adults whose names are on file in the office. For your child's safety, we do not allow him/her to leave the school grounds to meet you in another location (i.e., parking lot, in front of the school, etc.). Students with written permission (on file in our school office) to walk home, ride a bike, etc., will be dismissed directly from class. **If you have given your child permission to go home with someone else (another student or parent, etc.) other than those authorized on the student's Emergency Card, you need to telephone the office or send in written permission.**

Students are not permitted to leave campus without parental and school permission. All students leaving campus during the school day must check out with the school secretary. Failure to do so will result in truancy.

BEFORE AND AFTER SCHOOL CARE

The Extended Care Program is available for those parents needing child care beyond the normal school day from 6:30 a.m. up until 6:00 p.m. Extended Care is provided as a ministry of NVCS. In the event that you are unable to pick up your child within 15 minutes of his/her dismissal, we will **AUTOMATICALLY** check him/her in Extended Care. In the event that your child is not picked-up by 6:00 p.m., a late fee of \$1.00 per minute will be applied to your bill.

Extended care pre-paid fees should be paid at the same time as your monthly tuition through our RenWeb's Logos Payment program. For those parents who do not wish to have their extended care pre-paid and want to be billed on an hourly rate, you will receive a statement for the balance due. Payment must be received by the 15th of each month for your student to continue in our extended care program.

For your child's safety, ALL children must be in the presence of a parent, volunteer, guardian or school staff member. All children arriving prior to the 8:15 a.m. drop off time **MUST** go directly to **Extended Care** located in the Fun Factory and must be checked in by a parent or guardian. It is the parent's responsibility to check your child in or out. Fees will be charged for the full hours of operation if your child is not checked in or out. Any parent or child not adhering to this policy may lose their privilege to attend New Venture Christian Schools.

AM / PM Extended Day Childcare	
Pre-Pay Options	Pre-Paid through RenWeb
6:30 - 7:45 AM (8:15 AM Mondays)	\$68.25 per month
3:15 - 6:00 PM	\$117.00 per month
6:30 - 7:45 AM and 3:15 - 6:00 PM	\$177.45 per month
Hourly rate or portion thereof	\$5.50 per hour
All fees are subject to change with a 30-day written notice	

Extended Care also operates a summer, winter, and spring program. Brochures are sent home from NVCS for these camps throughout the school year.

NOTE: EXTENDED CARE cannot accommodate drop-ins on Minimum Days and School Closed days. A special sign-up is required for each of these days. Space is limited and provided (first-come, first-serve) based on **ADVANCED REGISTRATION**. See school calendar for dates.

DROP-OFF/PICK-UP PROCEDURES

Drop-Off

STUDENTS MAY NOT BE DROPPED OFF AT SCHOOL EARLIER THAN 8:15 AM. Children dropped off prior to this time will be checked into Extended Care and parents will be charged for this time.

SAFETY is our number one concern! All persons responsible for the drop off and pick up of your child(ren) **MUST** comply with all the policies set by the church and the school administration. Please refer to the Traffic Flow sheet mailed to you during the summer. It is the responsibility of each parent or guardian to inform others driving your child(ren) to and from our campus of these policies.

Pick-Up

Students are to be picked up by a parent or car pool driver from their class line in the West parking area within 15 minutes of dismissal time. Teachers are not permitted to dismiss students to siblings or anyone not authorized on the Parent Student information sheet without your written permission. Children not picked up within 15 minutes of the dismissal time will be checked in to the EXTENDED CARE Before and After School Program. Parents will be charged for using this service as stated in the EXTENDED CARE policy.

Parking

Our Conditional Use Permit (C.U.P.) stipulates that all visitors, parents and faculty of NVCS should **NOT park or stop** their vehicle on Mystra Drive. No parking is permitted in the lot in front of the school or in front of the Kindergarten classes. The lot in front of the school is a drop-off area and play area **ONLY**; all school parking (for daytime and nighttime functions) is restricted to our parking lot areas only. Please abide by this rule at all times and be sure to inform other drivers of your children to do the same.

Early Student Pick-up

A student must never leave school without permission. Any student needing to leave before the end of the school day must bring a signed note from the parent indicating the time of the dismissal and designating who is to be picking up the student. The parent or the person designated to pick up the child must come to the office and sign the student out. This avoids any disruptions to the classroom.

Students will be released only to authorized individuals. Authorized individuals are indicated on the Parent Emergency Contact Record. If someone else who is not indicated on the Emergency Record needs to pick up your child, notification to the school must be made in writing by note or fax. A parent should not take a child out of class unless he has signed the student out in the school office.

Rainy Day Drop-Off and Pick-Up

During rainy weather your child should be dropped off at the Activity Center after 7:45 a.m.

For afternoon pick-up, Kindergarten-1st grade must be picked up from their classroom. Students in grades 2-8th must be picked up from the Activity Center.

Safety

"..They flee in haste without looking back, and there is terror on every side," declares the Lord." Jeremiah 46:5b (NIV)

The speed limit on campus is 10 m.p.h. (Yes, even when you are running a bit late!) EXTREME CAUTION must be used when parking and backing out of the parking lot. We have posted school personnel in strategic positions around the parking lot. Please respect their directions regarding traffic and parking. Our precious little ones are sometimes hard to see. Students should not cross the parking lot unsupervised. Please escort your child to the side-walk area.

Traffic Flow

We need everyone's cooperation! A pre-arranged "Good Neighbor" policy has been established for NVCS. As we grow, it is essential that we stay within the guidelines stipulated by our facility's CONDITIONAL USE PERMIT (C.U.P.). When arriving and departing our campus, please follow these four basic rules:

1. We encourage you to always drive courteously, obey the speed limit, and be considerate to the families living in the surrounding area.
2. NO STREET PARKING on Mystra Drive. Please be sure to park on the campus at all times.
3. All our traffic coming onto the campus needs to come from MYSTRA DRIVE (A LEFT hand turn ONLY into our driveway.) Please do not turn into the driveway unless our traffic guard has indicated that your path is clear. Do not block MYSTRA DRIVE when turning into our parking lot. Departing traffic needs to exit behind our church. (A RIGHT hand turn ONLY out of our driveway onto Cannon and then a U-turn.)
4. Be sure all drivers responsible for transporting your child (children) are aware of these policies.

Failure to follow these rules has led local residents to complain to the planning commission in the past. Continued complaints could seriously jeopardize our school's future plans. We understand this route may be a little less convenient for some, but we all need to make every effort to comply.

BIRTHDAY PARTIES

Each teacher will advise parents whether student birthdays will be celebrated individually or on a monthly basis in the classroom. Approval must be given by the teacher in advance of the party. Once approval has been given, parents may bring simple refreshments such as cupcakes and juice only. It is not appropriate to bring gifts during this celebration at school.

In addition, many parents have outside parties as well. We certainly understand it is not always possible to invite all of your child's classmates due to limited resources and/or space availability. However, in order to not cause hurt feelings, the school's policy on allowing written invitations to be distributed at school is permitted ONLY if your child is able to invite the entire class or all those of his or her gender. Otherwise, please use alternative means like telephoning or mailing invitations when limiting parties to specific friends.

Out of respect for the privacy of our school families, parent's phone numbers and addresses are not given out by NVCS.

CELL PHONES/ELECTRONIC DEVICES

Cell phones or electronic communication devices are for emergency situations only and not for casual, personal calls during the school day. Cell phones must be turned off and put away during the school day. If a student must use a cell phone, we ask that it only be used at nutrition break or lunch, and only in the presence of, and with the permission of, a NVCS faculty or staff member.

Parents who receive a call from their student at school requesting to be picked up or allowed to leave school should instruct their student to report to the office where a conversation between the parent and the office staff can confirm the need for such action.

Parents should know that such devices are capable of being used for cheating and serve as a huge disruption to and distraction from the normal school day. Please assist our efforts and help re-enforce the proper use of your child's cell phone while they are on campus. Students whose phones go off during class or who are observed using their phones during school hours will have them taken away and turned into the office.

Electronic devices such as iPods, MP3 players, Game Boys, PSPs, etc. are not to be used, visible, or on during school hours or while attending our Extended Care program, unless being used for a specific class, in which case the student must have written teacher permission. If these items are used, visible, or turned on, then they will be taken by staff members and given to the office.

Only the child's parent can retrieve the phone/electronic device in the office after school. A \$15.00 fee will have to be paid on the second offense before the device will be released to a parent. Repeated abuse (3 strikes you're out) of this privilege will result in the school keeping the device and not returning it to a parent until the end of the school year. If necessary, additional disciplinary action will be taken.

New Venture Christian Schools and personnel will not be held liable for items which are stolen when brought to school.

