



STUDENT/PARENT HANDBOOK
2017 – 2018

KINDERGARTEN THROUGH 12TH GRADE

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I. NORTH HILLS COMMUNITY

A. Mission Statement

Love God. Serve Others. Change the World!

North Hills Christian School is committed to provide a quality Christian education; empowering students to make life choices with a biblical worldview, by integrating God and His Word in their lives as a baseline for understanding truth.

We will create a supportive faith family that includes parents, students and staff that will enable students to fully realize their God-given potential.

North Hills' staff is an integral part of the educational process. We see them as local missionaries commissioned by God to transform Vallejo into a life-changing, God-honoring, Jesus-following community that can change the world.

We will partner with parents to develop future leaders who will bring a biblical worldview to their home, workplace, churches and community.

North Hills' students will be empowered to pursue God's calling on their lives. We will unapologetically expose students to the distinctives of Bible-based doctrine and challenge them to pursue a dynamic, growing relationship with Jesus Christ as demonstrated in a local church.

Students will be equipped with skills to compete in the world as they are challenged to engage in a rigorous academic curriculum, to practice effective communication, to apply critical thinking skills, and to develop a lifelong love for learning.

North Hills Church and School embraces the mission and ministry of providing academic and spiritual preparation for students to demonstrate leadership skills whether at home, in the workplace, at church, or in the community.

B. Expected Schoolwide Learning Results (ESLRS)

A North Hills Christian School student will become a/n . . .

Effective communicator who:

- Listens actively, speaks persuasively and respectfully, reads critically and writes clearly.
- Uses technology effectively and responsibly to enhance communication.
- Expresses ideas and creative abilities through art, drama, music, and foreign language.
- Expresses and defends his faith in all situations.

Academic achiever who:

- Becomes empowered for academic achievement using effective study habits and organizational skills.
- Demonstrates critical thinking skills through analyzing, discriminating, prioritizing, applying and evaluating information.
- Attains mastery of the skills in the school's core curriculum so that further knowledge can be attained without hindrance.

Genuine Christian who:

- Has accepted or has been challenged to accept Jesus Christ as personal Lord and Savior
- Grows spiritually as a disciple of Jesus Christ and displays the integrity that comes from Christ-centered living
- Displays the integrity that comes from Christ-centered living by demonstrating skills in life situations through biblical problem-solving
- Is challenged and inspired to become involved in ministry and missions

Lifelong learner who:

- Takes personal responsibility in the learning process.
- Sets realistic personal and academic goals and implements a course of action to achieve them.
- Develops the academic and intellectual tools to pursue a college education.

Empowered citizen who:

- Contributes time and talent to improve the quality of life at school and in the community as a representative of Christ.
- Develops an acceptance of, and submission to, authority.
- Strives to understand and respect diverse cultures, individuals, and opinions.
- Demonstrates Christian ethics in resolving conflicts.

C. Statement of Faith

The five bullet points below outline non-negotiable theological truths that we hold dear and expect all of our employees to believe - who choose to work and teach our students/children. Any additional and or contrary statements of belief to those outlined in the Baptist Faith and Message (2000) will not be promoted or taught on the North Hills campus.

- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God, eternally existent Father, Son and Holy Spirit, who created man by direct immediate act;
- The pre-existence, incarnation, Virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone;
- 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.

D. History

North Hills Christian School is a ministry of North Hills Baptist Church. Its beginning is a remarkable story that can only be attributed to God's grace and love manifested through a group of parents, teachers, administrators, and Board members dedicated to the propagation of a Christian model of education.

The School had its "Genesis" in 1971, as a ministry of Castlewood Baptist Church with an enrollment of nine. In 1973, the school absorbed Grace Christian Academy and increased its enrollment to 119 students. In 1975, growth caused the school to use the facilities of Emmanuel Baptist Church. In 1976, North Hills Baptist Church was organized as a new work with the purpose of continuing to provide Christian education to the Vallejo community. In 1978, North Hills finished construction of the first building and moved into its present location. In 2005, NHCS was accredited by ACSI (Association of

Christian Schools International) and WASC (Western Association of Schools and Colleges). We have students in preschool, elementary, middle, and high school. The Lord continues to move mightily at North Hills and we praise Him for it.

E. Affiliation & Accreditation

North Hills Christian School is a member of the Association of Christian Schools International. North Hills Christian School is also accredited with the Association of Christian Schools International and the Western Association of Schools and Colleges.

F. Organizational Policy

All organizations exist to accomplish a purpose. To be most effective, the authority levels must be observed. If a problem arises in the classroom, teachers should be the first point of contact. For example: a parent/student with a classroom problem goes directly to the teacher (and will be referred there by School administration as the proper first step in the resolution of a problem). If an effective solution cannot be reached at the teacher level, the problem should be taken to the designated principal. As a general rule, it is best to handle problems at the lowest level possible. Matthew 18:15 allows for the proper progression in resolving issues that may arise.

