

Northern Dauphin Christian School

..where we partner with parents and churches to develop students of Christian character and have students achieve academic excellence through a quality Christ-centered education.



Informational Handbook

**NORTHERN DAUPHIN CHRISTIAN
SCHOOL
Information Handbook**

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MISSIONS STATEMENT

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August 2009 Edition

I. INTRODUCTION

A. The Association

The Northern Dauphin County Christian School Association Inc. is a group of concerned local parents, and others, interested in providing children with a quality Christian education. This organization oversees the Northern Dauphin Christian School and elects the Board of Directors which administrates the school. NDCS is dedicated to assisting parents in the task of training their children to reach their full potential, both academically and spiritually. We have our non-profit status 501(c)-3.

B. Association Membership

At least one parent or guardian must be a member of the Association. There are two types of membership, an active voting membership and an associate membership without voting privileges.

The active voting membership is made up of family members and interested people who have a strong desire to see children grow in the knowledge of academics and the Lord. Active members must subscribe to the following requirements:

1. Be eighteen years of age or older.
2. Give a clear testimony of being born again, in accordance with the Scripture.
3. Commit oneself and family to regular attendance to a Bible believing, evangelical church whose pastor subscribes annually to the articles within the Statement of Faith and Purpose.
4. Pay annual dues of \$5.00 to the Association.
5. Subscribe annually in writing to the Statement of Faith and the Purpose of the Constitution.
6. Attend at least one meeting annually.

The associate membership is also made up of people who have a strong desire to see children grow in knowledge of academics and in the Lord, and meet the following requirement:

1. Be eighteen years of age or older.
2. A person who does not meet all requirements for active membership, but believes in the purpose of the Association and desires membership.
3. Subscribes annually in writing to Article III of the Constitution, which is the Purpose.
4. Pay annual dues of \$5.00 to the Association.

Any active member who fails to attend one meeting annually, as requested in Section 2 of the Constitution, shall be approached by the Membership Committee as to his intentions for the coming year. He may indicate his desire to remain active and renew his active status by attending the next regular meeting of the Association.

C. Statement of Faith

1. We believe that there is one God, eternally existent in three persons: The Father, Son, and Holy Spirit. I Cor. 8:6
2. We believe that the Bible is the inspired, the only infallible authoritative Word of God as recorded in both the Old and New Testaments. 2 Tim. 3:16, 2 Peter 1:20-21, Rev. 22:18-19
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His sacrificial and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory. Matt. 1:18, John 3:16-17, I Peter 2:21-24
4. We believe in the necessity of a personal commitment to our Lord Jesus Christ for salvation of lost and sinful men. Romans 3:21-31
5. We believe in the resurrection of both the saved and the lost: they that are saved unto everlasting life, and they that are lost to eternal separation from God. Luke 20:27-38, Rev. 20:11-15
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. Eph. 4:13
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. John 14:16-17

D. Purpose of the Association

The purpose of this Association is to establish a private school to provide a quality education to mainly children of Christian parents. The school will provide instruction in subjects normally taught in public and/or other private schools. In accordance with the statement of faith, the students will be instructed so they will be better equipped to live Christ-centered lives.

1. Philosophy

The Northern Dauphin Christian School is an institution that was founded for, and dedicated to, the children of its membership according to the principles and commands found throughout the Holy Scriptures, the Bible.

The membership of the Northern Dauphin County Christian School Association Inc. consists of a group of parents who have formed and

incorporated a Christian Day School. Composed of grades kindergarten through eighth, the institution is bonded together by the group's common desire to train children according to the principles and commands of the Bible.

The Scriptures are accepted by the Association as God's inspired Word to man, given for doctrine (instruction, learning, teaching); for reproof (conviction, evidence); for correction (rectification, reformation); and, for instruction in righteousness (education or training in justification only through Christ). (II Timothy 3:16)

Other passages in the Bible indicate that parents are responsible for the training and education of their children (Proverbs 22:6, Deuteronomy 6:7, and III John 4). The Scriptures also direct that all believers should understand or view the world from God's perspective as opposed to their own interpretations. The Association has, therefore, structured its school with the purpose of teaching children according to these Biblical perspectives and educational mandates.

In order to lay the foundation for an educational system consistent with such Biblical principles, a precise understanding of God, the Author of the Bible, is essential. Scriptures clearly indicated that the Trinity - God the Father, God the Son, and God the Holy Spirit - is the only perfect, supreme being in the universe (I John 1:1-40, John 1:1-5). Furthermore, the Bible states that man was created to glorify God. Accepting the truth of these statements, Christians must offer their honor, loyalty, and worship to Him as the central authority of the universe. Likewise, God's Biblical directives, on man's relationship with Him, need to be recognized and followed.

One aspect of this relationship involves the "fear of God" as the beginning of both knowledge and wisdom. Since a school system seeks to instill knowledge through the educational process, it must, of necessity, initiate instruction with a proper, Biblical understanding of God. Contrary to this, non-Christian public and private institutions do not acknowledge God and His Word, basing their education instead, on a secular perspective. Thus, Christian parents need to pursue another avenue of training for their children such as the Northern Dauphin Christian School.

In a practical sense, one must also realize that after being exposed to more than fifteen thousand hours of instruction, a child is likely to be influenced by the philosophy of this school system. Secular education is permeated with humanism and diverse worldly ideas. The Christian's belief, however, that all truth is God's truth, necessitates evaluation of man's theories in light of Biblical revelations. Christian schooling considers this preservation of a Godly learning environment paramount among its duties, reinforcing principles which are taught in the home (II Corinthians 10:5).

Viewing this matter in more detail, one must recognize that both secular and Christian school systems are managed by human beings. It seems reasonable then to assume that the nature of any system will be molded, guided and affected by the character, morals, and beliefs of its directors, teachers, and curricula.

The Christian community has continually recognized the effects of non-Christian philosophy on the home and even at church. A fair assessment, therefore, is that non-Christian perspectives in a school system can also quietly undermine and in some cases overtly affect the thoughts, actions, and principles of our children. Considering the length of time spent in formal education, the situation seems to warrant that our children be trained in an atmosphere which will fortify the basic tenets of faith being taught in the home and in the church. In fact, the Christian school education is uniquely designed to supplement and harmonize with the students' home and church training.

