



NEIGHBORHOOD  
CHRISTIAN SCHOOLS

**PARENT/STUDENT HANDBOOK**  
2025-2026

**Neighborhood Christian Schools welcomes students who desire a quality Christian education and are willing to work to his or her potential.**

This Handbook outlines the policies and procedures of Neighborhood Christian Schools (NCS). The rules and regulations established by NCS are intended to ensure the rights and responsibilities of all and to instruct the student in establishing self-discipline.

Rules and regulations in this handbook are in effect at the time of publication. Changes in these policies may be made by the administration of NCS at any time.

*We offer thanks to Ozarks Christian Academy, School of the Ozarks, a laboratory school of College of the Ozarks, "The Oaks" Classical Christian School, and The Academy of Classical Christian Schools, for their help in creating this handbook.*

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## MOTTO, MISSION, VISION

- Motto:** Every Thought Captive to Christ
- Mission:** To assist area families by providing a Christian, classical, and practical education at an affordable price.
- Vision:** To produce graduates of character who love God and are equipped spiritually, academically, and vocationally to understand God's world and live out their calling to the Glory of God.

## STATEMENT OF FAITH

**We believe** that God reveals Himself through the creation, preservation, and government of the universe.

**We believe** that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church and are all to be received as the Word of God.

**We believe** that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son, and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.

**We believe** in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

**We believe** that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

**We believe** that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.

**We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory.

**We believe** God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.

**We believe** in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love and have communion in each other's gifts and graces.

**We believe** that God designed marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of God's design for marriage are sin.

**We believe** that God immutably creates each person to reflect His image as male or female.

We also affirm the *Chicago Statement on Biblical Inerrancy* (1978); *Chicago Statement on Biblical Hermeneutics* (1982); and the *Chicago Statement on Biblical Application* (1986).

## **CULTURE AND OBJECTIVES**

*Our Mission focuses on our role at NCS, while our Vision describes the outcome we would like to see in each student. As we describe a Christian, classical, and practical education that equips students spiritually, academically, and vocationally, we find the following statements helpful.*

### **CULTURE**

Christian Worldview: All subjects find their unity and purpose in our one, triune God.

*"For by him (Jesus Christ) all things were created, in heaven and on earth, visible and invisible, whether thrones or dominions or rulers or authorities – all things were created through him and for him. And he is before all things, and in him all things hold together." Colossians 1:16-17 (ESV)*

Teaching all things from a Christian perspective under the lordship of Jesus Christ and authority of God's word, prepares the students spiritually to love God and serve others.

A biblical worldview will be emphasized throughout each course that the students take. NCS is dedicated to teaching God's Word and incorporating it into every aspect of the student's experience.

## **CLASSICAL**

Classical education is a time-tested system, which reigned supreme in the western world until a shift to “progressive education” began under leaders such as Horace Mann and John Dewey in the late nineteenth century.

Our classical model follows the Trivium, a pattern of instruction that corresponds to three stages of childhood development:

**Grammar** (grades K-6) – Knowledge: this first stage satisfies the child’s natural curiosity and sponge-like capacity through memorization of the essential facts and vocabulary of each subject.

**Logic** (grades 7-9) – Understanding: emphasis on reasoning and formal logic is coupled with debates and in-class discussion. This corresponds well to a natural tendency in students of this age to question and argue about everything.

**Rhetoric** (grades 10-12) – Wisdom: emphasis on public speaking and formal writing prepares students to communicate thoughtful conclusions and a growing individuality to others.

## **PRACTICAL**

We are committed to providing an education that shapes head, heart, and hands. Our students learn the value of hard work by helping regularly with chores around the school. Such blending of academic excellence with hands-on hard work, gives students the opportunity to serve others while also preparing students to recognize that every vocation has value and can be done to the glory of God. “*Whatever you do, work heartily, as for the Lord and not for men.*” Colossians 3:23 (ESV)

## **CHARACTER**

Students and staff are expected to live a life yielded to the will of God and guided by His Spirit to be transformed into the image of His Son. We realize that this is an ongoing process, but one that must be intentional. NCS places a high value on character and developing character within our students.

## **HONOR CODE**

Each student is expected to uphold the standard of the Honor Code: *I agree to be an honest, trustworthy, caring, and responsible citizen. I will uphold these values in others and myself.*

## **CHRIST-LIKE BEHAVIOR**

NCS aims to honor Christ in all that we do, and we expect nothing less of our students. Each student is expected to be respectful and above reproach in all areas of his or her life. We will be “quick to hear, slow to speak and slow to wrath,” “forgiving one another as God, for Christ’s sake, forgave us.”

## **LIFESTYLE/SEXUALITY POLICY**

Neighborhood Christian Schools is guided by a long-standing traditional, biblical worldview which reflects the understanding that human sexuality is a gift from God, and that:

Sex assigned at birth is a person's God-given, objective gender, whether or not it differs from their internal sense of gender identity (Genesis 1:27; Leviticus 18:22; Matthew 19:4; Romans 1:26-27; 1 Corinthians 6:9-10).