G. Board and Administration Meetings

North Hills Christian School is a private educational ministry of North Hills Baptist Church. The church elects a School Board for the express purpose of making and/or approving School policy. Implementation of all School policy (i.e., the detail) is the responsibility of the administration which has complete authority within the parameters of adopted policy. Board meetings at North Hills are held in an open session; however, school parents are encouraged to communicate their suggestions for policy adoption and other related matters to the school's administration. Board meetings are held regularly. Advance request must be made to be included on the agenda.

II. PARENT-SCHOOL RELATIONS

A. Communication

Success and partnership is most likely to occur when parents and staff cultivate a healthy, open line of communication. Parents/Guardians are required to supply one or more avenues of contact to enable the School to provide information in a timely manner. Whether the School is disseminating information regarding calendared events, news, student specific information such as grades/behavior concerns, enrollment information or emergency contacts, it is the responsibility of the parent/guardian to read and/or respond (as needed). This type of partnership creates a strong support system for student learning. Communications may take the form of weekly E-News, Phone messages, classroom newsletters, ParentsWeb, staff emails, etc.

B. Community Representatives

Parents/Guardians are expected to be positive representatives of North Hills Christian School in our community. The Bible admonishes us to encourage one another and to hold each other accountable in a way that pleases God. North Hills Christian School expects families to express support of the school and its ministries to our community. If a parent/guardian has a concern, this should be addressed to the

School's Administrative staff. Parents may not discuss issues/concerns with other students without the expressed permission of the administration and other parent(s).

Exodus 23:1 states "Do not spread false reports. . . . Do not follow the crowd in doing wrong."

Hebrews 3:13 "But encourage one another daily, as long as it is called 'Today,' so that none of you may be hardened by sin's deceitfulness."

C. Contributions

The cost of operating a quality, educational ministry is an expensive undertaking that is not supported exclusively by tuition and fees. We often are blessed with the generosity of parents and the community who have an interest in helping further the Lord's work here in Vallejo. We firmly believe that all contributions to North Hills Christian School represent an investment in the lives of young people - OUR FUTURE! Remember: ALL donations are tax deductible!

D. Development

North Hills has a Development Program to help support various programs and activities that are not covered in the regular budget. Funds for the Development Program are through school wide fund raisers (other than PTF sponsored) scheduled during the school year, scrip gift cards sales, and parent employment donations.

Gift Cards - All stakeholders are encouraged to participate in our Scrip Gift Card Program. Cards are available for purchase year round. The purchase of Gift Cards, from a wide variety of vendors, results in the donation of a percentage of the card value to NHCS. This program generates funds on an ongoing basis. *WHEN YOU SHOP, YOU RAISE FUNDS!* In addition, grocery loyalty, debit and credit cards may be registered on-line at www.escrip.com. We trust your support of these programs will cause great improvements in both the programs and facilities of North Hills.

E. Family Volunteer Program

Research shows that parent involvement can help improve the quality of schools and their child's education experience. The Family Volunteer Program is designed to engage parents in school operations and foster an increased sense of community. Each family registered at North Hills Christian School (K-12) is expected to participate and fulfill a minimum of 10 volunteer hours per school year. Each family signs a Family Volunteer Contract as part of the enrollment packet. Hours over and above are most certainly appreciated but not required to be tracked. Completed Family Volunteer Report Forms are due the day after the May PTF meeting. Families who do not fulfill volunteer hours will be billed on the May 20th FACTS payment for missing hours at the rate of \$20 per hour.

F. Parent - Teacher Fellowship (PTF)

Parent involvement is essential to the success of every student. PTF (Parent-Teacher Fellowship) is designed to meet the needs of teachers and parents on a classroom level. We encourage everyone to attend all scheduled PTF meetings to give support.

III. ADMISSIONS

A. *Nondiscrimination Policy*

North Hills Christian School admits students of any race, color, national and 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 race, color, national and ethnic origin in administration of its educational policies, admission policies, loan programs, and athletic and other School administered programs.

B. *Application/Enrollment*

An online application for new students is accessed through the school website at www.north-hills.org. The application fee is due with the completed application and all required documentation. A diagnostic evaluation to determine academic achievement and emotional maturity for grade placement is scheduled after the completed application is reviewed. A personal interview between administration and/or teacher, parent/s and student takes place at the time of evaluation.

Upon acceptance, a completed Enrollment Packet, FACTS Tuition Account, Enrollment fee and all required documentation are necessary to hold a classroom assignment for the student. The school will publish the annual re-enrollment and open enrollment dates. Returning student enrollment information must be updated and submitted through ParentsWeb along with the annual enrollment fee.

C. *International Student Program*

The International Program is for students from outside the United States interested in a 6-month to multiple year program at North Hills Christian School. We welcome applications from international students and value the cultural diversity and individual gifts students bring to our student body. Application and enrollment information specific to international students is accessed through the school website: www.north-hills.org.

D. *Part Time Students*

NHCS partners with families by offering part time enrollment for students who are homeschooled or enrolled in an online education program. These students are eligible to enroll in select classes at North Hills Christian School provided they meet all the admission and eligibility requirements as outlined in the Student/Parent Handbook.