CHAPEL

New Venture Christian Schools has weekly chapel services that are mandatory for all students and faculty to attend. Chapel is designed to provide a variety of spiritual experiences for the student. It is not intended to be a substitute for regular church attendance.

Students are expected to have an attitude of reverence and respect in chapel. Talking when one should be listening, doing schoolwork, and general disorderly conduct will not be tolerated. Chapel will be held in on Wednesday's 8:45 AM in the NVCF Sanctuary.

If a speaker wishes to pass out literature or information, it must be submitted for approval to the principal and/or chapel coordinator prior to the scheduled speaking engagement.

CHILD ABUSE REPORTING

The State of California requires childcare providers and teachers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

CLASS VISITATION

All visitors must report to the school office upon arriving on campus to obtain a visitors badge. If your child forgets a lunch/snack, article of clothing, permission slip, or school work, **please take it to the school office**. This will help limit the number of interruptions during critical learning times.

It is our desire to accommodate parents who wish to observe in the classroom. However, the following guidelines are to be followed to maintain a proper learning environment:

1. Please schedule a convenient time in advance through the office and teacher. The Teacher or Administration has the FINAL say when parents or guardians may observe or assist in a class.
2. Observations are limited to a maximum of 30 minutes unless otherwise approved in advance by the administration. All parents need to sign-in (upon arrival) and sign-out (at departure) in the school office. If your child forgets an item: snack/lunch, jacket, work, etc. please bring it directly to the school office. This will limit the number of unscheduled classroom interruptions.
3. Visits should not occupy teaching time with an informal visit or conference. A visitor cannot be disruptive to the class or function.

CLOTHING IDENTIFICATION

Please mark all clothing, lunch boxes, and book bags with permanent or indelible ink.

CONFLICT RESOLUTION-The Matthew 18 Principle

"If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witness." Matthew 18:15-16

All matters must be dealt with according to the Matthew 18:15-16 principle stated above. If a situation arises between you and a student, a parent, a teacher, or a staff member, you must first attempt to resolve it with that person before going to the administration. If it is not resolved after that, please schedule an appointment to meet with an administrator as soon as possible.

The school's administrators are directly accountable to the pastoral leadership and administration of the church as well as the School Board. Situations that are not resolved at the administrative level can be directed in writing to the School Board. In addition, concerns regarding specific policies and/or procedures may be submitted in writing to the School Board. These are reviewed by board members and you will be notified of the outcome.

COURT ORDERS

New Venture Christian Schools MUST have on file all current court orders, signed by the judge, that make reference to school related enforcement. Both parents, regardless of custody, retain the right, by law, to access their child(ren)'s school records for information on student attendance and academic achievement. Proper identification must be presented before accessing the student's records to uphold the Right to Privacy laws of California. Any request for information must be in writing and must include verification of identification (copy of current driver's license and social security card, or passport) submitted to New Venture Christian Schools before any and all information is released. The written request may be brought into New Venture Christian Schools' office, mailed, or faxed. If a parent wishes to access the information in person, he or she should notify the school office at least one day in advance and an appointment will be scheduled for perusal of the student's records.

For the welfare of our students, please understand that all personnel and policies of New Venture Christian Schools must maintain total neutrality in conjunction with all custody suits, whether settled or in progress. At no time will New Venture Christian Schools or its members provide supporting information requested by either parent or their attorneys to be used in a custody case to enhance or detract from either party's claim unless subpoenaed by the courts. Also, New Venture Christian Schools will not act as a liaison between parents and their children for the purpose of sidestepping court orders. This includes, but is not limited to, delivering telephone messages, notes, or cards, etc. Our school's responsibility is to maintain an appropriate, stable learning environment at all times, under all circumstances for the students entrusted to us without taking sides and thus jeopardizing the intentions and integrity of our purpose.

CUMULATIVE FILES

Parents or guardians (with joint or full legal custody) of currently enrolled or former pupils have the right to see any and all pupil records that are related to their child(ren) only, which are maintained by NVCS.

The editing or withholding of such records is strictly prohibited. Therefore, the parent or guardian (with joint or full legal custody) should notify the office in writing and the office will pull the cumulative file and have the parent review the contents with an administrator or designated office personnel. This appointment will be scheduled within 30 days of the written request. Any questions concerning these records should be directed to the administrator.

Please refer to the section on COURT ORDERS, of this handbook, for additional information.

DISASTER PREPAREDNESS

Emergency Plan

We are prepared to care for your child(ren) in times of critical situations. In the event of an earthquake or disaster emergency:

- No student will be dismissed from school or allowed to leave with another person, even a relative or babysitter, unless a parent or person on the student's "Emergency Contact" section comes for him/her.
- All parents or designated parties who come for students must sign them out at the school office or at the temporary Student Release Station at the entrance of the school
- Do not call the school - We must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to New Venture Christian Schools. Streets and access to the school may be cluttered with debris. The school's access route and street entrance must remain clear for emergency vehicles.
- Turn your radio to 1450FM or 760AM for information and directions from the Emergency Broadcast System.

Disaster Drills

New Venture Christian Schools' disaster drill procedure is as follows:

- Fire drills and earthquake drills are held periodically during the school year as mandated by the State of California. Instructions and directions for leaving each room and each building are posted by each exit door and will be taught to the students.
- Students are to recognize the seriousness of such drills and refrain from improper behavior. Students will report to their teacher (if during a class) for "head count" purposes. Teachers will inform an Administrator when a full accounting of their students has been made.
- Other drills, such as lock down and evacuation drills may also be held, according the direction of the Administration.

DONATIONS

...God loves a cheerful giver." 2Corinthians 9:7b (NIV)

Contributions to NVCS are tax deductible. A receipt for cash and non-cash donations will be issued for tax purposes. Cash donations may be designated to any of the following areas:

Financial Assistance* for: Technology, Library, Equipment Funds, Financial Aid (Tuition Assistance) or other.

*Certain restrictions do apply by law. Please contact our School Financial Office for more information.

EMERGENCY AND HEALTH

The school office offers immediate first aid to all injuries and ministers to those who become ill during school hours. In the event of an insurance claim, your personal medical insurance carrier is billed first. Our school accident insurance policy is secondary to cover those costs* not covered by the primary carrier. (* A small deductible is in effect on our insurance.) Please see section on Medications.

FIELD TRIPS

First-hand experiences enhance the learning process. Field trips are an excellent way to make practical the theories of the curriculum. For each field trip, every child must have a school approved permission slip signed by a parent or legal guardian. There can be no verbal approval or denials of field trips. A parent preferring their child **not** attend a field trip must notify the school in writing **at least five school days prior** to the trip. Field trips are educational days and if your child does not attend, they must remain at home. Field Trip expenses are NOT covered by tuition. A fee may be charged for admission and/or transportation. If there are not sufficient parents to assist in chaperoning, the student class trip will be canceled. The number of chaperones required for each trip is determined by the student/adult ratio necessary and is not to be exceeded. Due to the increased liability, additional participants (siblings) may not accompany our classes on their field trips. All field trips require students to wear the designated New Venture Christian Schools' shirt. (Remember you must purchase the required Logo Shirt)

Chaperones/Drivers

The teacher and administration must approve parents and guardians that drive children on field trips. Please complete a Volunteer Driver Application Form for the current school year. Parent/guardian drivers must have on file in the school office a copy of their driver's license and insurance information. Vehicles are expected to be clean, safe and in good working order. Drivers must be 25 or older and have a good DMV record. ALL passengers must wear seat belts and if subject to the car seat law, must wear an approved child safety restraint. Parents who drive must help supervise and may be charged a fee for admission.

The teacher and administration have the final say as to the arrangement and type of field trip planned.

Students NOT turning in a signed permission slip or money by the date indicated will be excluded from the trip and will be sent to another classroom on campus during the time in question.

HOLIDAYS

The way a family chooses to celebrate holidays outside of school (e.g., Halloween, Christmas, Easter, etc.) is of course a personal choice. Christian parents often vary a great deal from one extreme to the other in what they think should or should not be acceptable at a Christian School. It is our goal to raise a standard that would encompass the well being of the majority and not intentionally cause another to stumble. Therefore, the primary focus of all our school celebrations is to glorify our Lord and Savior Jesus Christ.

Please do not bring, distribute, or display holiday traditions such as merchandise, clothing, or treats that depict such things as witches, ghosts, jack-o-lanterns, etc. that might be offensive to others. Your cooperation and sensitivity are deeply appreciated in this area!

LOST & FOUND

Found items are placed in the Lost and Found Box. Any items unclaimed at the end of each semester will be donated to charity. Please label your child's belongings (coat, lunch box, etc.) and check our lost and found if something is missing.