The Christian School's philosophy of education dictates that all subject matter is interpreted from a Biblical perspective. When the Bible is accepted as the final authority for the Christian, it becomes impossible to adequately educate except in the light of and in harmony with this authority. This is not to say that the school will train its young people in an environment that never examines opposing views or materials. These views will, however, be discussed and evaluated according to Biblical truth.

Since the Bible and its absolutes are accepted as the final authority, the school is allowed to instruct children within the framework of definite guidelines and disciplines. For example, the educational system can give clear direction to the student as to his origin, his reasons for existence, and his future. The Bible gives understanding as to the creation of the world by God and for God's glory, the creation of man to glorify God, and the eternal future of man dependent upon his acceptance or rejection of God. The primary goal of true Biblical education must involve training students in the Scripture with the desire that they will accept and follow its mandates. Once students cultivate right relationships with God, the ultimate goal is equipping them to serve Him to their fullest potential in society. Such total preparation must be of superior quality and encompass a wide range of spiritual, emotional, social, mental, and physical training experiences. The Northern Dauphin Christian School seeks to provide an education that meets these needs and develops the talents of young people to glorify God through His highest creation, mankind.

2. Objectives

We believe each student has unique, God-given capacities and capabilities for growth spiritually, physically, intellectually, and socially. Our objective is to provide an atmosphere in which each student may reach his God-given potential in all areas. Specific objectives for each area have been determined.

The objectives of N.D.C.S. for Intellectual Growth of its students are:

- To teach the skills necessary for effective comprehension, communication, and computation;
- To provide a versatile college preparatory curriculum which will furnish a thorough preparation for their future study or occupational competence;
- To stimulate creative and critical thinking and responsiveness to beauty in the arts and sciences;

- To aid to recognize in every area of study the revelation of God in creation and in the Holy Scriptures, and
- To instill in each student an understanding and appreciation of the principles and values upon which our country was founded and the importance of their preservation.

The objectives of N.D.C.S. for the Spiritual Growth of its students are:

- To teach the Bible as the Word of God, a source of doctrine and a guide for daily living;
- To teach the basic tenets of the Christian faith;
- To encourage them to come to a personal relationship with Jesus Christ, honoring Him as Lord and Savior and seeking to know and do the will of God;
- To present a pattern of life based on the standard set forth in the Bible, and
- To aid them in the formation of a personal Christian philosophy that will permeate and integrate every area of life.

The objectives of N.D.C.S. for Social Growth of its students are:

- To encourage an individual sense of personal worth as a special creation of God and a recipient of His love;
- To foster the establishment of wholesome interpersonal relationships through an acceptance of one another in Christian life, learning to understand and respect the views of others; and
- To instill in them a respect for authority, love of country, loyalty to their homes and community, and patriotism for their country.

The objectives of N.D.C.S. for Physical Growth of its students are:

- To promote health, fitness, coordination, and skillful use of the body, and
- To encourage good sportsmanship and Christian testimony in all athletic endeavors.

E. Organization Structure

1. Leadership

a. School Board Members

Eric Hockenberry - Vice President
Brian LaBone- President
Sarah Troutman- Secretary
Deb Wire
Scott Hoy
Michele Hutchins

b. Treasurer

Laura Putney

c. Administration

Renee Chubb

d. Faculty

Whitney Lenker - Early Education Center

Sara English - Kindergarten, Third/Fourth Math & Science

Dianne Becker - First/Second Grade

Cathy Klinger - Third/Fourth Grade

Bethany Hackett - Fifth/Sixth Grade

Andrea Kessler - Seventh/Eighth Grade

2. School Symbols

a. School Colors: Red, Black, and White

b. School Mascot: Lion

c. School Song: "We Come Together"

**With a plan, by His hand, We come together,
Starting small, growing tall, We come together.**

**Looking to the future, His truth will guide our way,
Keeping God in education, Each and every day.**

**With the lion as our mascot, And a prayer to start
each morn'
Red and black and white our colors,
Northern Dauphin Christian School was born.**

**With God's love, from above, We come together,
The journey's long, but we'll stay strong, We come
together,
We come together... Amen.**

II. ADMISSIONS

A. Statement of Non-Discrimination

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

B. Policy Statement of Non-Discrimination in Admissions and Programs

It is the policy of the Northern Dauphin Christian School to operate its facility and programs and provide services without regard to race, color, national origin, ancestry, sex, handicap, or disability.

No person shall be excluded from participation in provision of any activity, program, privilege, right or service, race, color, national origin, ancestry, sex, handicap, or disability. There shall be no segregation of its facility, programs or services for reasons of race, color, national origin, ancestry, sex, handicap, or disability. This non-discrimination policy applies to all applicants, faculty, administration, employees, and subcontractors to the Northern Dauphin Christian School.

Persons and organizations having occasion to refer individuals for admission or services, or to recommend its facility, programs, or services of the Northern Dauphin Christian School, are advised to do so without regard to the individual's race, color, national origin, ancestry, sex, handicap, or disability.

C. General Policies

1. A family wishing to enter children in the Christian School must first fill out the application form and be interviewed by the school administrator and appointed board members. All students entering NDCS are tested before admission to the school. A satisfactory level must be performed in each area. This is necessary so that the school can properly place the student in the correct grade level. If the test results for a new student determine that he (or she) probably will not be able to keep up with the projected class, the school may ask the student to:
 - a) Repeat the grade.
 - b) Select another school (only if NDCS does not have a program of study to benefit the student or does not have room in the appropriate class).

NOTE: We reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the student and/or the school. Interviews with the parents or guardians and the student are also required for entrance. No child is officially accepted until the parents return the signed parental agreement form and a deposit equal to one month's tuition. Upon reviewing the test results and other information, the Administrator recommends the student and family to the Board for approval. Parents will be informed of the Board action either by

letter or telephone. The school is not obligated to accept all students who have made application.

2. Admission of new students for the current year will not be accepted after Feb. 1, except in the case of a family moving into the area after that date.
3. In admitting a child to the school, parents recognize that the teacher has full discretion in the discipline of their child. Also, parental participation is needed in lending practical help and prayer support in a mutual effort to train their children.
4. The school reserves the right to dismiss any student who does not cooperate with the educational process.
5. Parents who have kindergarten children must bring the original child's birth certificate to the screening meeting. The school must check this before the child begins school (state law).