E. *Testing*

Testing at North Hills consists of: 1) Diagnostic evaluation at time of application 2) Standardized Achievement Tests given in the spring each year to provide both parents and teachers with an evaluation of the students' achievement and progress.

IV. ATTENDANCE

It is a privilege, not a right, to attend North Hills Christian School. This privilege should be highly regarded and recognized by all students and parents. Enrollment at North Hills includes a commitment to regular, punctual daily attendance. North Hills holds students to a higher standard realizing that student attendance in school is linked to academic achievement and is an indicator of self-discipline and integrity in work ethic.

A. Absences

- An absence is entered on the student record if they miss more than three (3) hours of the school day.
- Excused absence is granted for illness, doctor or dental appointments, or family bereavement (death in the immediate family).
- Unexcused absence is marked if the student was absent for any reason other than the above mentioned.
- After the student has been absent 8 days, parents will receive a courtesy letter to inform them that their child is in jeopardy of violation of the absent/tardy policy.
- A student may not be invited to return to North Hills if the student is absent more than **10% (18/180 days)** of the instructional days in a year (including excused and unexcused absences).

Excused Absence Procedure:

- Parent/guardian must phone the School and inform the office of the student's absence before 10:00 am of the day of the absence (707.644.5284). If no phone call or email is received, a written excuse from the parent must be submitted to the office secretary. Student absence is marked unexcused without one of the above communications.
- The written excuse must include student's name, date, days of absence, reason for absence, and signature. Students must present the excuse to the office on the first day back to school.
- Student/parents are responsible to check ParentsWeb for missed homework and ask teachers for any additional instructional reading/support.
- If a student is absent due to illness more than five (5) consecutive days, a doctor's note is required upon return to school. The exception would be normal childhood diseases such as chicken pox, etc.
- There are limited circumstances where parents may "prearrange" an absence with the School. Prearranged absences are not recommended and should be kept to an absolute minimum in order to maintain educational continuity for the student. The School should be notified at least two weeks in advance. If such notification is not given, the absence is considered unexcused. Homework must be accessed through ParentsWeb.

The California Department of Education defines chronic absence as missing 10% of the school year for any reason including excused and unexcused absences (including suspensions).

B. Tardies

Students arriving late must report to the School Office accompanied by a parent or with a written note. Written excuses must include date, time, student name, reason, and parent signature and must be received in the school office no later than the next school day.

- **Elementary students** are considered tardy when the student arrives after 8:30 am.
- **High School & Middle School students** are considered tardy if the student is not present in the classroom when the bell rings signaling the beginning of school or for each class period.

Examples of excused Tardy:

Family emergency with parent note; Doctor or dentist visit with a doctor's note; An administratively approved tardy. All other tardies are considered unexcused and are subject to demerits as stated in the Discipline Offense Chart.

Unexcused tardies at the beginning of the day as well as late arrival to any class period throughout the day (6th – 12th grades), will accrue and be tracked through ParentsWeb. Student is subject to demerits as stated in the Discipline Office Chart.

Excessive tardy behavior is recognized as a disruption to the educational process and is an indicator of poor work ethic and may result in reduced grade per assignment and/or possible failure in any single course/subject. See the Demerit Chart for cumulative consequences. Teachers may have further consequences associated with excessive tardy behavior as noted in course guidelines. The administration will make a final determination if a tardy is excused or unexcused for all students.

C. Truancy

A student's absence from School without knowledge or consent of parents or School officials is considered an unexcused absence, or truancy. The student will receive a zero for all missed assignments.

V. ACADEMIC LIFE

A. School Hours

Monday, Tuesday, Thursday and Friday - Regular School Hours:

- Kindergarten - 8:30 a.m. to 2:50 p.m.
- Elementary (1st-5th) - 8:30 a.m. to 3:00 p.m.
- HS & MS (6th-12th) - 8:15 a.m. to 3:15 p.m.

Wednesday - Early Release Schedule: (staff development)

- Kindergarten - 8:30 a.m. to 1:40 p.m.
- Elementary (1st-5th) - 8:30 a.m. to 1:40 p.m.
- HS & MS (6th-12th) - 8:15 a.m. to 1:30 p.m.

B. Graduation Requirements

| High School Subject Area | General Ed. Track ** exceeds CA/UC/CSU requirements | College-prep Track ** exceeds CA/UC/CSU requirements |
|--------------------------|---|---|
| English | Four years | Four years |
| Mathematics | Three years including: Algebra 1, Geometry, Bus/Consumer Math | **Four years including: Algebra 1, Geometry, Algebra 2 and Statistics or Pre-Calculus |
| Social Studies/Science | **Four years Including: Geography, World History, US History, Government and Economics | **Four years including: Geography, World History, US History, Government and Economics |
| Science | Two years including: Physical Science and Biology | **Three years Including: Physical Science, Biology and Chemistry or Physics |

| High School Subject Area | General Ed. Track ** exceeds CA/UC/CSU requirements | College-prep Track ** exceeds CA/UC/CSU requirements |
|-------------------------------------|--|--|
| Language Other Than English | Two years (three years available) | Two years (three years available) |
| Visual & Performing Arts | Two years ** | Two years ** |
| Physical Education | Two years | Two years |
| Theology | Four years (Students are exempt for years not in attendance at North Hills) | Four years (Students are exempt for years not in attendance at North Hills) |
| Total Courses | 19 + 4 yrs. Theology | 21 + 4 yrs. Theology |
| Total Credits | 230 | 250 |
| Community Service | 10 hours annually as a NH student | 10 hours annually as a NH student |

