

INTRODUCTION

This handbook was written and adopted by the administration of New Vision International School (NVIS). New Vision International School is a ministry of NVIS International Ministries, Inc. which is a Non-Profit Organization under section 501(c)(3) of the United States Internal Revenue Service (IRS) Code. The entire document is considered official policy. NVIS reserves the right to change portions of this document through the course of the school year as necessary. Parents/guardians will be given prompt notification should change occur.

NVIS is operated by a Superintendent, whose function is to set policies and oversee the day to day operation of the school. The administrative team consist of an Administrator, Principal, Pastor, and an Administrative Assistant who works under the Superintendent's direction to ensure the smooth operation of the school's various programs. Questions and other concerns should be directed to the school administration. As a private Christian school, New Vision International School reserves the right to deny admission to any student. Further, New Vision International School reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this also includes the right not to allow students to return for the next school year.

NEW VISION'S PHILOSOPHY

New Vision International School is sincerely interested in the total life of each student – his intellectual, physical, emotional, social, and spiritual development. New Vision International School is a Bible-based, Christian school. Our intention is to teach and set examples, in a manner designed to build faith in God and to "teach the Bible as the revealed Word of God to man as the only and sufficient rule of faith in practice, and to train in pure Biblical Christianity." Although the school has no power to enforce thought or belief on a student, the school does have the right to control the behavior of the students at school and at school events.

New Vision International School is a family oriented private school. Students accepted for admission to NVIS are bound by the standards, regulations and requirements of the school even at school - related functions, whether on or off campus. ALL PARENTS AND STUDENTS ARE RESPONSIBLE FOR KNOWING AND ABIDING BY THE STANDARDS, REGULATIONS AND REQUIREMENTS OF THIS HANDBOOK. It is strongly suggested that parents lead their children by setting an appropriate standard of compliance. The school strongly encourages parent-school communication and cooperation and upholds a firm and consistent yet fair code of student discipline and behavior. The development of personal responsibility is a major goal for our students. Student behavior, on or off campus, which is illicit, immoral, illegal, and/or which reflects adversely on New Vision International School could cause immediate expulsion.

NEW VISION'S OBJECTIVES

- ⇒ To provide a teaching environment that will help each student to accept Jesus Christ as his personal Savior, believing that He is the Son of God, and that his death and resurrection provide forgiveness for sin and new life through faith in Him.
- ⇒ To help each student to develop a firm conviction that the Bible is the Word of God, given to men, and that it is the guide to life and living.
- ⇒ To help teach the principles of faith as set forth in God's Word.
- ⇒ To help each student to develop good individual study habits in the Holy Scripture as well as academically.
- ⇒ To assist teachers and students in developing a practice of Scriptural principle application to disciplining of teachers and students alike.
- ⇒ To teach respect for the rules necessary to enable the students and the teaching staff to work together in a peaceful, orderly environment, that ". . . all things may be done decently and in order."
- ⇒ To teach students to accept a given responsibility and to "walk honorably before all men."
- ⇒ To provide the kind of experiences that enables students to face life with courage and understanding. To help students to experience a living faith in God that will make them a credit to Christ, their community, their nation, and themselves.

NOTICE OF NON-DISCRIMINATORY POLICY TO STUDENTS

New Vision International School admits students of any religion, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color or national or ethnic origin in the administration of its educational policies, admissions policies, financial aid, and athletic or other school administered programs.

SCHOOL ADMINISTRATION AND STAFF

NVIS takes great pride in our administration and staff. Our staff maintains standards of behavior in our classrooms through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Administrator

The Administrator of New Vision International School is charged with the responsibility of interpreting and translating the policy guidelines set forth by the Superintendent into operational procedures. Authority is delegated to the Administrator by the Superintendent for the day-to-day, month-to-month, and year-to-year operation of the school. The Administrator provides leadership status reports on the school. A relationship of trust and respect exist between the Administrator and the Superintendent as all seek God's wisdom and direction of this school. The Administrator reports directly to the Superintendent.

Pastor

The Pastor is the spiritual leader of New Vision International School. The Pastor is part of the Administration team and does hold Administration responsibilities. The Pastor may assist in the Learning Centers, Classrooms and/or may assist with disciplinary matters with students. The Pastor may also counsel students and/or families. The Pastor also leads our weekly Chapel services. The Pastor reports directly to the Superintendent.

Principal

The principal of New Vision International School has the principal decision-making authority within the school. As such, any decision made by the principal may not be overturned by anyone other than the Administrator or Superintendent. The Principal reports directly to the Administrator and Pastor.

Administrative Assistant

The Administrative Assistant of New Vision International School is responsible for the day-to-day, month-to-month, and year-to-year operation of the school office. The school's Administrative Assistant performs general office tasks and multitude of needs specific to the school. The school's Administrative Assistant also handles all of the admissions, students' records, tuitions and fees. The Administrative Assistant reports directly to the Superintendent, Pastor, Administrator and Principal.