D. Returning Students

1. Currently enrolled students will be permitted to return on a preferred basis if they have successfully maintained minimum academic and behavioral standards and/or have successfully completed summer school.
2. Normally failure of two or more major subjects shall constitute failure of the grade for the year.

E. Six Obligations of Parents

1. **BE A CHRISTIAN.** If you are not a Christian, you can be one by committing your life to Christ and accepting Him as your personal Lord and Savior. Without the preeminence of Christ in your home, your children will be affected by an educational environment divided against itself.
2. **PARENTS MUST SUPPORT THE SCHOOL RULES.** Every school has rules. The school cannot function without them. Rules and policies vary from school to school. It is essential that students and parents alike have a clear understanding of the school regulatory policies at the outset of their Christian school experience. One reason they have chosen this school is because Northern Dauphin Christian School's student policies reflect the standards of their own home. In some cases, parents who may not be accustomed to Biblical patterns of self-discipline may find it difficult to adjust to the school rules. This is understandable; however, the parents have an obligation to read the rules and be supportive of them. If they cannot be in agreement with the rules, parents should seek out a school that more nearly reflects their views and their own personal standards of living. The task of discipline would be next to impossible without the cooperation of the parents.
3. **PAY YOUR CHILD'S TUITION ON SCHEDULE.** Christian schools are not known for their large cash reserves or heavy financial endowments and Northern Dauphin Christian School is no exception. It is not fair to the dedicated educators who love and teach your children to be unfaithful in keeping your tuition

payments current. We pledge to you that you will never need to be concerned about our teachers going on strike. We, therefore, ask that you pledge to pay your tuition on time. Even one day makes a difference in the efficient operation of the school.

4. PRAY FOR YOUR SCHOOL. We cannot thrive without the prayer support of the parents, along with the staff, for leadership and guidance in the operation of the Christian School.
5. MAINTAIN A POSITIVE ATTITUDE TOWARD THE SCHOOL. If you "bad mouth" the school in front of your children, you have set in motion a chain reaction in your youngster that will have a negative result at school. As your youngsters struggle with the normal stress of school, detecting a negative attitude at home toward the school only heightens the hurdles they must overcome. You will assist your youngsters significantly if first you learn to live a positive joyful life that reflects the indwelling presence of Jesus Christ.
6. FUNDRAISING. Several times during the year the students and parents are asked to help the school raise money. The purpose of these drives is to give each student an opportunity to help his school. Profits from the sales are for worthy purposes in the continuing educational program at the school. Parents and students are encouraged to do their best in helping the school and themselves, as the fundraisers help keep tuition and fees down.

III. ACADEMIC FACTORS

A. Subjects and Courses

The Commonwealth of Pennsylvania recognizes the Northern Dauphin Christian School as a non-public, non-licensed day school for the education of children. It is sure to be recognized for providing a superior Christian education.

1. Curriculum

- a) Elementary School - our school curriculum for grades K - 4 includes Bible, English (reading, composition, spelling, phonics, grammar, and handwriting), Science, Arithmetic, Geography, History (of the United States and Pennsylvania), Civics, Safety Education, including regular and continuous instruction in the dangers and prevention of fires, Health and Psychology, Physical Education, Music, Art, Library, and Computer Instruction.
- b) Junior High School - our school curriculum for grades 5 - 8 includes Bible, Language Arts (grammar and composition, literature, and vocabulary), Arithmetic, Science, Geography, History, Health, Physical Education, Music, Art, Library, Computer Instruction, and Home Economics.

B. Scheduling for Classes

The course load assigned is determined based on grade assignment. All students in a given grade are assigned the same classes.

C. Class Preparation

1. The minimum class requirements are as follows: (Failure to meet these minimum conditions will result in an assignment of a misconduct slip as listed in section IV.D.)
 - a. Bible (New King James Version)
 - b. Proper textbook
 - c. Book bag / Back pack
 - d. Crayons or colored pencils
 - e. Pencils
 - f. Erasers
 - g. Glue sticks
 - h. Scissors
 - I. Ruler
 - j. Assignment book
2. Each individual teacher may require additional supplies.

D. Grading System

1. Major report cards will be issued every 9 weeks.
 - a) Major Subjects - Numerical Grade - each major subject will be graded on numeric system of 1 to 100. The following conversion chart will show the corresponding letter grade.

A+ = 98-100	C = 77-79	I = Incomplete
A = 95-97	C- = 74-76	WP = Withdrawn Passing
A- = 92-94	D+ = 71-73	WF = Withdrawn Failing
B+ = 89-91	D = 68-70	NA = Not Applicable
B = 86-88	D- = 65-67	
B- = 83-85	F = 0-64	
C+ = 80-82		

- b) Minor Subjects - Effort Grades for Minor Subjects - the following grading scale will be used for all minor subjects including physical education, music, art, and computer class for the 1st - 4th grades.

- 5 = excellent
- 4 = good
- 3 = satisfactory
- 2 = needs improvement
- 1 = unsatisfactory

- c) Christian Character Grade - this grade reflects the classroom conduct of the student. The following numerical values can be interpreted in the following chart:

- 5 = Excels consistently in conduct, attitude, and classroom manners
- 4 = Exhibits good behavior and follows normal classroom rules well
- 3 = Average behavior
- 2 = Poor behavior / classroom disrupter
- 1 = Unsatisfactory behavior / needs constant teacher attention

d) Student Failure - if a student fails two or more major subjects for the year, he/she will not be promoted for the next school year.

E. Exams and Grades

1. Dishonesty on an exam will result in the student receiving a "0" on the exam and being sent to the Principal for a major offense misconduct slip. Students are advised that talking or looking around the room will be construed as passing information, and therefore, be considered cheating.
2. Exams and other tests must be taken on the day specified unless the student is actually ill or absent with an excused absence on the day of the test.
3. Normally, tests should be made up within one week. Standard procedure is one day of grace for each day absent.
4. An incomplete grade indicates that there is work missing in that particular subject and that the work must be made up before credit can be given. Unless otherwise specified, an incomplete grade will automatically become a "0" if not made up within one week from the date the report is issued. It is the student's responsibility to make up the work. The student should contact the teacher to receive all the necessary assignments.