Sexual relations are for the purpose of procreation of human life and the uniting and strengthening of the marital bond in self-giving love, purposes that are to be achieved solely through heterosexual relationships in marriage (Genesis 1:28, 2:24; Exodus 20:14; Proverbs 5:15-23; Matthew 19:5; 1 Corinthians 6:12-20, 7:2-5; 1 Thessalonians 4:3).

Misuses of God's gift of human sexuality will be understood to include, but not be limited to, gender expression inconsistent with sex assigned at birth (transgender), gender transition, sexual abuse, sexual harassment, sexual assault, heterosexual misconduct, homosexual conduct, or possession of pornographic materials. In addition, NCS considers indiscreet public displays of affection as inappropriate behavior.

Employees and students of Neighborhood Christian Schools are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. It is particularly important to NCS that high standards of sexual morality be observed among its employees and students.

Toward this end, the Neighborhood Christian Schools may subject to disciplinary action any employee or student who engages in or encourages:

Gender expression inconsistent with sex assigned at birth; Gender transition; Sexual relations with a person other than his/her spouse; Sexual relations with a person of the same sex; Touching, caressing, and other physical conduct of a sexual nature with a person of the same sex; Touching, caressing and other physical conduct of a sexual nature with a person of the opposite sex that is inappropriate to the time and place in which it occurs; Disciplinary action may include disciplinary dismissal.

## **ACADEMICS**

### **OBJECTIVE AND STANDARDS**

In the programs and teaching of all levels, as well as through extracurricular activities and examples set by faculty and staff, NCS strives to:

Teach all subjects in the curriculum as part of an integrated whole with the Scriptures at the center. *"All scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work."* 2 Timothy 3:16-17 (ESV)

Provide a clear model of Biblical Christian life through the school staff and board. *"And he (Jesus) said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as*

*yourself. On these two commandments depend all the Law and the Prophets.”*  
Matthew 22:37-40 (ESV).

Encourage every student to begin to develop a personal relationship with God the Father through Jesus Christ. *“And Jesus came and said to them, ‘All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.’”* Matthew 28:18-20 (ESV)

Encourage each student to develop a love for learning and to achieve maximum academic potential.

Provide an orderly and secure atmosphere conducive to maintaining these standards.

## **ASSESSING STUDENT ACADEMIC READINESS FOR NEW AND RETURNING STUDENTS**

Each student entering Neighborhood Christian Schools will be given an academic assessment. This will enable every teacher to have as accurate an understanding as possible of each student’s academic readiness upon entering a new grade/class. This is especially needful for students transferring into NCS from other Christian schools, public schools, or homeschools.

The assessment procedure will be more fully discussed in the Admissions Policy and Procedure section later in this Handbook.

## **CURRICULUM GOALS**

### **ENGLISH**

We seek to:

Equip every student with the skills necessary for good writing, including spelling, grammar, style, clarity, etc.

Put a major emphasis on good writing by requiring the students to write often and correctly in each subject area.

Encourage clear thinking by the students through requiring clear writing.

Introduce the students to many styles of writing using the Bible and other high-quality literature.

### **HISTORY AND GEOGRAPHY**

We seek to:

Teach the students that God is in control of history, and He will determine its ultimate outcome.

Enable the students to see God’s hand in the history of the world and the United States.

Broaden the students’ understanding of history and geography as the students mature. Specifically, teaching ancient, medieval, and modern history in conjunction with important literature, events, and geographical locations of those time periods. Grammar students also memorize a timeline of important events from Creation to the modern period.

When possible, make history and geography “come alive” for the students through the use of many forms of information and research (i.e., biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc.).

## **SCIENCE**

We seek to:

Develop in the students an increasing appreciation of the orderly and wondrous way God has designed the universe, and the laws which govern it.

Impart to the students the grammar of Physics, Biology, Earth Science, and Chemistry through the method of doing science.

Teach the students the scientific process.

Encourage the students to think, to question, and to test their own theories.

Develop the students’ skills of observation and abilities to record and analyze information.

Encourage the students to apply their scientific knowledge to daily life.

Develop the students’ appreciation and knowledge of great scientists of the past.

Use many forms of instruction to teach scientific concepts and methods (i.e., a large variety of experiments, demonstrations, research projects, illustrations, field trips, guest speakers, etc.).

## **MATHEMATICS**

We seek to:

Ensure that the students have a thorough mastery of basic mathematical functions and tables.

Put an emphasis on conceptual, as well as practical, understanding of math through the frequent use of story problems.

Illustrate God’s unchanging character through the timeless, logical mathematical systems which He revealed to man.

## **READING**

We seek to:

Use phonics as the primary building blocks for teaching students to read.