LUNCHES AND SNACKS

We are a closed campus. As such, students are not permitted to leave campus for lunch or nutrition break. Proper nutrition and dietary habits are essential for a child's growth and learning. For safety, **NO GLASS CONTAINERS ARE PERMITTED AT SCHOOL**. Be sure to include a spoon or fork if necessary, but no knives. We do not have refrigeration or heating facilities for the students' use.

Snacks

All elementary school age students will have a time set aside each day for a light nutritious snack. Parents should not send more food than their child will eat. Sweets should not be included with snack.

Lunches

For lunch you may either send food from home or purchase a lunch from the vendor directly. The school will publish menus in advance.

Parents bringing a lunch to school should check into the office and the lunch will be delivered to the child.

If sending food from home, be sure you send only those things that you know your child will eat. Again, please make sure that it is nutritious, balanced and proportionate to your child's appetite. In the event a student forgets to bring a lunch, the office will attempt to contact a parent and you will need to make arrangements to have a lunch brought to the school. Please do not send lunches with your child that requires heating in a microwave.

LUNCH OFF-CAMPUS WITH PARENT

If a parent would like to treat their child to lunch off campus, these guidelines must be followed:

1. Parent must sign-out student in the school office.
2. If student is late returning, parent must come to the school office and sign-in student. The student will be marked tardy.
3. Parents may only take their children. No other students may be invited or taken off campus.

MATERIALS AND FACILITIES

"Whoever can be trusted with very little can also be trusted with much..." Luke 16:10a (NIV)

The materials and facilities at New Venture Christian School are dedicated to God and His service. Each individual is responsible for what he or she has been issued and must return them in acceptable condition. **The child's parent(s) or legal guardian must pay for any misuse, damage or loss of school property, equipment, books, and materials. Book replacement fees are non-refundable in the event the book is eventually found.**

MEDICAL INFORMATION

First Aid Treatment

Injured students are given appropriate first-aid, depending on the type of injury. Treatment by the school staff is limited to:

- Acetaminophen (i.e. Tylenol), Ibuprofen (i.e. Motrin or Advil), Benadryl (for allergic reactions), Tums, and Cough Drops
- Ice packs
- Washing injured area with soap and water
- Applying antiseptic (Neosporin) to wounds
- Providing Band-Aids
- Splinting an injured limb
- Prayer and comfort

General Illness Policies

If your child is ill, please do not bring him/her to school. A child who has diarrhea/vomiting twice in the same day will be sent home. A child who has a temperature will be sent home. A child who appears lethargic or "just not him/her self", and is not benefiting from the program, will be sent home if both the teacher and Principal agree it would be in the child's best interest. Please do not bring your child to school unless they have been fever free for 24 hours.

In the event of illness, the school office will call a parent, guardian, or authorized adult in order to pick up the ill child(ren) from school. After exhausting all attempts to contact parents or guardians, if the medical situation warrants, at the discretion of the school, an ambulance may be called and your child may be transported to the nearest hospital. Every attempt will be made to have a school or church staff member travel with or follow and communicate with the parent(s) in the event medical personnel are called to transport your child.

Illness at School

If a student becomes ill at school, the student should report to the teacher in charge of the class or activity. When deemed necessary, the student will be sent to the office and parents notified as deemed appropriate. The school is not equipped to provide extended care for sick children. In the event that parents cannot be reached by phone, persons authorized on the emergency contact list will be called to pick up the child. (Working parents should make arrangements, in advance, for the care of children when they are sick.) Students should be picked up within 1 hour after parents are notified that their child is ill or injured. Parents of students not picked up within 1 hour will be assessed a \$25.00 fee. Failure to pick up a child more than 2 times within the 1 hour time frame will require a meeting with the principal and may result in dismissal from the school.

Injury at School

In the event that a student is seriously injured at school, a parent will be contacted immediately. In the event that parents cannot be contacted and the student’s condition merits, the paramedics will be called. The school office will continue to make attempts to reach a parent or other emergency contacts, even after the paramedics have been called. The teacher or staff member who was on duty when the accident occurred will complete an accident report.

Immunizations

The State of California requires a student entering any school within the state to have a certification of Immunizations received from the student’s physician, which must be kept on file at the school. A student is required to have “immunizations appropriate for the child’s age” unless the doctor or parent signs a waiver for medical or personal beliefs. Failing to meet these requirements means that the student may **not** attend school and we urge you to please prevent this problem.

RECOMMENDED SCHEDULE (by the Dept. of Health & Mental Hygiene)

<u>Age</u>	<u>Vaccine</u>
Birth	HBV
2 mos.	DTP, polio, Hib,HBV
4 mos.	DTP, polio, Hib
6 mos.	DTP, Hib,HBV
12 mos.	MMR#1
12 - 18 mos.	Varicella
15 mos.	MMR, DTP, polio, Hib
4-6 yrs.	DTP, polio, MMR #2
12 yrs.	MMR #2 (if not given earlier)

Our records are monitored by the State of California on a yearly basis. Any time a student receives an additional immunization, please submit a current immunization form for the school records.

Communicable Diseases

Children with known communicable diseases could and do adversely affect other classmates and staff members and therefore are not permitted to attend classes while infected. Therefore, NVCS will exclude students who are currently infected with live (active) viruses from illnesses of a communicable nature. A physician's note indicating the student is no longer affected or contagious is necessary for re-admittance. Parents (or other designated adults) **must respond within 30 minutes** to a call from the school to pick up a sick child. Additionally, NVCS sends home a notification to the parents in this child’s class that their child may have been exposed to a communicable disease.

Communicable Disease List		
DISEASE	INCUBATION	CHILD MAY RETURN TO SCHOOL
Chicken Pox	13-17 days	All lesions must be dried up.
Common Cold	1-3 days	*Normal temperature for 24 hours.

Fifth Disease	4-14 days	Normal temperature for 24 hours. May return to school with a rash as the child is no longer contagious.
German Measles	14-21 days	**When recovered. Readmittance by note from physician.
Head Lice	7-14 days	Return next day after first shampoo treatment.
Impetigo	4-10 days	May remain in school if sores are treated/covered.
Influenza	1-3 days	*Normal temperature for 24 hours.
Measles (Ruebeola)	9-11 days	Must remain home 7 days after rash appears.
Mononucleosis	12-26 days	**When swelling is gone: 10 days: written permission of physician mandatory.
Pink Eye (conjunctivitis)	1-4 days	Can return to school when under treatment.
Ringworm	10-14 days	May attend school if under treatment.
Scabies	4-6 weeks	*Must be excluded from school until adequately treated. Re-admittance by note from physician.
Scarlet Fever	1-3 days	**Must remain home 7 days from onset. Re-admittance by note from physician.
Streptococcal	1-10 days	Can return to school after taking an antibiotic (Sore/Strep Throat) for 48 hours. Antibiotic must be taken for a full ten days.
Whooping Cough	7-10 days	On recovery and at least 21 days after appearance of cough.

* If a student is out of school with a contagious disease, he is expected to bring an admittance slip from the Health Department or from the attending physician upon return to school. Please report any communicable diseases such as strep throat, conjunctivitis, head lice, chicken pox, etc. to the school office promptly so that others may be aware to watch for signs and symptoms of illness in their child.

**Normal temperature is considered 99 degrees or below without the use of fever-reducing medication.

Medication

New Venture Christian Schools has no licensed nurse on staff. We ask that, if at all possible, all medication be administered at home. We know, however, there are situations and conditions that require medication to be given during the school hours. We will administer medication if your child needs it during the school day under the following guidelines:

The following guidelines are in accordance with the California Education Code:

- **Prescription Medications:** In order for prescription medications to be administered at school, we MUST have an "Administration of Medication" form filled out by the parent AND the prescribing doctor. This form is available in the school office. Students may not self-administer medications at school. (An exception to carry and administer an inhaler can be extended with physician's approval.)
- **Over The Counter Medications:** NVCS may dispense any form of nonprescription medication, i.e. Tylenol, cough syrup, etc. with written parent consent. Students may **not** self-administer any OTC medications, cough drops, etc.
- **Vitamins and Supplements:** As beneficial as these may be, vitamins and supplements may not be taken at school unless a parent comes to school and administers them at the desired times. Please do not send any vitamins or supplements to school with your child(ren). They may pose a danger to other students if they are lost, shared, or traded.

Physician's Report

"Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God." Romans 13:1 (NAS)

In accordance with the law in the state of California, all children entering 1st grade must submit a Physician's Report. The physical must take place no later than 18 months prior to the start of 1st grade. The completed report should be turned in to the school with the student's Enrollment Packet. This form MUST be in before a student can begin attending New Venture Christian School.