Theology is considered the foundation of our philosophy and curriculum. Failure in Theology may result in Board review for continued attendance. If a student transfers into NHCS, he/she is not responsible to make up or complete missing Theology credits.

NHCS students must pass all courses required for graduation with a semester grade of "C" or better. Students receiving a "D" or "F" in any of these required courses will receive zero (0) units, are required to make up the units over the summer and be placed on Academic Probation (See: Academic Probation). Graduation eligibility is determined based on courses completed or in progress as of May 15th. All courses completed outside of NHCS are to be reviewed and approved by the NH administration. An outside course will only be added to the NHCS transcript if the course is not offered by NHCS or if the student is unable to take the course at NHCS. If a student wishes to add a course from another educational institution, the eligible transcripts must be submitted to NHCS registrar within 30 days of completion for inclusion on the North Hills transcript.

C. Advanced Placement (AP) Courses

Advanced Placement courses are college-level courses, and students must meet strict prerequisites to enroll. The staff reserves the right to limit enrollment based upon space availability and teacher discretion. Enrollment in any AP course constitutes a full year commitment. It is strongly recommended that students enrolled in AP courses take the corresponding AP course College Board exam, as a passing grade on this test provides approval to earn college credit. The exam and payment information is distributed by the course instructor and/or high school counselor.

D. Grade Reporting

ParentsWeb/RenWeb: Student progress may be monitored by visiting the ParentsWeb login at renweb.com. RenWeb is available for parents to check grades, homework assignments, and provides email contact with teacher(s). RenWeb Home provides parents and student always-logged-in instant access to ParentsWeb via their iPhones and iPads for an annual subscription fee.

Report Cards: Reports Card grades are available within 1 – 2 weeks after the end of each quarter. Report cards may be accessed through the ParentsWeb login. First quarter report cards are distributed in paper form to parents who attend Parent-Teacher Conferences. Please check the school calendar for end-of-quarter dates.

Semester grades are calculated at the end of the second and fourth quarter and indicate a student’s cumulative progress for the two preceding quarters. Semester grades for High School students are listed on the student’s permanent transcripts. Transcripts may be requested through the school registrar. See VI.D.

Incompletes: Students who receive an Incomplete on a Report Card have two weeks to complete work as directed by the teacher to receive a passing grade.

E. Grading and Grade Point System

Kindergarten students receive a skills based report.

1st – 5th grade

| Letter Grade | Percentile |
|--------------|------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 59-below |

6th – 12th grade

| Letter Grade | Percentile | 4.0 Scale |
|--------------|------------|-----------|
| A+ | 97-100 | 4.0 |
| A | 93-96 | 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 | 65-66 | 1.0 |
| F | Below 65 | 0 |

**Failing coursework (D and F on semester grade) will need to be repeated.
High School & Middle School students do not receive credit for "D" and "F" grades.**

F. Class Changes

If there is reasonable cause, class schedules may be changed during the first two weeks of a semester. Students must contact the Dean of Students and School Counselor to obtain all necessary approvals and signatures **before** changes are considered. A student who drops a class after the first two weeks of a semester may receive either a WP (withdrawal pass) or a WF (withdrawal fail) posted to his transcript.

G. Honors and Awards

Award recipients are recognized at an Awards Ceremony. Parents will receive notification of date and time, and location of the presentation of applicable awards at the end of the first semester and at the end of the year. Students receiving 30 or more demerits are not eligible for awards. Awards are given based on the criteria listed below:

| 1st Grade through 5th Grade | |
|--|---|
| A/B Honor Roll | All A's or B's per semester |
| A Honor Roll | All A's per semester |
| Principal's Award | All A's for entire year |
| Accelerated Reading Award | Highest points earned per grade/per semester and for the entire year (2 nd through 5 th grade are eligible) |

| 6th Grade through 12th Grade | |
|---|---|
| Honor Roll | 3.5 or higher per semester (no D's or F's) |
| Academic Distinction | 3.7 or higher per semester (no D's or F's) |
| Dean's List | 3.85 or higher for the entire year (no D's or F's) |
| Accelerated Reading Award | Highest points earned per grade/per semester (2 nd through 5 th grade are eligible) |