Encourage the students to read correctly as soon as possible (normally in kindergarten or first grade).

Introduce the students to high-quality children's literature as soon as possible through our literature program.

Carefully monitor the student's reading abilities to ensure he or she is at a reasonable level, is comprehending adequately, and is reading fluently, both orally and silently. This includes the proper use of word-attack skills.

Foster a life-long love of reading high-quality literature.

## **GREEK**

We seek to:

Pronounce correctly Greek letters and words.

Begin to understand and use grammar in Greek to the following extent: declension of nouns, conjugation of verbs; concepts of singular and plural; tense; nouns, verbs, and adjectives; person; word order.

Memorize Greek paradigms in chants.

Be exposed to Greek quotes and expressions.

Do simple translation work.

## **MUSIC**

We seek to:

Train the students to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.

Enrich the teaching of Scripture through the teaching of many classic, meaningful hymns.

## **ART**

We seek to:

Train the students to draw, paint, etc., knowledgeably, joyfully, and skillfully unto the Lord.

## **PHYSICAL EDUCATION**

We seek to:

In cooperation with the families, encourage the students to knowledgeably establish and maintain good health and nutritional habits.

To enhance Biblical patterns of behavior through activities requiring cooperation, teamwork, and general good sportsmanship.

**GRADE SCALE**

Letter Grade	Numeric Grade	GPA
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 and below	0.0

**ACADEMIC WARNING AND PROBATION**

A student is placed on **academic warning** for receiving one F or two grades of D+ or lower in a marking period (i.e., quarter or semester of a school year). A student is placed on **academic probation** for receiving two F's or three or more grades of D+ or lower in a marking period or is placed on academic warning for two consecutive marking periods. Any student who is placed on academic probation for an entire year may be required to repeat that grade. An annual "C" average is required for remaining a student at NCS.

**HOMEWORK**

Meaningful homework assignments are an important part of the School's curriculum.

Teachers assign quality homework for each school night within the following guidelines: Grammar School students can expect to have on average no more than 10 minutes of homework per grade per night.

Academy Students typically receive from 30-45 minutes of homework per course, per day. Students at time can expect additional minutes needed to complete some required homework assignments.

If a student regularly spends more time on homework than designated above, the teacher should be informed promptly in case adjustments need to be made. While homework assignments may on occasion require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach a note detailing the time spent on the incomplete assignment. The teacher contact the parent to review the circumstances.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Failure to complete homework will be dealt with according to the

individual teacher's discretion. Teachers are required to contact parents/guardians if three or more homework assignments are not turned in on time during any marking period.

Make-up work is the sole responsibility of the student. It is the obligation of the parent/student to contact the teacher about work missed during an absence and to complete all make-up work according to school policy or at the discretion of the teacher.

### **TEXTBOOKS**

Neighborhood Christian Schools will provide the necessary textbooks that the students will need for each class. The rental cost of these books is included in the fee schedule (curriculum/book fee, see page 23). Books are the property of Neighborhood Christian Schools and should be returned in a satisfactory condition. Students returning a book with an unreasonable amount of wear or marking, or who have misplaced their book, will be charged the replacement fee determined for the appropriate book from NCS vendor(s).

### **CONFERENCES**

Parent and teacher conferences are held twice a school year. These times are designated for discussing the student's academic achievement and citizenship. Both parents/guardians are encouraged to attend, if possible, but at least one parent is required to attend the conferences to ensure proper communication between families, teachers.

Parents/guardians and teachers may request conferences throughout the school year.

### **ANNUAL STANDARDIZED TESTING**

Neighborhood Christian Schools utilizes the Classical Learning Test for grades 3-12. This testing will take place in the fourth quarter of each school year with dates to be decided by the Headmaster in cooperation with the teachers. More information about the Classical Learning Test can be obtained from the NCS Office.

### **ACADEMIC CALENDAR AND STUDENT PLANNER**

NCS will keep an up-to-date academic calendar in the NCS Office at all times and copies will be made available online at [www.classicalncs.com](http://www.classicalncs.com). Hard copies will be available upon request.

Students in grades K-6 will be given a parent communication folder to serve the same purpose. Folders will be kept in the schoolhouse and should be checked by parents/guardians each day. Homework, communication to parents/guardians, etc. are provided to parents/guardians through this method. Parents/guardians are expected to check for documents that may require signatures and sign such documents before the following Monday, so that communication may be accomplished in a timely manner.

Each student, grades 7-12, will be required to utilize a planner to keep track of assignments and activities. Use of this planner is highly encouraged in order to promote good organizational skills and self-discipline.

## **STUDENT HEALTH REQUIREMENTS**

Immunizations are encouraged but not required. However, all students attending NCS must have on record with the school office either a current immunization record or an exemption

statement, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

Before the school will issue any medication to a student, we must receive written parental permission. In order to facilitate the general dispensing of non-prescription medicine (e.g., Tylenol or Tums), we have a form available for parents to grant a year's general permission to the school to issue non-prescription medications to your student. This form will be kept with the student's file. No prescription medicines will be dispensed without parental permission on file.