These guidelines are for your child's safety - please adhere to the above requirements.

PARENT TEACHER FELLOWSHIP (PTF)

Parents are invaluable to the successful operation of the school, as well as to the success of each individual student. New Venture Christian Schools would like to make the PTF an integral part of our school support program. This is where you can get involved. The PTF is a support arm that provides an opportunity for parents, relatives, and friends of New Venture Christian Schools to come together for preparation of daily and major school events and fund raising efforts. Such events could include, but would not be limited to: activities such as room mothers/fathers, helping with special projects such as our Benefit Dinner Auction, Annual Golf Tournament, assisting with the library or art, making phone calls, coordinating carpools for games, assisting with winter and spring drama productions or helping in the office.

Parents who know the Lord as their personal Savior, and who are philosophically in harmony with the school, are encouraged to participate as PTF officers or committee members.

PARENT COMMUNICATION PROTOCOL

Contacting Students during school day:

Non-emergency student messages need to be called in or handed into the school office. We make no guarantees that the messages will be able to be delivered or delivered in a timely manner. The office will do its best to give the student the message. However, the school will not deliver non-emergency messages to students during instructional time. We ask that messages only be left in emergency situations. Please arrange and communicate with your student all appointment, pick-up times, and other personal messages before they leave for the day. Please do not call students on their cell phones during the school day.

Contacting Faculty/Staff Members:

All administration, faculty, and staff have email accounts through the school. This method of communication is encouraged to enhance communication, learning, and growth. Messages can also be left for the faculty and staff by calling the main school line at (760) 630-0712.

PARENT-SCHOOL AGREEMENT

New Venture Christian Schools believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Parents are expected to support and uphold school policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and school, which is counterproductive to the student's development and the school's effectiveness.

If at any time misunderstandings develop between the school and the home, it becomes the obligation of both to resolve these in a Biblical fashion (Matt. 18): that of going directly to the parties involved for clarification and explanation. Only after first meeting with the individual with whom a dispute exists should the aggrieved party go to the individual's supervisor. For example: if a parent or student has a dispute with a teacher, the correct order of dispute resolution is as follows:

1. A meeting with the teacher at issue.
2. A meeting with the Administrator.

The school confesses that although all teachers and staff are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully and are welcomed and encouraged for the overall strengthening of the school.

The school agrees to work closely with the parents in the education of their child(ren). This includes provision of competent teachers, a full and balanced curriculum, regular reporting, proper student supervision and communication with the home.

In full cooperation with the school, parents are expected to attend school meetings and actively support other school-sponsored activities, knowing that parental participation is critical to the health and well-being of the school and child. It is also expected that parents/guardians cooperate with the administration of New Venture Christian Schools in seeing that the student attends classes regularly, is at the school premises at the beginning of the school day, and has transportation from the school premises at the close of the school day. Furthermore, parents/guardians are expected to assist the student to learn and advance in the educational process, solve school-related problems with teachers and other students (without gossiping or spreading rumors), and aid the teachers in providing the student with a Christian education.

New Venture Christian Schools accordingly reserves the right to terminate or not renew a student's enrollment if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes.

PRAYER SUPPORT

Parents are encouraged to locate three families from within and/or outside the school that will consistently pray for your family and the teachers of your children throughout the year.

SCHOOL CLOSING / DELAYS / INCLEMENT WEATHER POLICY

We will announce on local radio and television stations, as well as via bulk email and on our school phone recordings, all closings and delayed openings due to weather or other conditions.

SCHOOL COMMUNICATIONS

The school uses various tools to keep its constituents informed:

RenWeb

ParentsWeb through RenWeb is the school's database that parents can access at any time via the web for information on their child. ParentsWeb provides access to: account balance, attendance, discipline events, daily grades, report cards, homework, teacher websites, family demographics, staff & school directory, online re-enrollment, and configurable web forms. Staff can also be emailed from this site. It is essential that **every** parent who desires information about his or her child have a working and current email on file. All information, including the monthly GLAD Newsletter, will be distributed through this site, and parents can only access it with a personal email address. If you desire to allow your child access, it is important that each child has his own email address on file with the Rock separate from the parent address. There are numerous free email avenues available (yahoo, hotmail, gmail, etc), so please make sure you have a working email address on file at the school; keep the school informed if it changes; and check it daily. RenWeb can be accessed at www.renweb.com. **The school's district code is NVCS-CA.**

TELEPHONE, FAX AND COPIER USE

The telephones, fax machine and copier in the school office are for the use of the faculty and staff of NVCS. Parents and students may use the school phone only in the case of an emergency and with permission. Please understand the school is charged for telephone usage. If you need to get a message to your child, please call the school office and the message will be delivered to the classroom. To speak with your child's teacher, please do the same and the teacher will return your call at his/ her earliest convenience.

VISITORS TO SCHOOL & VOLUNTEERS ON CAMPUS

All parents and visitors must report to the office and sign in. The school secretary will issue a visitor identification badge and direct you to your designated room. Permission for school-aged friends or relatives of your child to attend for a day is not usually granted. Visitors should not occupy teaching time with an informal visit or conferences.

All volunteers must report to the office and sign in. The school secretary will issue a visitor identification badge and direct you to your designated room. As a volunteer in or out of the classroom, no children are allowed to accompany a volunteer when helping on our campus. We encourage parents and family members of our students to volunteer often, but 24 hour notice must be given to teachers prior to arriving on campus. In addition, teachers may not be in need of classroom volunteers all the time; therefore, communication with the teacher is imperative to be sure that your time is not wasted.

Opportunities to volunteer in the classroom will be communicated to parents during our annual Curriculum Night meeting, as well as through their teacher webpage on RenWeb. In addition, there are several opportunities to lend a hand by volunteering at school events and PTF sponsored activities.

ACADEMICS

ACADEMIC/BEHAVIORAL PROBATION

A student with a GPA lower than a 2.0 in academic core subjects (Bible, English, History, Science, Math and Foreign Language) or citizenship, or a student having more than two grades below a C- or more than one - in citizenship in any grading period will be placed on Academic Probation. Additionally, he will not participate in extra-curricular activities until the grades are raised in the next grading period. The student and parent(s) will be advised of deficient grades by the next grading period. Failure to raise the grades during the next grading period will result in continued Probation. Should Probation occur for three grading periods, retention or corrective disciplinary actions will be considered.

ACADEMIC INTEGRITY

All students are expected to conduct themselves with integrity. Actions based on honesty are pleasing to God and bring honor to Him, New Venture Christian Schools and the student.

Academic integrity is integral to our individual standards of honor and to the health of our school culture. To this end, the school has adopted comprehensive policies that define academic integrity as well as identify discipline procedures. Specific types of academic dishonesty, which will result in disciplinary action, are defined below:

Cheating— Any intentional giving of or use of external assistance relating to an examination, test, quiz, or assignment without explicit permission of the teacher is considered cheating. This could include, but is not limited to, looking at another student's paper, sharing answers, copying another student's homework, obtaining answers in a dishonest way, or using answers on a cheat sheet, part of the body, desk, etc.

Fabrication— Any falsification or invention of data or materials is considered fabrication

Plagiarism— Any intentional representation of another's work, words, or ideas and taking personal credit for it is considered plagiarism. This could be the misuse of published material, electronic material, and/or another student's material.

Forgery— Any unauthorized signing of another person's name to a document is considered forgery.

Theft— Any pilfering of materials or any giving or selling of unauthorized materials (tests, quizzes, answer keys, etc.) is considered theft.

Consequences of Academic Dishonesty— All incidences of academic dishonesty will be reported to the principal and recorded in the student's cumulative record. In the case of severe infractions, students may be advanced in the discipline process.

First Offense

1. A grade of "0" on the work with no make-up permitted
2. Parent notification
3. Possible failing grade in citizenship
4. Probation

Second Offense

1. A grade of "0" on the work with no make-up permitted
2. Parent conference
3. Failing Grade in citizenship
4. Student may be required to withdraw from all extracurricular activities for the remainder of the year and/or season (includes yearbook, drama, athletics, music program, clubs, ASB, etc.)
5. Suspension

Third Offense

1. Student may fail course
2. Suspension pending possible expulsion

BIBLE

Each student, 1st grade and up, will be required to have a Bible every day at school. We require the New International Version to complement our curriculum. The Bibles will be used for all Bible memory verses and Bible class work.