F. Homework

1. Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance in his studies. Therefore, each student is to complete his homework assignment. Homework is given for several purposes:
 - a) For drill: Educational research indicates that drill is necessary for the mastery of certain types of materials.
 - b) For remedial activity: As instruction progresses, certain students fall behind the majority of the class; homework is given to help those students master the necessary skills needed to keep up with the rest of the class.
 - c) For enrichment: Homework is given to stimulate the thinking process and give the interested student a challenge.
 - d) For special projects: Book reports, compositions, special research projects are some of the activities that are frequently the subject of homework.
2. Children will be given homework in reasonable amounts based on ability and grade.
3. Teachers will assign no homework on Wednesdays due to church meetings. Tests and quizzes may be given on Thursdays with advance notice. Homework not made up on the assigned day is

considered late and the grade will be lowered one grade level per day. Illness and extenuating circumstances will be taken into consideration.

G. Honor Roll

1. High Honor Roll - The student has earned an "A" in all major academic subjects; Minor subjects are 3 or higher.
2. Honor Roll - The student has earned an "A" or "B" in all major academic subjects; Minor subjects are 3 or higher.
3. Calculation - Honor roll will be determined at the end of each marking period. A final honor roll will be averaged at the end of the fourth marking period and certificates will be awarded.
4. Subject Classification
 - a) Major Subjects: Bible, Arithmetic, Reading, Literature, Phonics, Grammar, History, Science, and Health.
 - b) Minor Subjects: Handwriting, Music, Library, Art, Computer, Physical Education, Wood Shop, and Home-Economics.

IV. STUDENT CONDUCT

A. Behavioral Administrative Philosophy

1. The Northern Dauphin Christian School believes that the teacher is the authority in the classroom. The teacher has the duty to manage the classroom as he/she sees fit as long as the rules are not in conflict with the rules and philosophy of the school. It is therefore the responsibility of the teacher to handle the discipline problems that may arise.
2. The main vehicle through which the teacher will gain control of his/her classroom is the discipline policy outlined in this section. The purpose of this discipline policy is to set the parameters within which the student will be expected to function throughout the entire year. If the teacher, student, and parents will consistently follow this guide, the classroom discipline situation will be conducive to learning.

B. Disciplinary Guidelines

Misconduct slips - The student is to begin each new school year with 0 misconduct slips recorded. Misconduct slips will result in the following disciplinary actions being taken:

1. All misconduct slips will be sent home for parents to review, sign and return to the teacher issuing the slip.
2. Accumulation of 5 slips for recurring *minor offenses* will be reviewed by the board to determine punishment.
3. First time *major offenses* will result in the slip being sent home for parents to review, sign, and return to the teacher issuing the slip. A conference between the administrator, parent and child may also be requested along with notification of the action to the board.

4. A second *major offense* anytime during the same school year by the same student will result in a one day in-school suspension.
5. Any subsequent *major offenses* during the same school year by the same student will result in a three day out-of-school suspension.
6. All *serious offenses* will result in a three day out-of-school suspension with the possibility of expulsion to be at the board's discretion.

C. **Disciplinary Actions**

1. **Misconduct Slips** - Students will be given misconduct slips for behaviors specified in section IV. D. Misconduct slips may be assigned by the administrator, classroom teacher, or monitor. Students who fail to conform to the desired conduct guidelines of the school will be assigned a misconduct slip in accordance with the misbehavior. The administrator will be notified of any misconduct slip assigned to a student. Parents are required to sign and return the misconduct slip within two days of its issuance.
2. **Corporal Punishment** - Prior to any paddling, notification must be given to the parent/guardian of the child to be paddled. The parent/guardian will be given the option of paddling their own child. After the paddling a written notice will be sent to the parent/guardian. Each paddling must be witnessed by another staff member. The child will be counseled prior to the paddling and told why the consequence is necessary. The teacher and/or parent/guardian will close the session in prayer and express Christian love to the child.
3. **In-School Suspension** - A student assigned an in-school suspension will be given all assignments for the day of suspension, and required to complete them independently while being monitored in another teacher's classroom. The student will not be permitted to participate in any special classes or activities scheduled for the day of suspension. All work must be completed and turned in by time of dismissal or it will be graded as incomplete.
4. **Disciplinary Probation** - A student may be placed on disciplinary probation because of extreme misbehavior. A student on disciplinary probation is not permitted to attend special activities planned by the teacher or school which will be taking place off school premises. Students may be removed from disciplinary probation if no further misconduct slips are earned within 25 calendar days of the date on which the probation was assigned.
5. **Out-of-School Suspension** - A student assigned an out-of-school suspension will not be permitted to attend school on the day of suspension. The number of days in which an out of school suspension will be assigned will directly relate to the nature of behavior. Any work missed as a result of the suspension will be assigned a grade of 0%. Arrangements for supervision during an out of school suspension are the responsibility of the parent/guardian.
6. **Request for Withdrawal** - It is understood that attendance at Northern Dauphin Christian School is a privilege and not a right.

This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The board may request the withdrawal of any student at any time that, in the opinion of the board, does not conform to the specific rules and regulations of the school. A request for withdrawal may or may not appear on the student's permanent record card. The board may request the withdrawal of even a well behaved student if the parents/guardians become excessively disruptive, slanderous, abusive, or disorderly.

7. Expulsion

- a) A student may be expelled upon receiving a serious misconduct slip in any school year.
- b) A student may be expelled if a request for withdrawal is not adhered to by the parent/guardian.
- c) A student may be expelled for extreme misbehavior at any time.
- d) A student may be expelled for propagating anti Bible/Christian material or doctrines.
- e) A student may be expelled up to/and including the last day of the school year.

D. Assignment of Misconduct Slips

Assignment of misconduct slips will be given according to, but not limited to the list below. Assignment of offenses not listed below will be up to the discretion of the administrator and/or board of directors.