Other forms necessary for student health records, obtained from the school office:

Health History: describes the basic health/illness history of each student.

Emergency Form: Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency. Includes a signed waiver in order to facilitate necessary surgical action.

### **ILLNESS**

Students who become ill in class are required to let a teacher know ASAP. If it is determined that the student needs to go home, he or she is to remain on campus until a parent can pick up or release the student.

Students who are deemed by a teacher or administrator to potentially have a contagious illness will be isolated from other students until they are picked up or released. Students are not allowed to return to school until they are symptom free for at least 24 hours without medication or with a doctor's note releasing them after experiencing any of the following: fever, vomiting, diarrhea, skin infections, communicable disease, questionable rash, discharge from eyes, impetigo, excessive coughing, non-clear discharge, common cold, MRSA.

Should your child have allergies or symptoms that appear as a cold, but not contagious, please inform your child's teacher.

### **HEAD LICE**

Head lice can affect anyone regardless of personal hygiene or cleanliness at home or school. The Centers for Disease Control (CDC) states, "Head lice move by crawling; they do not hop or fly. Anyone who comes into head-to-head contact with someone who already has lice is at the greatest risk." The spread of lice can be controlled with prompt diagnosis and effective preventative treatment. When live lice is found in the hair, retreat within 7-9 days of initial treatment. Otherwise, the parents/guardians must continue to use the fine-tooth comb daily and comb every strand of hair to remove the nits.

Students must be lice-free for 24 hours before returning to school. This is necessary to help prevent the spread of head lice. Please check your child's hair for evidence of head lice. If you suspect your child has head lice, please notify the school promptly.

## **ATTENDANCE POLICY**

A student enrolled at NCS is expected to be present and on time in school every day that school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are expected to attend and complete all requirements for every course offered. Attendance records for the students are kept by the classroom teacher and administration office and reported on the student's report card each quarter.

### **ABSENCES**

If a student must be absent from school, for any reason, the parents must notify the Office by 7:30 am via phone call or What's App message. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss.

### **MAXIMUM ABSENCES**

In the event a student is absent from a class, or from school, for any reason, for more than 5 days during one quarter, the parents will meet with the Headmaster (and teacher(s) if necessary) to determine an appropriate course of action.

The Board has the authority to evaluate each situation and make a final analysis.

### **TARDINESS OR EARLY DEPARTURE**

Punctuality demonstrates self-discipline and respect for others. Parents are required to have their student at school on time each day school is in session. Tardiness is detrimental to the students' education process and disruptive and disrespectful to teachers and class.

Four tardies are equal to one absence. Excessive tardiness may be grounds for expulsion from NCS.

Students who are dismissed or checked out from school early for any reason must be picked up by a parent or must be dismissed by a parent phone call. Parents/guardians may email the teacher and request homework and may pick it up after school has dismissed for the day.

### **ARRIVAL AND DEPARTURE PROCEDURE**

Students in grades K-6 are to arrive at school no later than 7:55 a.m. Please do not bring your child any earlier than 7:40 a.m.

Kindergarten dismisses at 12:00 p.m. each day. First through sixth grades dismiss at 3:00 p.m. each day. We request students get picked up as promptly as possible after dismissal. All students must be picked up by 3:30 p.m.

When a K-6 child is to ride home with someone other than the customary driver, the parent must notify the lead teacher in advance. The notification must specify both the driver's name and a description of the vehicle.

Students in grades 7-12 are to arrive at school no later than 8:10 a.m. Please do not bring your child earlier than 7:45 a.m. Academy students are dismissed at 3:15 p.m.

## CONDUCT AND DISCIPLINE

The role of discipline at Neighborhood Christian Schools (NCS) is to create an atmosphere conducive to learning. Students are expected to show due respect to teachers, peers, property, and administration. In addition, discipline at NCS ought always to uphold the essential virtues established by the School's mission statement and professed in its curriculum. NCS recognizes that good conduct by students promotes good behavior off campus and prepares the students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of NCS, as well as those rules established by our teachers.

NCS students must stand respectfully when any adult walks into the classroom. In the Academy, male students are to stand when a female enters the class. Students must also stand respectfully and recognize the American flag during the national anthem and the Pledge of Allegiance.

Any conduct that is deemed inappropriate will result in disciplinary action as seen fit by the administration and/or teacher in charge. Students are expected to conduct themselves according to the motto: "Obey right away, all the way, with a good attitude every day."

The kind and amount of discipline (punishment) will be determined by the teachers and the Headmaster or principal. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles, e.g., restitution, apologies (public and private), swift/painful punishment, restoration of fellowship, forbidding of sinful, lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level by the classroom teacher. The Headmaster will get involved and address discipline issues when the issue is of a serious nature or when the behaviors or attitudes become patterns. Teachers and Headmaster will communicate with parents about discipline matters.