BOOK & MEDIA SELECTION

The essence of all that is done at New Venture Christian Schools is summed up in our Mission, Vision, Values, Philosophy of Education and our Statement of Faith. It is upon these foundational principles that we base our approach to the selection of materials offered to our students. Because of the vast quantity and varying quality of media resources (including books, videos, CD-ROMs, DVDs, Internet resources and other online materials), it is imperative that we interpret our mission and vision in a way that reflects the character of our God and His creation, honestly confronts the needs of our students and their world, and instills in the students a thirst for truth and righteousness.

A Biblical worldview asserts that:

- God is eternal, loving, omnipotent (all-powerful), triune, and Creator,
- Jesus Christ is our hope, our Savior, God Incarnate,
- the Holy Spirit works in the world today,
- the Bible is the final authority, against which we measure all things,

- until the return of Jesus, we must confront the fight of spiritual battles,
- God’s creation is one of beauty and enjoyment, and people are God’s workmanship, created for His glory and companionship.

While it is unrealistic to solely use materials written by individuals who hold to a Biblical worldview, it is important to assess the author’s (and sometimes, publisher’s) worldview. Our students must be trained to “be as shrewd as snakes and as innocent as doves.” (Matthew 10:16b)

Students will have access to the Internet during structured research times. While the Internet can be a great tool, it also has many dangers. Every effort will be taken by the faculty and staff to monitor sites used by the students; however, New Venture Christian Schools cannot be held responsible for the exposure of a student to an unacceptable site. If you desire that your child not be allowed to use the Internet during school hours, please send a note in writing to the school office stating such, and we will make sure your child is withdrawn from this activity. Please see section entitled Technology Acceptable Use Policy under Code of Conduct.

CLASSROOM AND TEACHER ASSIGNMENTS

“Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus.” Philippians 4:6-7 (NKJ)

NVCS cannot guarantee requests from parents or students for specific teachers or to match up one particular child with another. Many factors are taken into consideration before the class lists are published **on the first day of school**. Please understand and accept that the final decision on classroom assignments rest with the administration and remains in effect for the duration of the school year.

CLASSWORK

Students are expected to complete and turn in all required class work as assigned by their teacher. This is an integral part of your child’s evaluation process. Chronic missing or incomplete class work assignments will result in the student being placed on Academic Probation by the administration. Generally, unfinished class work is not sent home for completion unless it is determined that the student is not using his/her time wisely or at the written request of the parent. However, any grades issued for class work are usually based on that portion completed in the classroom.

CURRICULUM

Students need to be balanced spiritually, academically, socially and physically. Teachers do not separate intellectual life from the spiritual. For these reasons, we seek to integrate God and the Bible throughout the entire curriculum. The curriculum is selected through a process by the faculty and administration. It is reviewed periodically to ensure its effectiveness in the education process to enhance the quality of academics offered at New Venture Christian Schools. Effective writing and use of technology will be stressed in instruction across the disciplines. Our curriculum is available for parents to review in the school office. Grade level lists are available through the school office.

GRADE PLACEMENT

Kindergarten.....A child should be 5 years old on or before September 1st, but cannot turn 5 years old later than December 2nd.

HOMEWORK

“Whatever you do, work at it with all your heart, as working for the Lord, not for men” Colossians 3:23 (NIV)

NVCS believes that reasonable homework assignments should be an integral part of each child's school life. Studies indicate that average children need approximately 70 repetitions to fully learn a concept. Therefore, a major reason for homework is to practice concepts introduced in school, but not yet fully learned. Homework consists of written assignments, oral drills, and gathering information. Recreational reading is also encouraged in addition to regular homework assignments.

Below is an average of what to expect by grade levels. (NOTE: The time can vary from night to night, less on some, more on others.)

K - 1	Up to 15 minutes
2	15 - 20 minutes
3	20 - 30 minutes
4	30 - 45 minutes
5 th and 6 th	45 - 60 minutes
7 th - 8 th	90-120 minutes (approx. 20 min. per core subject)

Parents are responsible to encourage and monitor the completion of all homework assignments and that the completed work is returned to the class to aid their child(ren) in the development of diligence and independence. Chronic missing or incomplete assignments will result in the student being placed on Academic Probation. The times listed above are approximate and could vary considerably either way based on the individual student’s performance and ability levels. In order to receive full credit, homework must be turned in on the day due. Partial credit may be given for homework submitted one day late at the teacher’s discretion.

HOMEWORK HOTLINE

New Venture Christian Schools has, for the parents’ and students’ convenience, a “ParentsWeb” portal through RenWeb that can be accessed through our website, by visiting www.newventure.org or by logging onto www.renweb.com and typing in our district code

of NVCS-CA. It is updated weekly and may be accessed for the day's homework for each class, as well as attendance, discipline, grades, report cards, faculty directory, etc. Students will need their own personal email address in order to access the site. Each parent that desires to receive school information should have his or her own email address on file at NVCS. It is important that you do not share your password with anyone.

INCOMPLETES

If a student has been absent due to a serious illness or hospitalization during the semester, a teacher may assign a grade of incomplete so the student has the opportunity to make up the assignments that were missed. The incomplete must be made up within three weeks after the report cards are received. It is the responsibility of the student to find out what work must be completed. The grade of incomplete will automatically become an "F" if another grade is not submitted by the teacher at the end of the three-week period.

MAKE-UP WORK

It is the student's responsibility to obtain all make-up work immediately upon return to school. Students, who are absent for any reason, will be required to make up work missed in each subject. Utilizing the homework section of RenWeb can assist in this effort. A student will have *one* school day for each day missed (not to exceed five days) to make up all missed work due to an absence. Only in extreme cases of prolonged absence will more than one week be allowed for work to be completed. In these cases, the teacher may grant permission for an extension after consultation with the principal.

Note: Please contact the office/teacher by 9 AM for handouts that an absent student missed. (All other homework information is available online through RenWeb.) We will then make it available for pick-up at 3:00 PM. When tests or exams are missed due to an absence, the teacher will reschedule the make-up test as soon as possible.

Missed Exams— A student, who is absent from class the day of an exam and was present at the previous class meeting, will be expected to make up the exam on the first day back to school. This exam may be given during nutrition break, lunch, or before or after school at the teacher's convenience.

Long-term Assignments-- Assignments that are given at least one week before they are due will be given credit only if turned in on or before the due date, except in emergency situations. Traffic, a broken printer, illness the night before, etc. are not considered emergency situations.

Partial day absence-- If a student is absent from class, but is present for another class or on campus for any reason during the day, he is responsible for turning in all work due that day in every class. For example, a student misses part of the morning due to an orthodontist appointment that could not be scheduled after school, that student must turn in work upon arrival. Also, if a student needs to leave campus early for an off-campus game or activity, that student must turn in work prior to departure. The student may either find the teacher or turn the work into the office to be placed in the teachers' boxes. Teachers may require students to take any tests missed. Work not turned in can lead to failure.

Family or ministry trip--If a family or ministry trip is planned while school is in session, parents are asked to submit a written request to the office at least two weeks prior to the requested date. In general, family trips will be considered unexcused absences for the student. The student will be issued an excused absence if, and only if, prior approval for the trip has been received and the student writes a report based on the trip. Approval for a family trip will be given if the trip is educational in nature and upon discretionary approval of the administration. Many assignments are time-specific and absences could have a negative effect, so parents should consider this when planning trips. Teachers may require all work be completed and turned in prior to departure, while others may not wish to have work available until return. This is determined at the sole discretion of the teacher. These types of absences should not create any undue burden or extra work for the teacher.

Students will not be allowed to make up work missed due to truancy.

PARENT--TEACHER CONFERENCES AND REQUIRED PARENT MEETINGS

In line with the school's philosophy, we see that it is essential for parents to be closely involved in all aspects of their child's education. This includes MANDATORY attendance of at least one parent at Curriculum Night, Vision Night, and scheduled conferences. We would like to encourage participation at Open House, and other events taking place at the school.

It is our belief that if parents will take heed diligently to their ministry in the Lord in regard to their family, their children will excel in all areas of life. (See Proverbs 27:23). In view of this standard, a special conference with the school administrator will be held for parents who appear to be negligent in the aforementioned parental commitments. A lack of parental commitment may result in dismissal or denial of a student's re-registration for the next year.

PROBATION (ACADEMIC AND BEHAVIORAL)

Upon application or during enrollment at NVCS, students who are not fulfilling the grade-level requirements with respect to their academic performance (including the completion and submission of both class and homework assignments) may be placed on Academic Probation by the administration. Students demonstrating behavioral concerns will be placed on Conditional Acceptance. In either case, corrective measures will be established and must be adhered to by both parent and student for continuation of enrollment at NVCS as outlined by the administration. Lack of compliance can result in denied acceptance, dismissal, or refusal of re-registration privileges.