1. Minor Offenses:

- a) Talking in line
- b) Talking without permission
- c) Talking in the hallway
- d) Name not on assignment
- e) Messy work
- f) Out of seat without permission
- g) Malicious tattling
- h) Poor posture during classroom instruction
- i) Name calling
- j) Out of dress code
- k) Did not follow directions
- l) Untidy desk and surrounding area
- m) Chewing gum
- n) Leaving books/homework at home
- o) Unprepared for class
- p) Turning in an assignment late
- q) Taking things from another student's desk without permission
- r) Failure to return papers requiring parent signatures within 2 days
- s) Tardy for class (tardy shall mean anytime after the starting time of the class)
- t) Failure to return misconduct slip within 2 days of issuance
- u) Inappropriate displays of affection

2. Major Offenses:

- a) Losing a school textbook
- b) Using God's name in vain
- c) Disobeying bus rules
- d) Vulgar language
- e) Cutting of school
- f) Verbally/physically disrespecting authority figures
- g) Stealing
- h) Cheating
- i) Lying
- j) Physical fighting with another student
- k) Willful destruction of school property
- l) Willful destruction of another's personal property

3. Serious Offenses:

- a) Acts of immorality
- b) Physical attack on a teacher, staff member, or authority figure
- c) Bringing prohibitive items to school. Prohibitive items are to include, but are not limited to, the following: knives, guns, Chinese stars, other types of weapons, illegal drugs, prescription drugs not prescribed by a doctor for the student who brought the drug, over the counter drugs not accompanying a handwritten note from the parent/guardian; alcoholic beverages.

V. GENERAL POLICIES AND INFORMATION

A. School Hours

1. School begins at 8:15 am. At this time, students are to be in their classrooms.
2. School dismissal is at 2:45 pm. (Kindergarten dismissal is at 11:45 am)
3. Early dismissal is at 11:45 am
4. On 1-hour delay days, school begins at 9:15 am. Kindergarten will still be in session.
5. On 2-hour delay days, school begins at 10:15 am. Kindergarten is cancelled.

B. Attendance

1. Each child is required by state law to attend school each scheduled day unless prevented from doing so for mental, physical, or other urgent reasons. According to state regulation 22 Pa. Code Chapter 11.25a, "urgent reasons" is to be strictly construed and does not permit irregular attendance.
2. Legal and illegal absences are determined by state law. Illness or death in the family are the only excusable absences. Educational experiences are also excusable if the procedures of No. 6 in this section are adhered to.

3. Any child who is absent must submit an excuse written by the parent on the first day back from the absence. Absences of three consecutive days or more require a doctor's excuse. If no excuse is returned to the school within three days, the absence will be "unexcused" or deemed invalid by the administration. This excuse should be specific to the illness; this helps the teacher in knowing what to expect of the child as far as make-up work is concerned. Excessive absences, excused or unexcused, may require that further absences have an excuse from a physician.
4. Children who are absent because of a communicable disease must conform to the quarantine laws for such a disease. A student may not return to school until approval is made from an appropriate healthcare official.
5. Illegal absences beyond three will be dealt with according to the procedure of the state school laws. (Situation can be referred to the public school truant officer in the child's school district.)
6. Educational experiences are days in which a student experiences an educational enrichment in the family setting:
 - a. The parents must obtain an Educational Experience Form from the school office and submit the completed form at least one week in advance of the time of the absence.
 - (1) In making the decision of the absence, the Principal will weigh the following:
 - (a) Academic achievement
 - (b) Extenuating circumstances which would warrant the absence.
 - (c) The duration of absences if for a maximum of five days.
 - (2) Upon approval of the Principal, the teacher will receive the Educational Experience Form.
 - (3) The form must be signed by the teacher prior to the absence. Upon signature of the teacher, the teacher will work out the making up of the work missed during the absence.
 - (4) Work assigned prior to the trip will be due in its entirety on the first day of return to school. Incomplete assignments will be given no credit.
 - (5) In addition to the regular daily assignments, students will be required to complete an educational experience journal to be submitted on the first day of return to school. Educational Journals are to include the following:
 - (a) Location of trip and the date(s) you visited there
 - (b) One paragraph written daily, describing educational experiences for that day.
 - (c) One paragraph written at the end of the trip, telling why you would or would not suggest this trip to another student.
 - (6) Educational Experience leave may not be used in lieu of complete regular class assignments without approval from the Principal or Assistant Principal. Under normal conditions, approval for this type of leave will not be given.

7. The Principal has the discretion to deny work make-up privileges for students who have unexcused absences. The student may receive zeros for the work missed.
8. Three illegal absences would require a conference of the parents and Principal to resolve the situation in an agreeable manner. The student's home school district will be notified of the absences. Any action taken by the home school district will not be the responsibility of Northern Dauphin Christian School.
9. A student who is absent more than thirty days in one year is liable to be retained in his present grade.
10. Cutting of school by individuals or groups is considered a flagrant violation of school spirit and will be dealt with as follows:
 - a. Absences will be defined as illegal (see 5 above).
 - b. Other appropriate discipline shall be administered.

C. Tardy to School

1. Excused

a. According to state regulation 22 Pa. Code Chapter 11.25a, a school "may, upon receipt of satisfactory evidence of urgent reasons, excuse a child for non-attendance during a temporary period, but the term 'urgent reasons' is strictly construed..."

b. Section 11.23 of the State Code also states: "upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional healthcare or therapy service only if the following requirements are met:

- (1) "The health or therapeutic services are to be rendered by Commonwealth licensed practitioners."
- (2) "It is not practical or possible for the pupil to receive the services outside of school hours."
- (3) "The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies."

c. All unexcused tardies to school will be recorded on students' report cards.

2. Unexcused

a. If "satisfactory evidence" of an urgent excuse is not received by the school or the excuse is not deemed as such by the school administration, a student will be marked as unexcused tardy.

b. Three unexcused tardies will constitute one unexcused absence and will be dealt with accordingly.

D. Home and School Cooperation

The school, the home, and the church must work cooperatively in the task of Christian education. The school endeavors to keep parents informed about the student's progress and school activities. Parents need to follow through in various ways also. The following are some of the ways parents are expected to help:

1. Prayer - the single most important thing that each parent can do for the school is to pray for its ministry regularly. Pray for teachers, students, administration, and finances.