**There are five basic behaviors that will automatically necessitate a disciplinary visit with the head teacher or Headmaster:**

**Disrespect** shown to an adult (teacher or volunteer). The adult is the judge of whether or not disrespect has been shown

**Dishonesty** in any situation while at school, including, but not limited to: lying, cheating, and stealing.

**Rebellion**, i.e. outright disobedience in response to instructions.

**Fighting**, i.e. striking in anger with the intention to harm another person.

**Obscene, vulgar, or profane language, including taking the name of the Lord in vain.**

Parents/guardians will be notified of minor offenses via Pink Slip. A pattern of minor offenses will result in a visit with the Headmaster.

The nature of the punishment will be decided based on the nature of the situation. In serious cases of violence or purposeful and serious rebellion, corporal punishment may be chosen as the best method of discipline. If the teacher/Headmaster determines swats are in order, the parent will be notified. If a parent chooses not to sign the corporal punishment

consent form, the parent will be asked to pick up their student from school in lieu of swats, with the student being suspended from school for the rest of the day.

Any student who demonstrates a general unwillingness or inability to abide by classroom or NCS rules is subject to suspension or expulsion. After meeting with parents/guardians, the student, and the involved faculty, the Headmaster will decide if expulsion is warranted. Students may be dismissed from NCS at any time at the discretion of the Headmaster.

## **UNIFORM POLICY**

*Students are required to wear a uniform. Uniforms should be kept clean and in good condition and should be modest in length and cut.*

### **ALL STUDENTS TOPS:**

Polo Shirts (long or short sleeve) in red, navy, and dark green. Shirts must be worn tucked in by all students.

Cardigans/sweatshirts/hoodies: only in school colors (navy, red, dark green) or gray (no logos or writing)

### **BOYS PANTS/SHORTS:**

Pants: Khaki or navy (no cargo, or jogger styles)

Shorts: Khaki or navy (no cargo styles and modest length to the top of the knee)

Jeans: Dark-wash jeans (no rips, no cargo or jogger styles)

*Pants/shorts/jeans worn with brown, navy, or black belt (if design has belt loops)*

### **GIRLS PANTS/SKIRTS/DRESSES:**

Pants: Khaki or navy (no cargo, jogger or jegging styles)

Shorts: Khaki or navy (no cargo styles and modest length to the top of the knee)

Jeans: Dark-wash jeans (no rips, no cargo, jogger or jegging styles)

*Pants/shorts/jeans: worn with brown, navy or black belt (if design has belt loops)*

Dresses/skirts: navy or khaki

Jumpers: navy or khaki with polo shirt underneath

Polo Dresses: red, navy or dark green

*All skirts, jumpers and dresses must be of modest length to the top of the knee or longer and have modesty shorts, leggings or tights underneath (red, navy, dark green, black or white).*

### **NCS T-SHIRTS AND LOGO POLOS (all students)**

NCS T-shirts are only allowed to be worn on field trips.

NCS Logo Polos are only to be worn at specified occasions as announced by the NCS Office.

### **FOOTWEAR (all students)**

Shoes: neutral colored, closed toe styles

Boots: neutral colored, clean, leather style

Socks: neutral colors (black, white, navy, khaki)

## **PERSONAL HYGIENE AND GROOMING**

Boys' hair is to be neat and clean and should be above the eyebrows, off the collar, not below the ears, and of uniform length (i.e., no mohawks, mullets, or other such hairstyles). Do not wait until a faculty or staff member asks you to get a haircut. If a student is asked to get a haircut, he will not be able to return to school until his hair meets the guidelines. Facial hair is to be clean, neat, and professional.

Girls' hair should be neatly styled with natural hair color and uniform length. No shaved or partially shaved heads. Natural-looking highlights are permitted. No unnatural hair colors. Makeup is to be professional looking and not meant to draw attention to the individual. Jewelry shall be appropriate and non-offensive. All questions of jewelry, makeup and hairstyle are at the discretion of the Headmaster.

## **OTHER SCHOOL RULES AND GUIDELINES**

### **COMMUNICATION**

Neighborhood Christian Schools utilizes What's App to communicate announcements to families about each campus (Hutton Valley, Forest Dell, and Academy) as well as one all-purpose NCS Announcements group. Essential reminders will be sent using What's App. At enrollment, all parents/guardians are asked to install What's App on their phone and to check it regularly for school announcements.

### **PARENT VOLUNTEERS**

The family unit is of first importance to NCS since the family is the most important human institution ordained by God. No other institution is given the high calling of bringing forth and raising up children. Therefore, NCS is continually seeking ways to constructively involve the parents, grandparents, and siblings of our students in the school's regular and special programs.

Communications with the school's parents, in terms of critical parental involvement, are only second to having the parents actually in the classroom. The parents should never have to be in a position of wondering what is happening in their child's class or wonder how their child is progressing.