| 5th , 8th and 12th Grade | |
|---|-----------------------------------|
| President's Award for Educational Excellence Students who receive this award must qualify in both of the categories listed below | |
| High Achievement on a nationally-normed test as follows: Reading composite or Math composite <i>Scores are evaluated based on most current test available</i> | 85% National Percentile or better |
| 5th grade - all of 4 th grade and 1 st semester of 5 th grade | 3.5 GPA |
| 8th grade – all of 6 th grade thru 1 st semester of 8 th grade | 3.5 GPA |
| 12th grade – all of 9 th grade thru 1 st semester of 12 th grade | 3.5 GPA |

| Graduating Seniors | |
|---|------------------|
| GPA's for all honors are calculated to the day in May noted on the school calendar. | |
| Cumulative GPA | |
| Honors for high cumulative grade point averages are based on eight semesters of cumulative grades and are awarded at graduation as follows: | |
| Honors with Distinction (blue and gold cord) | 4.0+ GPA |
| High Honors (gold cord) | 3.5 to 3.99 GPA |
| Honors (white cord) | 3.0 to 3.499 GPA |
| Longevity Award | |
| Awarded to graduating seniors who have attended NHCS since Preschool or Kindergarten. | |
| Valedictorian/Salutatorian | |
| In order to be named Valedictorian or Salutatorian, as a minimum, students must have attended NHCS at least six semesters and have taken courses in the college preparatory track. Ranking of seniors is based on all four years of full credit courses in high school. | |
| Valedictorian is the senior with the highest cumulative GPA in the class at the end of the 2 nd semester, as noted above. | |
| Salutatorian is the senior that has the second highest grade average. The following criteria, in the order listed, is used to break ties in class ranking: | |
| <ul style="list-style-type: none"> • Number of Advanced Placement classes taken in grades 9-12; • Highest cumulative numerical average in Advanced Placement classes taken in grades 9-12. | |
| <i>International student eligibility requires that recipients attend NHCS all four years.</i> | |

H. Homework

Homework is designed to help the student establish good study habits at home and to reinforce concepts taught during the school day. The amount of time a student spends on homework depends on grade and subject matter, and student diligence in completing assigned work. Parents are encouraged to check homework assignments regularly on ParentsWeb.

Students in grades 4 through 12 receive a Student Planner which they are expected to use daily to assist with homework and which can assist parents in keeping track of assignments. All students are required to complete late or missing assignments. Homework turned in late is assigned at 50%.

Extra Credit may not be requested by individual students, however extra credit opportunities may be provided to the whole class at the teacher's discretion.

I. Homework Make-Up Policy

ParentsWeb should always be checked first for missing assignments. When absent, it is the student's responsibility to ask teachers for any additional instructional reading/support. Parents should contact teachers by email or voicemail to arrange the pickup of missed assignments or textbooks needed. This work will be available for pick up after 3:30pm on the day of request.

Missing work due to absence (excused or unexcused) is recorded as "Missing" (M) and is assigned a value of 0% until work is turned in and graded. NHCS allows one school day for each school day missed plus one. (For example, if absent two days, student has three days to make up the missed work.) Work or tests assigned before the absence, and are due during the absence or the following day, should be turned in or taken on the day the student returns to school. The test could be delayed providing the parent communicates with the teacher in writing stating the student was physically unable to study during his/her illness.

J. Academic Probation

Any student maintaining below a 2.0 GPA or with more than one F (failing grade) may be asked to appear before the School Board to give an accounting of their lack of achievement and may be placed on academic probation. Any student failing to maintain a 2.0 GPA for two (2) consecutive quarters may be dismissed from School at the discretion of the administration.

Students on academic probation will not be allowed to participate in extra-curricular activities. Eligibility to participate is based on the grading period prior to the extra-curricular activity. Students must maintain at least a 2.0 GPA and not have missing assignments during the course of the activity. Details regarding academic expectations for student athletes are noted in section M of this handbook. Any student receiving a "D" or "F" as a Semester grade is required to complete the course work with a passing grade before the beginning of the next school year.

K. Retention

Students must maintain satisfactory progress and/or grades for promotion. A student may be retained in a grade if the student has maintained a GPA below 2.0 for the entire year or more than one final F.

L. Renaissance Learning Reading Program (Star Assessment & Accelerated Reader)

North Hills provides access to the internet based Renaissance Learning Reading program. Accelerated Reader is an independent reading program designed to enhance student reading skills. Students in 1st grade begin use of the AR program in the second semester. Students in grades 2-12 take comprehension test thought the year. Grades 4-12 include AR reading progress as part of quarterly grades. Parents will receive user information at the beginning of the year. Parents may access student progress at <https://Hosted109.renlearn.com/281734/HomeConnect>

M. Physical Education

Students in Kindergarten through 12th grade receive specialized instruction in physical education.

- Elementary students (K-5) have PE two times a week and meet California standards for elementary age physical education instruction. Students in these grades *do not* change clothing for PE.
- Middle School students (6th-8th grade) attend PE three days per week and do change into PE Uniforms.
- High School students are required to complete four semesters of PE instruction.

All 6th – 12th grade students enrolled in PE are required to wear a North Hills PE uniform. The uniform must be purchased from Dennis School Uniforms. A sports-type shoe and socks are required. Uniforms should be washed weekly.