2. Work with Teachers - the teacher is a very important person in your child's life. Please work with the teacher as closely as possible. Many times teachers will ask you to cooperate in a special way with the class or with your child. Parents are needed to help with parties and field trips.

3. Gifts - tuition and fees do not cover the cost of education for students. Many parents ease the financial burden by making sacrificial gifts. Teachers and workers make many great sacrifices.

4. Promotion - many times parents can help the school by promoting the school to other parents or to businesses or institutions that may help. This type of promotion is greatly appreciated.

E. Property Damage

Any school property (including property of David's Community Bible Church) willfully destroyed by a student will be repaired or replaced at the responsibility of the parent.

F. Dress Regulation

Northern Dauphin Christian School reserves the right to require certain standards of dress. These standards are based on both moral conviction for modesty and on an arbitrarily chosen position of the standard of dress desired for our school.

Scripture references: I Peter 3:3-4, Titus 2:6-7, Proverbs 22:6, I Timothy 2:9, I Corinthians 7:31b

1. Adult - Attire should promote an atmosphere of respect and authority, conducive to learning.

a. Male:

(1) Dress - Suit pants, dress slacks, or docker-style pants, dress shirt with tie, or button-down shirt.

(2) Appearance - neat, clean, professional. Facial hair must be neatly groomed and not of excessive length. Hair must not be of extreme style or color and may not exceed collar length. No jewelry except watches or rings.

b. Female:

(1) Dress - Dress, skirt, culottes, or split skirts, knee length or longer, dress pants, modest shirts.

(2) Appearance - neat, clean, professional. No extreme styles or colors of hair. Jewelry must be worn in moderation reflecting professional appearance.

c. Exceptions to guidelines in a. and b.

(1) Field trips or special programs - modest appropriate attire

(2) Physical Education - modest attire to participate in active programs

(3) Parental Volunteers - If activity is known to require casual dress, you may follow student regulations.

2. Students - It is understood that the student's attire is primarily a parent's responsibility; therefore, parents must become very familiar with the following guidelines:

a. Objective: The main objective of the student dress code is that parents choose to clothe their child in a manner that:

(1) Will not be a distraction or a disruption

(2) Will be modest

(3) Will promote an attitude conducive to learning.

(4) Will reflect well the program of quality education offered at NDCS.

b. Dress Code Standard for boys and girls (grades K through 8)

(1) Students are permitted to wear sweatshirts and collarless shirts as long as they are modest and without offensive inscriptions, decals, or caricatures.

(2) Students are allowed to wear dress slacks, trousers, or denim pants of any color as long as they are modest, neat, clean, and in good repair.

(3) All skirts, dresses, or jumpers must be no shorter than 2 inches above the knee.

(4) Girls are allowed to wear knit leggings or stirrup pants that are loose fitting and worn with a top that will cover the buttocks.

(5) Split skirts, culottes, or loose fitting shorts are permitted and must be no more than 3 inches above the knee, modest, neat, clean, and in good repair.

(6) All footwear must be in good repair.

(7) All hair styles must be in good taste with no extreme colors.

(8) Only girls are permitted to wear earrings. Piercing of other body parts is not permitted.

(9) Hats are to be removed upon entrance to the school.

c. Clothing not permitted

(1) Mesh shirts

(2) Spandex

(3) Boxer shorts as an outer garment

(4) Halter Tops

(5) Belly Shirts

(6) Sweat Pants (exception Physical Education)

3. Extracurricular School Events

Students will be expected to comply with main objectives of the dress code while dressing in a more casual manner for extracurricular activities. Proper dress for field trips, social events, and other special occasions will be announced.

G. Extra-Curricular Code of Conduct

1. Responsibility of class work:

- a. Work to the best of your ability.
- b. Be a good example of Christ in class and out of class.
- c. Show respect to your teachers and fellow students.
- d. Complete class work on time.
- e. Never use activities as an excuse for not having completed a classroom assignment.

2. Responsibility to team or program:

- a. Attend all practices and events. Permission to miss a practice or activity must be obtained from the advisor prior to the practice or activity, if you are to continue in the program.
- b. Your personal grooming must be neat and clean.
- c. When attending indoor away activities we will go dressed neatly in our school clothes and change after arrival at the activity site.
- d. A student is not permitted to participate in a game if he or she does not have their assigned uniform (for athletes).
- e. Students are responsible for their uniforms; any lost uniforms will have to be paid for by the student who was issued the uniform.
- f. Any student who quits the activity after the beginning of the practice season will not be permitted to rejoin the activity until the following year and will not be eligible for letters or awards.
- g. During the games, team members not playing are to remain on the bench until requested to enter the game. No one is to be participating in an activity on the sidelines unless requested to do so by the coach (for athletics).
- h. Always display a Christ-like attitude in victory or defeat.

H. **Parental Involvement**

- 1. Parents are to follow all aspects of the parental involvement policy. Required duties include but are not limited to recess/lunch duty and cleaning the school. For complete details, refer to the parental involvement policy.
- 2. Parents are encouraged to volunteer in many areas of school life.
 - a. Hosting a school party (Thanksgiving, Christmas, Field Day, etc.)
 - b. Submitting monthly articles to the Upper Dauphin Sentinel and Patriot News
 - c. Preparing special lunches
- 3. All parents are **required** to participate in the parental involvement program
 - a. Required: Lunch and Recess - a detailed recess/lunch procedure form is available at the office.
 - b. Required: Cleaning assignments - a detailed cleaning list and cleaning supplies are located in the hall closet.
 - c. Families may trade lunch/recess duties for additional cleaning assignments. Ratio will be as follows: 1 cleaning assignment = 6 lunch/ recess duties

4. Exemptions from required duties

a. You are exempt from lunch/recess duties and cleaning assignments if you head up Communications efforts at NDCS (approximately 50 hours per year), publishing and distributing a quarterly newsletter, the Lion's Roar, to all school families, and publishing and mailing a quarterly prayer and praise letter to our entire mailing list.

b. You are exempt if you teach a "Specials" class (approximately 50 in-class hours per year): Music Class, Art Class, Library Class, Computer Class, Physical Education Class, Home Economics Class.