Parents are strongly encouraged to volunteer or to observe in the classrooms. Parents are asked to check-in with the lead teacher (Grammar Schools) or Campus Coordinator (Academy) upon arrival.

### **SCHOOL TRIP PARTICIPATION**

Students will not be allowed to participate in school trips if they are not in good standing in regard to grades, attendance, or behavior. This will be determined at the discretion of the Headmaster.

### **STUDENT COOPERATIVE WORK**

Grammar School students (K-6) are in charge of the overall cleanliness of the school building. Students vacuum, take out the trash, clean the restrooms, and ensure the building

looks presentable each day. Students are supervised by a teacher and are given a work grade at the end of the semester. Teachers have a conversation with each student to discuss the grade they received.

Academy students (7-12) are in charge of the overall cleanliness of the school building. Students vacuum, take out the trash, clean the restrooms, and ensure the building looks presentable each day. Students are placed on a rotating schedule and spend one recess per week to keep up with the duties. Students are supervised by a teacher and are given a work grade at the end of each semester. Teachers have a conversation with each student to discuss the grade they received.

### **ORIENTATION**

An orientation day will be scheduled before opening day each year. This will be an especially important event; both parent/guardian and student attendance is mandatory. This orientation day will lay the foundation for the year. Should an emergency make it impossible for a family to attend this mandatory orientation, that family (parents/guardians and student(s)) must schedule and attend a meeting with the Headmaster and/or teacher before the student may attend school.

### **PROHIBITED ITEMS**

Any introduction of a weapon, an illegal drug, tobacco, alcohol, or sexually explicit material, will be treated as grounds for immediate expulsion. Pocketknives and multi-tools are acceptable, under the condition of appropriate use. The Headmaster can take revoke the privilege of carrying the pocketknife or multi-tool if he deems it has been used inappropriately.

### **LUNCH AND SNACKS**

Students are expected to bring their own lunch to school. Students should also bring a healthy snack. Please limit the amount of sugary food or drinks and provide lunch and snacks with sufficient protein. This will provide students with enough “brain food” to sustain them through the day.

K-6 Grades: Aside from the lunch period, personal consumption of food and beverages, including candy and chewing gum, is not permitted in the School building. Nutrition breaks are provided in grades K-6, and special celebration times are designated.

Bottled water is allowed if the top can be completely sealed.

### **CELL PHONES AND ELECTRONICS**

No cell phones (including Apple or smart watch) will be allowed in school (including restrooms). Cell phones of older students are to be left with Mr. Taylor during the school day. Students must obtain permission from a teacher to use the phone. Outgoing calls must be of an urgent nature and should be kept brief.

Electronic equipment of any kind is not allowed on School campus except for classroom use, as authorized by the teacher.

### **SOCIAL MEDIA**

Neither parents/guardians nor students are allowed to create social media accounts (i.e.,

Facebook, Instagram, X, etc.) that include the name “Neighborhood Christian Schools” without permission from the Headmaster. In general, students using social media should be aware that statements, photos, preferences, etc., are a reflection on their Savior, their family, Neighborhood Christian Schools, and themselves. *“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.”* Ephesians 4:29 (ESV)

### **STUDENT RELATIONSHIPS**

At NCS, we view relationships as a healthy and necessary part of the learning process. We view dating as a very serious behavior that needs to be approved and monitored by a parent. Therefore, no public display of affection will be allowed on campus. At no time should a relationship affect the student’s behavior, attitude, or work at school.

### **RECESS**

K-6 grade children need and want time during the day to engage in self-directed activity. Recess is provided for exercise, games, and conversation. When playing games, children are encouraged to include everyone who wants to participate. Children are not permitted to leave the designated area during recess.

### **CAMPUS VISITORS**

All visitors, including parents/guardians, must report to the head teacher (Grammar School) or Campus Coordinator (Academy) when entering the building. Guests must have prior approval to visit during the school day with the exception of lunch.

Parents/Guardians and other family members who wish to eat with their students are encouraged to do so. Contact with the lead teacher or Campus Coordinator as mentioned above is requested.

### **MESSAGES TO STUDENTS**

All messages to students will be delivered at the end of the school day.

### **DELIVERY OF ITEMS BY OUTSIDE VENDORS AND PARENTS/GUARDIANS**

Parents/guardians, students, friends, and family members should not disrupt the school day by ordering or arranging for delivery of items from outside vendors, such as food, flowers, balloons, etc., All such items should be delivered to the student’s home.

If a parent needs to bring something that the student needs for the school day (lunch, book, assignment) has forgotten at home, they are asked to call or text the lead teacher (Grammar School) or Campus Coordinator (Academy) and bring it to the front of the school where it will then be delivered to the student.