REPORT CARDS

Report cards will be issued three times a year (K-6th) and four times a year (7th-9th). Parents may also view the academic progress of their child anytime via our website www.newventure.org and logging onto RenWeb via ParentsWeb. Scholastic achievements, work habits and conduct are all areas of evaluation.

<u>Academic grades are as follows:</u>	<u>Percentage</u>
A+	98-100%
A	93-97%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D+	68-69%
D	63-67%
D-	60-62%
F	Below 60% (Failing)
I	Incomplete

RETENTION

It may be the recommendation of the student's teacher or the administration that a child repeat a grade level. Being retained does not necessarily imply failure, nor is it a punishment of any kind. Since it is the goal of every Christian to be made complete in the image of Christ, the parents sometimes must determine whether or not repeating a grade will be beneficial in attaining that goal. A student is generally not retained until the parents, teacher, and administration prayerfully agree that this action would be best for the child. Effective pre and post achievement testing should give helpful assistance in this area as well. At the discretion of the administration, additional testing or tutoring may be a requirement of the retention or advancement of a child. Parental compliance is necessary for the child's continuance at New Venture. In the case where a student receives a final grade of an "F" in 2 or more subjects for the year, he or she will not be promoted to the next grade and continued enrollment will be contingent on space availability.

SPIRITUAL INSTRUCTION

"I will instruct you and teach you in the way you should go; I will guide you with my eye." Psalm 32:8 (NKJ)

Our emphasis is to guide the individual in the acknowledgment of God's presence and relevance in all situations. Such guidance is furnished during individual, small group and large group prayer, worship, systematic Bible study, academic instruction, situations and leisure activities. All classes have a weekly chapel time and parents are welcome and encouraged to attend. Grades K - 8 meet for Chapel from 8:45-9:15 on Wednesdays.

TEXTBOOKS & MATERIALS

Students are responsible for care and upkeep of materials and textbooks assigned to them. A portion of the Curriculum fee for books is a book maintenance fee. Softbound work texts and materials are purchased by the student and will be sent home at the end of the school year. However, some hardbound books and some class reading sets are on loan and must be returned at the end of the academic year. Any student who misplaces or mistreats these books will have to pay for the cost of replacement and will not receive his final report card until all fees have been paid.

UNPREPARED

Being prepared each day for each period enhances the learning experience. Being prepared for class includes having all the necessary materials (paper, writing utensils, etc.), books, homework, completed classwork, parent signatures, etc. We desire to keep the student and parents informed if being unprepared for class becomes an ongoing problem. To this end, we will implement the following discipline guideline:

1 st & 2 nd unprepared	=	Verbal warning
3 rd - 5 th unprepared	=	Disciplinary Communication entered online
6 th - 7 th unprepared	=	One Week Lunch Detention
8 th unprepared	=	One Week Lunch Detention /Parent Conference
9 th unprepared	=	One Week Lunch Detention /Parent Shadow/Possible behavioral contract

To this end, we will also implement the following discipline guideline in grades 4 - 8 (per subject):

1 st & 2 nd unprepared	=	Verbal warning
3 rd - 5 th unprepared	=	Disciplinary Communication entered online
6 th - 7 th unprepared	=	Parent Conference
8 th unprepared	=	Parent Conference/Parent Shadow
9 th unprepared	=	Parent Conference/Parent Shadow/Possible behavioral contract

STANDARD OF CONDUCT & DISCIPLINE POLICY

BIBLICAL GUIDELINES

"He who ignores discipline despises himself, but whoever heeds correction gains understanding." Proverbs 15:32

One of the most important lessons for any student to learn is how to properly respond to all authority: their parents, school personnel, other authority figures, and most importantly, God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, consistently, and lovingly.

However, discipline is never a cut and dry, step-by-step procedure. It is important to remember that we are dealing with different personalities who have different needs. For this reason, the teacher and administration must rely closely on the wisdom and leading of the Holy Spirit in specific situations.

Although discipline is not always pleasant, it is an essential aspect of Godly education in the home and in the Christian School.

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11

New Venture Christian Schools stands with the parents of the students in the ministry of nurturing disciples for Christ. Without becoming legalistic in our expectations, NVCS has developed certain principles in which we will train our students. These basic principles are derived from God's Word.

Study and Be Prepared

Proverbs 14:23a "All hard work brings a profit..."

Speak Kindly and In Turn

Ephesians 4:32 "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Be Kind and Respect All Those in Authority over You

Colossians 4:6 "Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone."

Respect Other's Property

Leviticus 19:13 "Do not defraud your neighbor or rob him."

Do Your Best In All Things

Ephesians 2:10 "For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do."

Serve One Another

Ephesians 4:13b "Serve one another in love."

SCHOOL CULTURE

Students will profit and find satisfaction from school life by adopting a positive attitude and by following the rules designed to provide safety, order, and a productive educational atmosphere. We believe modeling values is teaching values. Our school culture items help establish the right kinds of values early in our children's minds. The values we espouse are not arbitrary. They are time-honored, true, and "others-centered." Our school culture items are as follows:

1. No hats on heads indoors.
2. Dress for Success: Students are asked to wear their finest clothes on days when they are representing the Lord, their family, and their school through NVCS sports, the arts, music, etc. It is required that NVCS students adhere to the Dress Code Policy.
3. Ladies First: Boys will be encouraged to defer to ladies (let girls go first) when entering a room.
4. Honor Code: Students are exhorted to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives and then by those persons around them. Students are exhorted to follow Matthew 18 in all interpersonal problem areas. Students are urged to humbly submit to God and voluntarily seek counsel from others in leadership if they have personal problems. If a student is involved in and/or witnesses any behavior contrary to the standards set forth in the handbook, he is to report it to the administration as soon as possible. If a student chooses to withhold any information, then he is running the risk of being disciplined by the school for withholding truth.
5. Class Ambassadors: Each class will have a student designated to greet guests at the door; introduce himself, the teacher, and the class; shake hands; ask for prayer requests; and seek to answer questions the visitors may have.
6. Pledge to the American Flag, Christian Flag, and God's Word daily near the beginning of all chapels.
7. Love One Another!

PARENTAL SUPPORT

All disciplinary decisions are made prayerfully. It is of utmost importance that the parents support the teacher and/or the administration in matters of discipline. If a disagreement arises in the corrective measures taken, a parent should not voice that disagreement to the child until the parent has spoken with the teacher or administrator. Often times, only one perspective is represented. It is important, however, that we teach the children, through our own example, to submit to the authority established by God.

CLASSROOM RESPONSIBILITIES FOR STUDENTS

1. Talking in class is only permitted with the permission of the teacher. Students should respond quickly to the teacher's directions for quiet in class.
2. Students must receive permission from the teacher before getting out of their seat or leaving the classroom.
3. Students are expected to give their full attention to the teacher when he/she is speaking.
4. Students are responsible for taking the initiative to make up all missed assignments due to excused absences.
5. Students are responsible for knowing and completing all assignments given by the teacher.
6. Students are responsible for bringing everything they need for each class.
7. Students may not write or pass notes in class.
8. Eating food (including gum) or drinking beverages other than water is not permitted in class.
9. Students may not enter or tamper with another student's backpack, lunch box or belongings.
10. Passing periods between classes are usually five minutes long. This is enough time to retrieve needed supplies, travel to the next class and use the restroom. Students may not loiter in hallways or in the restroom. Students are expected to be silent when in the hallways and bathroom so that other classes and ministries are not disturbed.
11. During snack break and lunch, students are not allowed in classrooms or hallways without a pass. Students should be silent when in the building during these times.
12. Students are expected to clean up their own lunch trash.
13. Students are expected to use proper manners and show common courtesy while eating. Throwing anything during lunch is an infraction.

GENERAL SCHOOL RULES FOR STUDENTS

1. Parents must use discretion in allowing students to bring personal items for sharing. The school will not be responsible for replacement or repair costs of items brought from home. No items should be brought from home without permission from the child's teacher, including, electronic equipment and games or any toys. Such items will be taken to the office where the parent can retrieve it after school. (If the item is brought to school a second time, the parent will pay \$15 to retrieve it. If it is taken a 3rd time, the item will be kept in the office until the end of the year when a parent can then retrieve it. If the item is not retrieved by a parent, it will be thrown out.
2. Students will not throw rocks, dirt, sand, or other harmful objects.
3. Students must obtain permission from the teacher or assistant before leaving the classroom or playground.
4. Students are not allowed to leave campus for any reason without permission from the office and parents.
5. Students must remain in the designated, supervised playground area during recess.
6. Students are not permitted inside school buildings/classrooms without NVCS personnel present in the space/room.
7. Students are asked not to chew gum on the campus at anytime, anywhere.
8. All play, athletic and school equipment must be used safely and properly in the manner for which it was designed.
9. Students are expected to communicate truthfully, positively, and respectfully to students and adults.
10. Students will not engage in name calling, teasing, or bullying at school, at home, on the internet, on phones, etc.
11. Real or imitation weapons of any kind should never be brought to school.