5. Penalties for failure to complete or cover assigned duties will be an assessed fee. Fees are to be paid in full within 10 days of your missed assignment. An unpaid penalty will result in a financial suspension of your child(ren) until payment is made.

a. Missed Lunch/Recess - \$20.00 Fee

b. Missed Cleaning Assignment - \$50.00 Fee

6. Parents should report to the school office before going to the area of service or to a classroom.

7. Parents should dress appropriately for the type of service with which they are involved. Normally, if parents are working on normal school days, their dress should comply with the student dress code.

8. Parents should always display a Christian attitude during their service. Parents should support the teachers in charge and help with assigned duties, especially during field trips.

9. Every adult who will be working as a volunteer in the school or on the school grounds will be required to submit a PA Child Abuse Clearance form and a Criminal Record Check form. These forms may be obtained by contacting the office.

10. Parents may chose to "Opt Out" of parental involvement for any given year by paying a fee of \$300.00 for the school year.

I. Parent - Teacher Conference and Relations

1. After first notifying the Principal and signing in at the office, parents are free to visit the classroom at all times.

2. Parent-teacher conferences are to be held after the first marking period. Teachers will arrange other conferences with specific parents during the remainder of the year, as they are necessary.

3. At various times during the year a parent might wish to confer with teachers. They may do so by writing a note to the teacher or calling the school administrator. If ever a parent strongly disagrees with any practice which is being used by a teacher, that parent is advised to see the teacher in person to discuss the disagreement. Parents who are not satisfied with the teacher conference should present their problem to the Principal. When parents have questions which involve school policy and wish to have their questions discussed, they should see the Principal.

J. Visiting the School

1. All visitors must first report to the school office or other designated area within the school.

2. All student visitors to the school must have prior permission from the Principal. The student visitors must conform to all school regulations while in school (including proper dress).

K. Cancellation Days / School Delays / Emergency Dismissal

Changes in the schedule of the normal school day due to weather conditions or other emergencies will be announced on board approved multi-media locations, normally consisting of television, radio, and computer. A listing of the approved locations will be sent home in the fall of each year.

L. Bus

1. Transportation is provided by the local public school districts. Those districts are: Halifax, Line Mountain, Millersburg and Upper Dauphin.

2. Students are permitted to ride a bus from another school district in accordance with the home district's transportation policy.

3. Any change in transportation must be submitted in writing to the school administrator. Under emergency situations, verbal approval may be given to the school administrator or head teacher. A change in transportation shall include, but not be limited to, car pick-up instead of riding the bus, going home with another student, staying at school past dismissal, and leaving school early.

4. Rules of Conduct:

a. When boarding:

- (1) Students must be at the bus stop 5 minutes ahead of time designated for their stop.
- (2) While waiting for the bus, students must stay near their bus stop in full view of the bus driver, and under no circumstances should they stand or play in the street.
- (3) Students should remain in line at least five feet from the bus when it stops to pick up passengers, and should not move toward the bus until the door is open.
- (4) Students may not bring animals onto the bus.
- (5) Students may ride only the bus they are regularly assigned.
- (6) In case of inclement weather, students should stay at the stop for a minimum of 30 minutes. In case of fair weather, the students should wait for one hour.
- (7) Students must also abide by any guidelines set up by the transportation provider.

b. When riding:

- (1) Students must conduct themselves in an acceptable manner at all times. Loud talking is improper conduct and is not permitted.

- (2) Students are to keep their feet, books, and possessions out of the aisle of the bus.
- (3) Students must remain seated while the bus is in motion, or if the bus is delayed on the road.
- (4) Students must not extend arms or heads out of the bus windows at any time.
- (5) Students are to face front, not to turn in the seat; this means they must sit with their backs against the seats.
- (6) Students must be quiet when approaching a railroad crossing.
- (7) Students may not operate the bus door or tamper with the emergency door.
- (8) Students may not use the emergency door except in the case of an emergency.
- (9) Students may not eat, drink, or play radios or tape recorders on the bus.
- (10) Students may not damage or deface any part of the bus, and should assist the driver in keeping the bus clean.
- (11) The bus driver is authorized to assign seats. The Principal may assign a monitor to assist the driver.

5. Penalties:

- a. Violations of bus rules will incur the appropriate misconduct slip.
- b. In some cases the local districts will impose suspensions at the first offense.

M. Lunch and Snack

1. A milk program is offered for families who wish to participate. Kindergarten students are served milk during snack time and students in grades 1-8 are served at lunch time.
2. Students will be permitted a morning snack at the discretion of the teacher.
3. Make sure to pack inviting healthful lunches and expect your children to eat all their food. Be reasonable in the amount you send. All children are encouraged to eat their main food - sandwich, soup, and fruit.

N. Boy-Girl Relationships

The Christian School would like to set a basic standard for our young people as they approach and take part in the dating life. It is with this purpose that the following directives are given:

Genuine Christian behavior toward the opposite sex is manifested in a discreet manner and will not follow the current immoral practices of the world. The school, therefore, expects its students to refrain from physical contact with the opposite sex on school grounds, and on any school-sponsored activity. (1 Cor. 7:1) Couples should also refrain from loitering in places that are not directly chaperoned while on school activities or any type of program. Couples (boy/girl) should not sit together after dark while using school-sponsored transportation. Couples may sit in the front of the bus or van during daylight hours.

O. Student-Teacher Relationships

Students must show a high level of Christian respect to their teachers. Students should directly obey their teachers during any school-sponsored event.

Student-teacher dating is not permitted.

P. School Books

1. Lost books will result in a major misconduct slip as written in the discipline policy.

2. Parents shall be financially responsible to replace lost or damaged textbooks.

3. Book covers for hardback books are the option of the student/parent.

Q. Field Trip and Chaperone Policy

1. Any person wishing to attend a field trip as a chaperone should have a child participating in the field trip, because those parents will have first priority as chaperones.

2. Any person wishing to attend a field trip as a chaperone and driver:

- a. Must be able to drive a vehicle to help transport the students on the trip (driver only).
- b. Must give the school a copy of their current insurance card and driver's license.

3. Field trips are limited to students, teachers, and approved chaperones. Requests to bring younger siblings or other guests should be submitted in writing to the school administrator.