Students are assigned a locker and should bring a combination lock to secure their belongings. North Hills does not provide showering facilities. Students should bring deodorant and any other hygiene products they deem necessary.

Students may be excused from PE if a parent note is presented to the teacher. If a student needs to be excused from PE for more than three school days, a physician's note is required. The PE teacher will determine work to substitute for missed class time.

N. Textbooks

Our textbooks are a valuable and expensive asset of our school. Those books, which are taken home for study and/or homework, need to be covered by the student for protection. If textbooks are lost or severely damaged, parents are billed for replacement books through their FACTS Account.

Consumable textbooks and the use of classroom sets (texts that belong to the school and are loaned to the student for use during the school year) are provided by NHCS.

Classroom sets are distributed by the classroom teacher. These books are on loan to the student. A numbered textbook is assigned to each student and any damage will be noted. The student is responsible to return the textbook in reasonable condition when the class is over, or the lost/damaged fee will apply.

O. Supplies

School supply lists are published annually. North Hills offers convenient online ordering through ClassBundl.com. All students, 1st – 8th grade, must have a copy of the New International Version of the Holy Bible (not available through ClassBundl). Elementary students are encouraged to use the NIV Children’s Bible published by Zondervan. High School Bible requirements are noted on High School class supply list. The Bible is used in all classes for Bible homework, class assignments and for Bible memory work.

P. Library

Students are encouraged to use the School library. Students may take books home from our library following normal checkout procedures. Books are due on or before the due date. A fine is assessed on all late books (no exceptions). Library privileges are suspended until fines are paid. Library books must be turned in to the librarian not the School office. Books that are lost or damaged must be replaced by the student at the list price of the book plus a \$2.00 handling fee. Final grades are withheld until delinquent fines are paid.

Q. Tutoring

North Hills teachers may choose to provide tutoring services to NHCS students that require additional instructional support. Teachers are encouraged to tutor small groups (5 – 7 students) as a means to provide a cost-effective service. The charge per session is \$10.

VI. STUDENT LIFE

A. After School Activities Program

North Hills offers an After School Activities Program (ASAP) in addition to the daily Extended Care program. ASAP provides a variety of class offerings such as cooking, tumbling, STEM subjects, and art, to name a few. Parents receive notice of available classes each semester along with open registration dates. Most classes are provided through outside vetted vendors and are offered at an extra charge. Classes span 6 -8 weeks (one 45 minute session per week). BAND is also offered for 3rd – 12th grade students. The Band program is managed through ABC Band in Benicia. This group meets two times per week. Information regarding cost and participation expectations is available through the School Office.

B. Anti-Harassment Policy

North Hills is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. North Hills Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy is subject to discipline, up to and including termination or expulsion.

C. Behavior

The student must not have a record of disruptive behavior, poor attitude toward authority from a former school or a record of any criminal offenses. All students are expected to respect authority, use God-honoring conversation, and to exercise personal responsibility. The Discipline Chart at the end of this handbook outlines procedures regarding inappropriate behaviors.

D. Chapel Services

Chapel services are held regularly throughout the school year. All students are required to participate. Students shall demonstrate proper courtesy and Christian hospitality to all speakers by listening carefully and behaving properly. Parents are welcome to attend chapel services. Offerings are usually NOT taken; however, if a need arises, parents are notified as to the nature of the offering and how the funds will be allocated.

E. Cold Weather Policy

On any given school day when the temperature is below 40° or raining at 8:00am, High School & Middle School students will be directed to their first period class at 8:00am. Students may wear knit beanies for outerwear only on cold weather days. Beanies should be one color and logo free.

F. Communication

It is expected that students will deliver to parents all school information distributed for this purpose. It is not the student's decision to determine whether the information handed out is useful to parents. High school student emails should be recorded in RebWeb. Parents will be cc'd in any emails from the school to students.

G. Community Representatives

Students are expected to be positive representatives of North Hills Christian School in our community. Any form of unbecoming communication, including social media, is unacceptable.

H. Community Service

High School students are required to complete 10 hours of community service for each year of enrollment at North Hills Christian School.

- Community service projects must be submitted for approval by assigned teacher before completion of service.
- Service activity forms must be verified by the activity's supervising adult upon completion.
- It is the student's responsibility to turn in completed forms to the high school counselor/advisor.
- All verified community service hours are recorded on the student's high school transcript.

I. Dress Code

Modesty, neatness and cleanliness are emphasized at NHCS. The following dress code promotes the mind-set that school is a special place with high expectations and projects a positive image to the community. Uniform dress helps to eliminate the pressure of "dress competition" and the influence of changing styles and fads. Students are expected to adhere to dress code guidelines whether in the classroom or participating in school activities.