### **LOST AND FOUND**

Neighborhood Christian Schools is not responsible for lost or stolen items; however, we will do our best to assist, and return found items to the rightful owner. Lost items should be reported and found items should be turned in to school. We highly recommend using a permanent marker to identify all school uniform items. NCS will not hold items over the summer.

## **STUDENT AUTOMOBILES**

Having a car on campus is an earned privilege. All student drivers must have their car registered with the Academy office.

## **INCLEMENT WEATHER POLICY**

We take student safety seriously at NCS. Please keep these guidelines in mind in the event of inclement weather:

School cancellations will be shared on the What's App NCS Announcements Group as soon as the decision is made. Parents/guardians living in outlying areas should use their own discretion in deciding if their student will be attending school if the weather is questionable. In the event school is in session, but your student will not be attending due to the weather or road conditions, please inform the office of the absence as soon as possible.

## **EMERGENCY PROCEDURES**

Fire and tornado drills will take place each school year.

## **ACADEMY LOCKER POLICY**

Students will be assigned a locker by the NCS Office. Students may use only the locker assigned to them and may not change lockers without permission from the office.

Students may not open lockers not assigned to them or remove books or belongings of other students.

Items permissible for locker: coats and jackets, books and school supplies, lunch bag, water bottle, backpacks. If a student wishes to hang coats or lunch bags in the hallway, all items must be on hooks or in cubbies and not on the floor!

Locker decorations: students may personalize their lockers on the inside only. No stickers or adhesives are allowed. Locker decorations must be appropriate to the culture of NCS. The only item on the outside of the locker may be the student's name magnet.

Students are expected to check their lockers at the end of each school day. Students are responsible for taking home all books and notebooks needed for homework. Books not needed for homework may be left in the lockers.

Teachers and staff will not retrieve any books or notebooks left behind overnight or over the weekend.

Students are expected to maintain the privacy of their fellow students and to show respect for each other's belongings.

Students are expected to open and close their locker quietly and to show respect and consideration for teachers and classes which may be in session.

Locks are under consideration but are not allowed at this time. Students are asked not to leave any valuables in their locker (overnight or over weekend) which they would not want to be lost or stolen.

Students may not have items in their locker which are not allowed at school under our Student Handbook.

Lockers are a privilege which NCS retains the right to revoke at the Headmaster's discretion.

## **ADMISSIONS POLICY AND REQUIREMENTS**

### **STUDENT ADMISSION REQUIREMENTS**

A child must have reached the age of five years by August 1 of the fall in which he or she would be entering kindergarten.

If a child has successfully completed the previous school year and his or her schoolwork and behavior compare favorably to the comparable grade at NCS, the child will be placed in the grade for which he or she is applying. However, if there is evidence to show that the child may not be adequately prepared for the next grade level, he or she may repeat the previous grade.

The child should understand that his or her parents have delegated their authority to NCS while the child is at school. Therefore, the child is subject to the instruction and discipline of the teachers and Headmaster in their roles as educators.

### **PARENTAL ADMISSIONS REQUIREMENTS**

Parents should have a clear understanding of the philosophy and purpose of NCS.

The parents should be willing to cooperate with all the written policies of NCS. This is most important in the area of discipline and homework standards.

Parents are encouraged to take an active role in their child's education with their child's teacher(s).

Parents and children must be actively involved in a like-minded church of their choice (please see Statement of Faith). A Pastor Reference Letter is a required part of the enrollment (and re-enrollment) packet.

### **NEW ADMISSIONS**

The admissions procedure will allow NCS to accurately identify and admit students from families who have clearly expressed convictions that are similar to the school's regarding the education of children. The selection and make-up of the school's student body is second only to staff selection in the impact it has upon the school's mission. The family-like atmosphere NCS seeks to foster will be due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. As the Lord blesses us with growth and change, we want to do all we can to maintain and build up that atmosphere.

A student's academic achievements will be considered in the application process but is not

the only consideration. We are seeking to enroll those students who, because of their own families' priorities, will most benefit from what NCS can offer them. Neighborhood Christian Schools – A Classical Christian Academy, admits students of any race, color and national or ethnic origin and does not discriminate against job applicants and students on the basis of race, color, national or ethnic origin.

### **ADMISSIONS PROCEDURE**

Families considering applying for admission to Neighborhood Christian Schools are asked to refer to the following timeline:

#### **Research and Discernment**

Parents will visit [www.classicalncs.com](http://www.classicalncs.com) to learn about Neighborhood Christian Schools.

Parents will contact NCS Office to schedule a visit to the School.

Pray as a family for God's leadership on your children's enrollment at NCS.

Parents will review applicable enrollment dates and Enrollment Procedure found at [www.classicalncs.com](http://www.classicalncs.com).

#### **Apply**

Parents will Complete Enrollment Packet and Return to NCS Office with the applicable application fee (non-refundable).

Parents will attend a meeting with the Headmaster and Campus Coordinator as scheduled by NCS Office.

Students will attend an academic assessment or Kindergarten screening as scheduled by the NCS Office.