STUDENT CODE OF CONDUCT

In order to create an environment of Christian living where young men and women can be free to achieve their potential academically, spiritually, and physically, it is essential to maintain a disciplinary system which stresses the responsibility each student has towards himself and others. New Venture Christian Schools' students are expected to manifest self-discipline and self-direction. Conduct guidelines at the NVCS are designed to foster respect for self and others, their person, feelings, and property. The basic premise is that no student will prevent a teacher from teaching or another student from learning. Students who choose to disregard school policies will be held accountable for their actions. Maturity, character, and Christian values are encouraged and developed by accepting the consequences of inappropriate behavior.

Any conduct unworthy of good citizenship and the orderly progression of the school is prohibited.

INFRACTIONS (Consequence)

Minor Infractions- Classroom Discipline

An Administrative Referral for reaching a Final Consequence (of minor infractions) will generally result in the following:

1st infraction	First Warning (pull card, clip, name on the board)
2nd infraction	Loss of Privilege - 5 minute time out (No homework is an automatic #2)
3rd infraction	Move Desk - Loss of Privilege - additional time out
4th infraction	Call to parents, email or note home
5th+ infractions	Principal's office - Student will make the call home

1. Campus misconduct such as running, pushing, tripping, punching, flicking or rowdiness in class, in the halls, while waiting in lines, during Chapel or assemblies
2. Chewing gum on campus
3. Class disruption
4. Infractions during the serving of detention (i.e. tardy, talking, leaving for any reason, failure to follow directions)
5. Littering
6. Throwing, pitching or shooting objects

7. Eating or drinking (other than water) in the classroom or unauthorized areas
8. Removal from class.

Major Infractions

In the case of an Administrative Referral for a Severe Clause (major infractions), the disciplinary actions taken by an administrator may include, but are not limited to the following:

- | | |
|----------------|--|
| 1st Infraction | Minimum of 2-5 days recess or after-school detentions or 1-2 days suspension (in or out of school as specified by administration) |
| 2nd Infraction | Minimum 5+ days recess or after-school detentions or 2-3 days suspension (in or out of school as specified by administration) |
| 3rd Infraction | 3-5 days suspension (in or out of school as specified by administration),
A Parent Conference with administration before the student may be re-instated and/or the student placed on a Behavior Contract. |
| 4th Infraction | Student placed on indefinite suspension pending a review by administration with members of the School Board to determine student's eligibility to continue enrollment at NVCS. |

1. Creation, possession and/or distribution of inappropriate work (video, computer, writing, art, etc.)
2. Disrespect/ Insubordination for staff members
3. Excessive unpreparedness
4. Harassing another student, physically or verbally
5. Inappropriate use of Internet
6. Mocking or scolding another student or staff member
7. Profanity, obscene, vulgar, blasphemous or suggestive language or gestures
8. Actions detrimental to the moral or spiritual welfare of other students
9. Cheating or copying the work of another student
10. Defacing of school or private property, including graffiti
11. Disrespect to the neighbors of the school or their property
12. Failure to report to the office when directed
13. Forgery
14. Inappropriate sexual conduct (kissing, petting, etc.) or "displays of affection"
15. Leaving school campus without permission
16. Lying to a teacher or to the administration
17. Rebellious attitudes, defiance of authority
18. Unexcused absences from classes, chapel, or assemblies

Any of the following will be subject to further action by the Administration

19. Abortion
20. Any articles that are considered dangerous or potentially destructive, such as explosives, fireworks, firearms, paintball guns, air soft guns, toy guns, imitation firearms, knives, lighters, etc., will not be allowed on a student's person or backpack. School officials will confiscate all such items found on campus, and disciplinary action will follow
21. Any conduct which is harmful to the Christian development of the student, and/or to other students in the school
22. Arson
23. Assaulting another student or staff member
24. Blatant violation of the moral standards required of a follower of Christ
25. Fighting, assault, battery or bullying (threat of force or violence) toward student(s) or other persons on school grounds or at school related activities.
26. Hazing
27. Malicious or willful destruction of real, personal, or school property
28. Off-campus behavior giving evidence of sexual immorality
29. Off-campus behavior involving a criminal offense
30. Possession of dangerous objects or weapons
31. Possession of pornographic or occult material
32. Theft or extortion
33. Use, sale, distribution or possession of alcoholic beverages, tobacco products, drugs, drug paraphernalia, or narcotics.

Note: The Principal, Director of School or School Board may call for Administrative Review of any offense, on or off campus, considered detrimental to the school administration, the good order and/or safety of the school and/or its members.

STANDARD OF DRESS

"Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others." 1Corinthians 10:23-24 (NIV)

Dress Code - Parents and students are responsible for what is worn to school and at school.

Students

The homeroom and first period teacher will exercise special attention to see that all students are meeting the requirements of the dress code. If a student's attire is totally unacceptable, he will be sent to the office immediately.

Dress code is an issue of the heart and can be a stumbling block to others. Mutual respect is the cornerstone of all healthy relationships. Students are required to come to school clean, neat and modest! Other requirements:

- Attire should be safe for all school-related activities.
- Clothing must be free from tears, holes, rips, and must fit properly. No oversize/baggy off-the-waist pants or shorts. No tight fitting or see-through clothes. Pants may not be frayed or cut-off.
- No beanies, bandannas, or extreme hair styles. Hats and other acceptable head coverings (hoods, kerchiefs, etc.) are only to be worn when outdoors.
- Footwear should allow for running and playing on asphalt and sand. Tennis shoes are strongly encouraged, especially on PE days. **All footwear must have enclosed toe and heel.**
- No chains or studs.
- No piercing other than modest ear piercing. No hoop earring.
- No Lycra or Spandex tops or pants, offensive slogans, off-the-shoulder shirts or blouses, spaghetti strap, or tank tops with low cut arm holes. All tops must be long enough to cover the midriff area. Shoulder straps should be wide enough to cover any undergarments and must be no less than ¾" wide.
- Skirts, dresses, and shorts must be mid-thigh or longer. Modesty is essential, particularly as the age and the grade level of the student increases.
- Elementary school students are not permitted to wear make-up while at school. Middle school girls may wear make-up as long as it is not excessive and looks natural. Please note: make-up that is taken out during class will be confiscated immediately.
- Hair color must be of a natural color.
- Hair must be out of the child's face and may not limit the child's vision.

Students will be sent to the office if their attire does not meet the dress code requirements. In the case of immodest or questionable attire, the school reserves the right to send a child home and call for a parent conference to further discuss the matter.

All students are required to purchase one school polo shirt with logo for field trips.

Parents

We recognize that how we dress on campus is a reflection of the professional and education environment at NVCS/NVCF, our respect to God and each other and our commitment to be a Christian role model of the highest virtue. Any parent who dresses inappropriately on campus may be directed to our school office by a faculty or staff member to speak with an administrator.

TECHNOLOGY ACCEPTABLE USE POLICY

New Venture Christian Schools is committed to providing students with opportunities to use technology. Our desire is to continue to expand our use of technology throughout the school, giving students first the knowledge of keyboarding, then use of the Internet, Microsoft Word, Excel, Power Point, and Publisher.

NVCS believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. The school network will be used to meet curriculum objectives. Specifically, students will have the ability to: access resources for reference and research; consult with experts in a variety of fields; communicate with other students and individuals in areas or situations they are studying; conduct searches, evaluate resources, and locate relevant material; and interact with up-to-date primary sources.

Reminder. Network and Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow New Venture Christian Schools' Code of Conduct. I will strive to apply Philippians 4:8 to my electronic communication, which says, "Finally brothers, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things."

By signing this handbook, the parent and the student agrees that they have read and will abide by the restrictions listed below and waives any claims of liability from New Venture Christian Schools.

The Network (school computer system and/or Internet) user is held responsible for his actions whenever using the Internet. Inappropriate/unacceptable uses of the Network will result in the suspension or revocation of these privileges. The following examples of inappropriate/unacceptable use are not exhaustive:

1. Using the network for any illegal activity.
2. Using the network for financial gain or initiating any financial transaction. Degrading, disrupting, or modifying the equipment or system performance. Any security problems must be reported to the office and not shared with other users.
3. Vandalizing the data of another user.
4. Wastefully using finite resources such as excessive printing, overuse of memory by saving long documents, etc., after being warned and instructed as to proper use.