4. All field trips need to be board approved prior to the trip taking place.

5. Travel Time

- a. Kindergarten: travel time shall not exceed one hour (one way) without board approval.
- b. First Grade: travel time shall not exceed one and one half hour (one way) without board approval.
- c. Second grade through fifth grade: travel time shall not exceed two hours (one way) without board approval.
- d. Sixth, seventh and eighth grades: unlimited travel time.

6. Student/Adult Ratio - The Northern Dauphin Christian School requires that the following ratios be met when taking students on school field trips:

- a. Kindergarten through first grade - 1 adult for every 4 students.
- b. Second grade through fifth grade - 1 adult for every 7 students.

c. Sixth through eighth grades - 1 adult for every 10 students.

7. Guidelines for students not given parent/guardian permission to attend a field trip.

It is a parent's/guardian's choice not to allow their child to attend a field trip sponsored by the school; however, non-attendance of a field trip will result in an illegal absence if these guidelines are not followed:

- a. Parent/guardian has given written notice to the classroom teacher that their child will not be participating.
- b. Parents shall submit an educational experience request (using the guidelines in section V.B.6. of this handbook) showing that they have planned an alternate activity of educational value.

VI. REGISTRATION , TUITION & FINANCIAL POLICIES

A. Registration Policies

1. Every new and returning student is required to register prior to attending N.D.C.S. by furnishing the school with a Re-registration Form and Fees. Forms may be obtained in the school office.
2. Registration fees for New Families each child is as follows:
 - a. If paid by May 1st prior to classes beginning in August \$250.00 Fee. Registration Fee is non-refundable
 - b. If paid after May 1st prior to classes beginning in August \$275.00 Fee. Registration Fee is non-refundable
3. Registration fees for Returning Families each child is as follows:
 - a. If paid by May 1st prior to classes beginning in August - \$200.00 Fee. Registration Fee is non-refundable
 - b. If paid after May 1st prior to classes beginning in August - \$250.00 Fee. Registration Fee is non-refundable

B. Pay Your Child's Tuition on Schedule

1. Christian Schools are not known for their large cash reserves or heavy financial endowments and Northern Dauphin Christian School is no exception. It is not fair to the dedicated educators who love and teach your children to be unfaithful in keeping your tuition payments current. Even one day makes a difference in the efficient operation of the school.
2. Financial obligations will be assessed for past due and late tuition payments.
 - a. Tuition payment is due - 1st of each month
 - b. Tuition is past due if received after the 10th of the month - \$10.00 Fee

c. Tuition is late if received after the 25th of the month - Additional \$25.00 Fee

3. If tuition is not received by the 1st of the next month, the board will meet to discuss a remedy. Please communicate with the school Treasurer if you have a special circumstance.

4. Any check returned to the school for non-sufficient funds will be assessed a fee of \$35.00.

a. First Bounced Check - Pay fee and reported to the board of directors

b. Second Bounced Check - Pay fee and only cash payments for tuition will be accepted.

5. Tuition discounts are given to Multi-Children Families as follows:

a. 100% Tuition, 1st child enrolled

b. 15% discount, 2nd child enrolled

c. 30% discount, 3rd child enrolled

d. 45% discount, 4th child enrolled

e. 60% discount, 5th child enrolled

6. A 5% discount is applied if tuition is paid in full by July 10th prior to classes beginning in the August.

VII. FUNDRAISING POLICIES

A. Fundraising Essentials

1. Several times during the year the students and parents are asked to help the school raise money. The purpose of these fundraising drives is to give each student an opportunity to help the school. Profits from the sales are for worthy purposes in the continuing educational program at Northern Dauphin Christian School. Parents and students are encouraged to do their best in helping the school and themselves, as the fundraisers help to keep tuition costs and fees at a minimum.

2. You may opt out of participating in fundraisers by paying the following fees.

a. Requested Donation for entire year - \$500.00

b. Requested Donation per fundraising event - \$150.00

VIII. COMPUTER POLICY

Northern Dauphin Christian School will provide computer access for employees and for students in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the school. The school's computers must be used primarily for educational related purposes. Incidental personal use of school computers is permitted for employees so long as such does not interfere with the employees job duties and performance. Students may only use the school's computers for educational purposes.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and websites they require to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in developing critical thinking skills necessary to ascertain the truthfulness of information, and distinguish fact from opinion.

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory, inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through this medium. Because of the nature of the technology that allows the Internet to operate, Northern Dauphin Christian School cannot completely guarantee that access will be blocked to these inappropriate materials. This policy contains prohibitions on accessing inappropriate materials.

Northern Dauphin Christian School reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, Northern Dauphin Christian School will operate and enforce technology protection measures that block or filter online activities of minors on its computers used and accessible to employees and students so as to filter or block inappropriate matter on the Internet. Northern Dauphin Christian School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school's computers will be error-free or without defect. Northern Dauphin Christian School does not warrant the effectiveness of Internet filtering.

The use of the school's computers for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below:

1. Communication about non-work or non-school related communications (exception: incidental personal use by employees)
2. Access or transmit material that is harmful to minors, indecent, obscene, pornographic, terroristic, or advocates destruction of property.
3. Access or transmit material likely to be offensive or objectionable to recipients.
4. Cyber-bullying another individual.
5. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials.
6. Send terroristic threats, hateful mail, harassing communications, and offensive or inflammatory communications.
7. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications that are not for school-related purposes.
8. Facilitate any illegal activity.

9. Engage in commercial, for profit, or any business purposes except where such activities are otherwise permitted or authorized by the Board.

10. Political lobbying.

11. Copyright infringement.

12. Sending unsolicited commercial electronic mail messages, also known as spam.

13. Posting personal or professional web pages without Board approval.

14. Posting anonymous messages.

15. Plagiarism.

Users of the school's computers must be aware that violations of this policy or the unlawful use of the school's computer systems may result in disciplinary actions, including but not limited to, warnings, usage restrictions, oral or written reprimands, suspensions, dismissals, or expulsions. Violations as described in this policy may be reported to the Northern Dauphin Christian School Board, or to the appropriate legal authorities. Northern Dauphin Christian School will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through its computer systems.