Once all application steps have been completed, parents will be notified of the School's acceptance decision. The School reserves the right to request additional parent/family meetings or additional screening prior to acceptance or denial.

### **RE-ENROLLMENT PROCEDURE**

To apply for re-enrollment for students who attended NCS the previous school year, parents are asked to refer to the following timeline:

Parents will review applicable enrollment dates and Re-enrollment Procedure found at [www.classicalncs.com](http://www.classicalncs.com).

Parents will Complete the Re-Enrollment Packet and Return to NCS Office with the applicable application fee (non-refundable).

Once all application steps have been completed, parents will be notified of the School's acceptance decision. The School reserves the right to request a parent/family meeting or additional screening prior to acceptance or denial.

## **FINANCIAL RESPONSIBILITY**

### **FINANCIAL EXPECTATIONS**

NCS Office will maintain clear communication with parents/guardians regarding the conditions under which they are making payments on tuition, resource, and registration fees. This is to assist the parents and the school in having a clear understanding of financial expectations.

### **TUITION**

Annual full (NCS cost) tuition for the 2025-2026 school year is \$7,000.00 per student. A sponsorship program is available, based upon taxable income data, with family participation and request.

### **SPONSORSHIP PROGRAM**

Neighborhood Christian Schools provides an affordable education through the sponsorship program. NCS works hard to ensure students who desire enrollment are not prohibited due to finances. In the sponsorship program, the amount of tuition a family pays is adjusted, based on household income. Adjusted tuition scales for both the Grammar schools (K-6) and Academy (7-12) are available in enrollment and re-enrollment packets each year.

A sliding scale is used to determine the level of contribution required by the parents/guardian.

As a private Christian school, we receive no funding from local, state, or federal taxes. Each year, generous donors pay thousands of dollars per student to make education affordable for families.

Households receiving assistance through the Sponsorship Program are required to help acquire a percentage of their needed sponsors by reaching out to family, friends, and church family.

### **TUITION PROCEDURE**

Tuition shall be paid in full at the beginning of each semester or automatic monthly payments must be set up with the parent/guardian's bank prior to student attendance. Non-payment is grounds for expulsion. Ten monthly payments are due on the 10<sup>th</sup> of each month.

Lunches and personal classroom supplies such as crayons, pencils, pens, etc., are not included in the tuition or supply fee. School dress code must be followed, so it is suggested to budget \$200.00 per student per school year to comply with the uniform policy.

Families and NCS are entering into an agreement whereby the school will provide an education as stated in the Vision, Purpose, Philosophy and Objectives. Families are agreeing to pay tuition in order that the school may fulfill its obligations in educating students. The board establishes a budget for the school year based upon the commitment of parents to meet their financial obligation to the school. Without this commitment on the part of the parents, the school would not be able to fulfill their commitment. It is, therefore, important that parents understand their financial role in this process.

**CURRICULUM/BOOK FEE**

A curriculum/book fee of \$250.00 per student is due at Orientation each year.

**TUITION REFUND POLICY**

In the event a student must withdraw from school, 70% of the tuition paid that has not been utilized (full months prepaid for which students have been officially withdrawn or dismissed from school) will be eligible to be refunded on a prorated basis. In other words, 30% of tuition is non-refundable and non-transferable. Refunds must be requested in writing with an explanation for the withdrawal.

**DELINQUENT TUITION POLICY**

Late Fees: Tuition is due on the 10<sup>th</sup> of each month beginning in August and ending in May (10 months) unless other circumstances justify a different process be followed as determined by the Board.

The obligation of families and/or other responsible parties to pay tuition for the enrollment of their child in NCS is a contractual obligation enforceable under and in accordance with the laws of the State of Missouri.

In the event tuition is not paid within the first ten working days of the month due, NCS Office will contact to the applicable parents or responsible party via phone call, text, or email. This reminder shall be communicated by the 15<sup>th</sup> of the month in which the tuition is due and will indicate the assessment of late payment fees.

Non-payment of tuition in full each month may result in student(s) being removed from school. It is the responsibility of the parents/guardians to inform the Office or Headmaster if family circumstances are such that payment cannot be made.

**NEIGHBORHOOD CHRISTIAN SCHOOLS****PO Box 497****Willow Springs, MO 65793****Office: (417) 469-1117    [ncsoffice7@gmail.com](mailto:ncsoffice7@gmail.com)**

Headmaster: Joel Hinds

[jhindsncs@gmail.com](mailto:jhindsncs@gmail.com)

Campus Coordinator: Patti Sexton

[psextonncs@gmail.com](mailto:psextonncs@gmail.com)**Office Hours:**

August 1 – May 31 (exclusive of holidays):

7:45 a.m. – 3:30 p.m. Monday - Thursday

June 1 – July 30 (exclusive of holidays):

8:00 a.m. – 12:00 p.m. Monday – Thursday