Learning Center Supervisor

The Supervisor is the term NVIS uses for a classroom teacher. The Supervisor is the principal decision-making and disciplinary authority within the Learning Center. Every student is held accountable to obey all of the staff just as they would obey their own Supervisor. The Supervisor reports directly to the Principal.

Learning Center Monitor

The Learning Center Monitor is the term NVIS uses for a teacher's assistant. He or she checks goals, record attendances, observe student behavior, and files materials. The Monitor is the assistant to the Supervisor. The Monitor reports directly to the Learning Center Supervisor.

Students who are in the eleventh grade or higher may train to be a Monitor for one hour a day for 10 high school credits. The training must be completed and at least 160 hours of time recorded spent doing the duty of a Monitor. The other students should treat Student Monitors as a delegate authority while they are doing the duties of a Monitor. A Student Monitor will not have any sole authority or supervisory tasks. The Student Monitor reports directly to the Learning Center Monitor and Learning Center Supervisor.

STATEMENT OF FAITH

We believe:

1. In the divine inspiration of all Scripture as the inerrant, infallible Word of God without error;

2. There is only one God who created man by a direct and immediate act;
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and Second Coming of the Lord Jesus Christ;
4. The Fall of Man, the need for regeneration by the operation of the Holy Spirit through personal faith in Jesus Christ as Savior on the basis of grace alone, and the resurrection of every person to either eternal life or eternal damnation;
5. The spiritual relationship of all Believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit;
6. The Biblical mandate of the Great Commandment and the Great Commission for all Believers to proclaim the Gospel and to disciple all nations.

CHRISTIAN AMERICANISM

New Vision International School places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic which guarantees liberties to educate, and to preserve freedom. We, unashamedly, teach the Bible doctrine of self-discipline, respect for those in authority, obedience to the law, and love for the flag and country. All students are required to memorize and recite the following pledges every day before class begins.

Pledge Of Allegiance To The Bible

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

Pledge Of Allegiance To The Christian Flag

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

Pledge Of Allegiance To The American Flag

*I pledge allegiance to the flag of the United States of America,
and to the Republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.*

GLOSSARY OF TERMS

A.C.E.	Accelerated Christian Education is the ministry that started in 1970 to provide a self-instructional, Biblically based curriculum. New Vision International School utilizes the A.C.E. Curriculum Program, and System.
aceconnect	The launch pad for all e-curriculum and technology training offered by A.C.E., including math, science, and elective DVDs, Readmaster Plus, Rosetta Stone, online diagnostic testing, and Technology Training.
ACT	A test designed to measure a student's academic ability to perform college work.
Academic Balance	Having the same number of PACEs completed in each curriculum subject as prescribed.
Academic Prescription	The total curriculum package assigned by the Administration for the given school year.

Academic Projection	A year-by-year and course-by-course outline of what a high school student must complete to earn a diploma from New Vision International School.
Activity Pac	Beginning at the eighth level, many social studies and science PACEs contain a consumable pop-out packet of activities to be used in conjunction with a text, which the student may keep for future reference.
Awards Program	An annual year-end program for awarding student achievement.
Character Strip	A pictorial storyline of the characters throughout the curriculum that illustrates Biblical principles with the purpose of instilling Godly character into the lives of students.
Checkup	A min-quiz within a PACE to help the student determine his comprehension of subject matter on a particular section in the PACE.
Chronological Grade Level	The conventional grade level that corresponds with the child's age.
Core Curriculum	Seven academic subjects of our curriculum, including Math, English, Literature and Creative Writing, Social Studies, Science, Word Building, and Bible Reading.
Conventional School	Schools using the method of graded classrooms with educators who teach students in a lockstep manner.
Cumulative Record	A file folder (an individual folder for each student) containing pertinent information, including the student's academic records and medical history.
Curriculum Items	Term for each PACE and Score Key in the A.C.E. program.
Demerit	A mark for a minor offense. Three demerits constitutes a detention (not carried over to subsequent days).
Detention	A disciplinary period of time, during school or after school when students are required to remain under supervision.
Devotions	Biblically focused interaction between a school staff member and a small group of similarly aged students.
Diagnosis	A process of determining a student's academic strengths and weaknesses. Diagnostic tests assist the Administration in prescribing where the student should be placed in the curriculum.
Enrollment Period	Time frame a student is enrolled with NVIS. Maximum of 12 months or completion of all academic work assigned for the school year, whichever comes first.
Electives	Optional high school subjects usually selected according to the interest and ability of students.
Etymology	The 9th and final level of Word Building, which teaches root word origins and high school level vocabulary.
Five Laws of Learning	The summary of the academic philosophy in five basic Biblical principles of learning; the foundational concepts of the curriculum system.