Authorized uniform company:

Dennis Uniform Company

Phone 800.854.6951

Order online at www.dennisuniform.com

School code: N73NOR

K-8th Grade Dennis Uniform

- Navy or Gray Polo
- Navy pants/walking shorts
- Plaid female skirts/jumpers
- Navy cardigan or navy zip up hoodie (see below)

9th-12 Grade Dennis Uniform

- Navy, Gray or Columbia Blue Polo
- Navy, Black or Gray pants/walking shorts
- Plaid female skirts
- Navy cardigan or navy zip up hoodie (see below)

Students out of uniform will be sent to the office.

Clothing purchased outside of Dennis must be in the ***same style and color*** as provided by the Dennis Uniform Company. Purchases from Department stores such as Wal-Mart, Target and J.C. Penney must be through their uniform garments.

J. Dress Code (Additional Attire Guidelines)

- Navy sweaters or zip up sweatshirts (hoodies) may be worn in the classroom. If not purchased from Dennis Uniform Company they must be logo free and have a front zip up. Cardigans (sweaters) must be navy blue and button up in style.
- Polo Shirts must be properly fitted. Undershirts must be solid navy or gray and logo free.
- Pants will be properly fitted (not too baggy/tight) and worn at the waistline. Undergarments must not be visible. Pants may not be rolled up or tucked into boots.
- Girls' hemlines should be modest and appropriate for a school setting. For playground purposes it is suggested that shorts be worn under dresses/skirts.
- Socks/tights/leggings must be solid colors of gray or navy. Leggings are not a substitute for uniform pants.
- Shoes that protect the feet and offer support in walking/running must be worn at all times. Tennis shoes or leather lace-ups or flats with straps are strongly suggested. No sandals, flip flops or boots allowed. However, rain boots may be worn as protection on rainy days.
- Hats/beanies are not allowed on campus except for athletic purposes with the athletic director's approval and in cold weather as stated below in the Cold Weather Policy.
- Hairstyles should be neatly groomed and practical and not leaning to extremes or fads (i.e. no designs or logos, etc.). Colors should be natural. Boys' hair is to be neatly trimmed above the ear, shirt collar and eyebrows. Facial hair must be short and neatly trimmed.
- Jewelry should be kept simple and small. Girls may wear a single pair of pierced earrings. Boys may not wear earrings. Visible body piercing and tattooing are unacceptable.
- Girls' makeup should be moderate and age appropriate.

K. Field Trips

Students at every grade level at North Hills have to opportunity to participate in enrichment experiences through attending field trips. These may be in-house or at another location. Classroom teachers notify parents in advance of scheduled field trips or other special activities. Parents who would like to volunteer to drive on scheduled field trips must complete the requirements that follow:

Drivers for School Events

In an effort to maintain the highest level of safety and security for the transportation of our students, volunteer drivers are asked to complete a Driver Form available in the school office.

All drivers must have on file:

- Copy of or information from a valid driver's license (Name, DL Number, DOB)
- Copy of current auto insurance (Minimum \$100,000 Personal Liability; \$300,000 Liability-Others; \$50,000 Property Damage)

Driver Safety and Security Agreement

- A driver of a car must hold a valid, unrestricted driver's license. All vehicles must be properly licensed and in safe mechanical condition.
- There must be a seat belt for each passenger in the car. Due to CA state law there may not be more than nine passengers in one vehicle.
- When transporting students on a school-related event, such as a field trip, drivers must go directly to and from school and event location and may NOT make any unrelated stops (personal errands, purchasing treats for students, etc.). Emergency stops (restroom/illness) must be reported to the teacher in charge as soon as possible.

L. Lockers – 6th – 12th Grade Only

Lockers are issued as a privilege. This privilege may be revoked if the lockers and surrounding area are not kept clean. Anything in lockers that is deemed offensive or inappropriate is not acceptable and must be removed. Students may not switch lockers or give out their combinations to other students at any time.

Locker privileges may be terminated at the discretion of the administration. The School does NOT assume liability for articles left in lockers. The School Administration may inspect lockers without notice with due cause.

M. Non-Uniform Dress Days

There are special days during the year when students are allowed the privilege of wearing street clothes rather than a uniform to school. For example, Mission Dress Days, Spirit Week, etc. These days are announced throughout the year.

- Logos, pictures, and symbols on non-uniform clothing must be consistent with positive, Christian principles.
- Hats, sweatpants, yoga/spandex garments, basketball shorts, clothing with holes or items considered immodest (spaghetti straps, see through clothing, tank tops) are not acceptable clothing *on campus or at North Hills events*.
- Attire Guidelines above are applicable for all non-uniform dress days.
- Students inappropriately dressed are sent to the office to contact a parent and their non-uniform privilege is forfeited. Students will be allowed back in class in uniform dress.

When necessary, Administration will make a final decision regarding acceptable dress code compliance. It is expected that students and parents will comply.

N. Physical Education Uniform – Middle & High School Students only

A physical education uniform is required for students enrolled in the PE program. Clothing must be purchased through www.dennisuniform.com.

O. Student Council

Student government opportunities are offered to students in 6th – 12th grade. Student Council members represent North Hills Christian School as leaders within the school and in the community. The Council is the “voice” of the student body in making decisions about and planning school life activities, events and service projects. Students running for office must be in good standing both in academics (3.0 GPA for officers; 2.5 for class representatives) and behavior (no referrals on previous year’s record). Applications can be picked up from the Student Council Advisor.