5. Gaining unauthorized access to resources, including attempting to get around the censor ware installed on a computer with Internet access.
6. Invading the privacy of individuals including reading mail that belongs to others without their permission.
7. Using an account owned by another user – with or without that user’s permission.
8. Posting personal communications, information and/or pictures, without the author’s consent or posting information containing information not meant to be made public.
9. Posting rude or inappropriate messages.
10. Downloading viruses or software or attempting to circumvent virus protection programs.
11. Downloading music and/or videos without teacher permission.
12. Violating the spirit of the NVCS’s Code of Conduct.
13. Emailing without permission and direction from the teacher.
14. Using chat or instant messaging (IM).
15. Using myspace.com or other similar sites.
16. Uploading/downloading or copying unauthorized files.
17. Any use of NVCS’s equipment/technology for non-school activity.

Expectations and Consequences – Since network administrators must maintain system integrity and ensure responsible use, users should not expect files stored on the school’s servers, Internet use or email communications to be private. New Venture Christian Schools reserves the right to review, in its sole and absolute discretion, any files stored on the school’s computers or servers, Internet use, or email communications. NVCS is not responsible for any information that may be transmitted or received via email or Internet usage. The school reserves the right to limit or suspend technology access privileges to any user who is not using the school’s technological resources in a responsible and ethical manner. Violation of this agreement may also result in disciplinary action. Please remember that the use of the Internet and school computers is a privilege, not a right.

The Internet user and his parents agree that he uses the Internet at his own risk. Considering the provisions mentioned above, New Venture Christian Schools will not assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that a user incurs if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or unavailable for student use.
4. Guaranteeing privacy of mail. The technology administrator and the principal reserve the right to investigate possible misuses or to monitor any email that comes through the NVCS network.

Violations of any of these policies may result in any or all of the following consequences (degree of consequence will be at the sole discretion of the administration):

- Teacher/student conference with parent notification
- Suspension of network student use (length to be determined by school administration)
- Parent/Administrator Conference
- Possible termination of computer use at NVCS
- School suspension with possible expulsion
- Law enforcement notification

ADMINISTRATIVE DETENTIONS, REFERRALS & COURSES OF ACTION

The administration reserves the right to discipline every case based on its unique and special nature.

A child may be sent to the administration office for one of three reasons:

1. In need of Prayer/Counseling
2. Reaching a final consequence as set by the teacher (usually for Minor Infractions)
3. Severe infractions

The administrator in charge will make the decision as to which form of disciplinary action will be utilized. In certain cases, a disciplinary action may result in an immediate suspension of 1-5 days or longer. New Venture Christian Schools reserves the right to automatically suspend any student from school whose behavior or attitude disrupts the tranquility and culture of the school.

Attendance at the NVCS is a privilege, not a right. If a student or parent refuses to sign a referral, serve a detention or parent visit day, that student will not be allowed to attend school until they agree to serve.

SPECIFIC COURSES OF ACTIONS

- **Counsel/ Teach Correct Behavior/ Aid in Reconciliation**
- **Parent Conference with an Administrator**
- **Behavioral Probation & Contract**
- **Suspension**

“No discipline seems pleasant at the time, but painful. Later on however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11 (NIV)

Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of suspension, as set by the principal, is determined by the frequency or severity of the offense, and may be from one to five days.

The Administration may impose suspensions of longer than five days. Any suspension for five days or longer could potentially result in consideration for expulsion. Suspension from school automatically places the student on behavioral probation.

There will be no participation in any New Venture Christian Schools activities (including attendance at activities) until the suspension has been completed.

1. Students suspended from school must serve the entire term of the suspension as set by the administration.
2. A student serving out-of-school suspension must write and submit a one-page paper on what he did, why it was wrong, and what will be done to correct future problems of this nature.
3. All missed class work and assignments must be completed and ready to turn in at the time of reinstatement for credit to be given. Make-up tests will be given during lunch and/or after school at the teacher's convenience.

- **Expulsion**

"It is senseless to pay tuition to educate a rebel who has no heart for truth." Proverb 17:16 (TLB)

1. Expulsion may occur if repeated suspensions do not produce a change in student's behavior or attitude.
2. A 5-day suspension pending consideration for expulsion for the remainder of the school year is mandatory for the following offenses: involvement with drugs; alcohol; sexual immorality; abortion; threats of harm to faculty, staff or students; weapons; or arson.
3. Expelled students or students who withdraw after being considered for expulsion may not participate in or attend New Venture Christian Schools sponsored activities.
4. Students who have been expelled and desire to return to NVCS the following year must receive the approval of the administration and the school board.

Note: The school administration reserves the right to impose discipline for off campus/non-school violations under the following circumstances:

1. The action of the student is in violation of the law; non-drug and non-alcohol related moving violations are excluded.
2. The action of the student is a blatant violation of the moral standards required of a follower of Christ.
3. By determination of school administration, the action of the student has a negative impact on the morale and spirit of the student body.

EPILOGUE: FREEDOM IN JESUS CHRIST

We here at New Venture Christian Schools would like to leave you, our parents and students, with this final thought. Often it is a natural digression for Christians to move from being fully spirit-led in our lives to a more legalistic or controlled approach in one or more areas of living. The reasons for doing so are often valid, logical, well meaning and done in love. However, they often separate us from God's sovereign will. So, while we have determined what we feel are reasonable, diligent, responsible, and loving guidelines for the operation of New Venture Christian Schools, we bask in the glorious freedom Jesus Christ has given us to be the very best He made us to be.

It is in the spirit of II Corinthians 3:17 and Galatians 5:16-18, 22-26 that we encourage your prayers for the Spirit of the Lord to fully, and at all times, have His hand on our school. *"Freely you have received, freely give."* Matthew 10:8

If you or someone in your family has just prayed this prayer, we'd love to talk with you and help in your new venture of faith! Please contact our school administrator so that we may pray with you and give you some information on how to grow in your new walk as a Christian.

If you are interested in finding out more about New Venture Christian Fellowship, please visit our website at www.newventure.org or call our church office at 760-721-7777.

Celebration Services Times

Saturday – 5:00 PM

Sunday – 8:30 and 10:30 AM

Student Ministries Mid-Week Service

Wednesday – 7:00 PM

PARENTAL & STUDENT AGREEMENT

This handbook is to be kept and used as a reference guide. It is essential that the Attendance, Dress Code, Code of Conduct, Infraction, and Homework policies be thoroughly read and understood before starting school.

Parent and student must agree to and sign the following Parental Statement:

1. I appreciate the standards of the school, which does not tolerate profanity, obscenity in word or action, dishonor to God and the Word of God, or disrespect to the personnel of this school. Therefore, I agree to support all regulations of the school in my child's behalf and authorize this school to employ such discipline, as it deems wise, for the training of my child.
2. I agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and giving my child encouragement in the completion of homework and assignments.
3. I understand that my child's needs must fit the educational capabilities of the school.
4. I promise to pay my financial obligations to the school on the dates due and understand that my child will be denied attendance if prior acceptable arrangements are not made on a past due account. I also understand the school cannot refund tuition paid or cancel unpaid obligations when a child is absent, withdrawn, or dismissed for any reason.
5. I give permission for my child to take part in all school activities and school sponsored trips away from the school premises and absolve the school from liability to me or my child at school or during any school activity.
6. I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
7. I understand that the school is an extension of the family, and the parent and teacher are co-workers in the child's education. I will contact the teacher and discuss any areas of concern before discussing the problem with others. I will encourage and support my child's teacher.
8. I agree that I have read and will abide by the restrictions listed in the Technology Acceptable Use Policy.
9. I understand that the school reserves the right to change any policy herein, at any time, at the sole discretion of the Administration when it determines the change to be in the best interest of the school.

Sign and return this entire sheet by Friday, September 5th.

Parent-Student Handbook Agreement

I have personally read, understood, and agree to the guidelines contained in the New Venture Christian Schools Parent-Student Handbook. I agree to cooperate with these standards to the fullest extent at all times while enrolled at New Venture Christian Schools.

Student Name (Print)

Student Signature

Date

As a parent I have read, understood and agree with the New Venture Christian Schools' Parent-Student Handbook. I will cooperate with the school in its endeavor to maintain these high Christian standards.

I also agree to keep New Venture Christian Schools updated at all times with a working **email address** and regarding all **Student/Family & Emergency Information, medications** with a completed **Physician's Medication Order Form** for all medications (prescription and over the counter) to be administered at school, and the most recent copies of my student's **Immunization Record**.

Parent Name (Print)

Parent Signature

Date