Flag	A tool used to get the attention of the supervisor or monitor when the student needs help. A student raises a Christian flag for academic help and a national flag for other questions.
Gap PACEs	PACEs assigned to strengthen specific skill weaknesses revealed to the advisor by diagnostic testing.
Goal Card	A printed card that students list their daily PACE objectives.
Goals	PACE objectives set daily by the student and entered onto a Goal Card and placed in front of the student on his bulletin board.
High School Student	An upper-level student working on PACEs 1097 or above in the curriculum
Honor Roll	A public recognition of academic achievement each quarter that requires completion of 3 PACEs in each subject and memorization of each monthly Scripture passage. (Supervisor's Honor Roll: 88 – 93 percent average; Administrators' Honor Roll: 94 – 100 percent average.)
Individualization	A student learning and progressing at his own rate (through goals and controls, motivation, and rewards).
International Student Convention	An annual convention where teenage students compete in academics, platform, music, arts & crafts, and athletics.
Learning Center	A designated area in which student completes academic work and receive Biblical training.
Learning Gaps	Weaknesses diagnosed below a student's performance level. These weaknesses may be corrected by assigning PACEs (below the student's performance level) containing material in which the student's learning experience is deficient.
Level	The individually diagnosed and prescribed, non-graded program that allows students to work on their own level of academic achievement, which may vary from subject to subject. "Levels" generally correspond with conventional grades 1 through 12.
New Vision / NVIS	New Vision International School
Non-core Curriculum	All subjects not included in the core curriculum.
Non-curriculum Items	All non-PACE items including resource books, videos, computer software, etc.
Mastery Learning	The foundational principle of learning that concepts must be mastered before progressing to the next sequential concept; 80 percent mastery on each PACE Test is required before proceeding to the next PACE.
Merits	Used as a positive motivation to accomplish goals and demonstrate Godly character traits
Monitor	An aide to a supervisor who checks goals, record attendance, observes student behavior, answers non-academic questions, file materials, and helps motivate students to their optimum.
PACE	Each booklet or unit of New Vision's curriculum is referred to as a PACE; there are twelve PACEs for each year of subject material. PACE is an acronym for a P acket of A ccelerated C hristian E ducation.

PACE Characters	The personalities presented throughout the curriculum that illustrate Biblical principles at work in everyday life and from a pattern for students to follow for Godly living.
PACE Test	The final PACE Test designed to measure student's comprehension of PACE content. It is administered the day after the PACE is completed. If the score is below the minimum of 80 percent, the PACE must be repeated until mastered.
Parents' Link	An online tool for parents to learn about training, curriculum, graduation, and to access various forms (www.nvis.org).
Parent Orientation	A program designed to help parents understand New Vision's Learning Center Program and system.
Performance Level	The academic level at which a student functions within the curriculum.
Prescription	The level of curriculum in each subject (including learning gaps determined by the results of the diagnostic tests).
Privilege	When students meet certain weekly responsibilities, they may earn "A," "C," or "E," level privileges for one week.
Progress Report	A report NVIS produces and mails to families to show the students' progress and grades.
Re-enrollment	The process of enrolling a student for another school year with New Vision.
Registrar	Staff member responsible for processing transcripts and diplomas.
Repeat PACE	A PACE repeated if the student scores below 80 percent on the PACE Test
SAT	A test designed to measure a student's academic ability to perform college work.
Score	The students' act of checking answers with corresponding Score Key and marking any wrong answers with a red "X" beside the activity number.
Score Key	A booklet containing the answers to questions in the PACE and on the PACE Test.
Scoring Station	A counter at which a student checks the accuracy of this PACE response with a Score Key.
Self Test	A pre-test at the end of each PACE, reviewing and testing all concepts taught in a PACE; it is taken before the final PACE Test. A Self Test is designed to help a student measure his comprehension of material in the PACE.
Stanford 10	A technically advanced assessment tool that can provide valid and reliable data to evaluate and guide students' progress toward meeting academic standards.
Student Office	A three – sided student desk area designed to minimize distractions while the student performs academic responsibilities.
Student Progress Chart	A chart that records the student's progress. A star is placed on the chart for each PACE Test the student passes.
Score Strip	A strip in the PACE that provides direction in scoring.

Teaching Strip	Pictorial insertions in the curriculum that illustrate and expand various PACE concepts
Testing Table	A table at which the student completes PACE Tests on paper or computer.
Transcript	The Permanent Record/Academic Record that contains student academic progress and is used to send the academic record of a student to another school.
Wisdom Insert	An 8-page study on Biblical wisdom contained in each English PACE between 1097 and 1144. Students are required to complete and encouraged to retain the inserts.
Word Building	A vocabulary-controlled study of words, root words, prefixes, suffixes, etc. (traditionally called spelling).