P. Student Store

The Student Store is provided by the senior class for the purpose of providing funds for the senior trip in May. Snack food items may be purchased at lunch or break depending on the availability of senior students to provide the service.

Q. Transcripts

Students requesting official transcripts are provided three (3) transcripts annually at no charge. The 4th transcript or more will be available for \$5.00 each.

VII. ATHLETICS

A. Sports Offered

| High School Girls | High School Boys | Middle School Girls | Middle School Boys | Coed |
|--------------------------|-------------------------|----------------------------|---------------------------|---------------|
| Basketball | Basketball | Basketball | Basketball | Cross Country |
| Volleyball | Volleyball | Volleyball | Volleyball | |
| | | Softball | Flag Football | |

Sports may be added based upon the number of interested students and qualified coaching.

B. Eligibility

Participation in athletics is a privilege. Students who meet the criteria established for all extracurricular activities are eligible. Participation requires a recent physical on file, acceptable scholastic standards, payment of any required fees and parental support.

Each student will conduct himself/herself in accordance with NHCS standards on and off campus. This means the School’s standard of conduct applies in the School setting, at School-sponsored functions, and on the weekends. These standards are applicable in all situations because they reflect Christ’s character and life. The Discipline Chart includes additional consequences for student athletes.

- Students are eligible to participate in sports if they have maintained a minimum of 2.0 GPA, on a 4.0 scale, (CIF Handbook, Pg. 12, and Rule 205); No F’s and a maximum of 2 D’s in the previous grading quarter. If a student fails to meet this standard, she\he is put on a probationary contract for six weeks. The student may not participate in games during that period.
- Students must be in attendance at least five periods of the day and have received no referral in order to participate in games or practices the same day.
- A replacement fee is charged if the uniform is not returned.

- High School athletes are required to submit an annual physical examination, or a statement by a medical practitioner, certifying that the student is physically fit to participate in athletics before a student is eligible to try out, practice, or participate in interscholastic athletic completion.
- Student Athlete contracts provide more information regarding other requirements.

The School does not offer an insurance plan for students. All athletes are required to have insurance coverage before they participate in any sport.

A student athlete may opt out of the regular Physical Education Class for the time of participation in inter-varsity sports. The student will receive PE credit for the duration of participation. A student who completes 2 or more sports in one year will receive 1 year of academic credit for PE (10 credits maximum).

C. Athlete of the Year

Students eligible for Athlete of the Year Award must meet the following criteria:

- 1) Must be a High School Student
- 2) Must be a multi-sport athlete – Two or more sports for middle school or high school (Subject to change as sports are added)
- 3) Exhibited a high level of commitment to both practice and game schedule
- 4) Contributed significantly to the team’s season (i.e.: starter or other significant role – 6th man, libero, etc.) and/or to the success of the team
- 5) Must display all/some of the positive qualities on and off the court
 - Leadership
 - Team work
 - Communication
 - Commitment & Loyalty
 - Work ethic
 - Ambassadorship – Good representative of the sport, North Hills and most importantly of God
 - Respect for coach, teammates, opponents and officials
 - Fair play
 - Sportsmanship
 - Understands balance between academics and athletics

VIII. SAFETY/HEALTH

A. Health Forms

State Law mandates that copies of birth certificate, current immunization record, and recent physical (within 18 months of the application) be submitted to NHCS. Emergency information must be on record in the student file. **Please remember to keep all contact information current using ParentsWeb or by contacting the school office with all updates or corrections.**

B. Communicable Diseases

Students with communicable diseases can adversely affect others. Please be sure to keep your student at home whenever they are experiencing signs of illness. If a student is found to have a communicable disease while at school, the parent is contacted and required to pick the student up within the hour of contact. If not picked up within the hour, emergency contacts are called. If warranted, other parents in the classroom may be advised by paper notice or email as to the severity of a communicable illness.

Some General Guidelines to follow are:

- Student must have a fever below 100 degrees (F), and/or no upset stomach (vomiting) for 24 hours prior to returning to school.
- Student diagnosed with strep throat, pink eye (conjunctivitis), must be on antibiotics for 24 hours prior to returning to school.
- NHCS may exclude students who are currently infected with live (active) viruses on a case by case basis.
- Release from your child's physician may be required prior to returning to school.

C. Playground Rules

- When the whistle blows 3 times all students must immediately stop playing, look at the teacher and listen for instructions. When the whistle blows again students are to follow the instructions given.
- Students are to keep hands and feet to themselves at all times. The "hands off" policy is enforced at all times, includes pulling and tugging at clothing, play fighting, and wrestling.
- All game rules must be followed at all times. If there is a disagreement use a strategy to solve it (take a vote, rock-paper-scissors), or seek the help of a staff member on duty.
- Students must play designated games in designated areas.
- All snacks must be eaten at the lunch tables. Playing or climbing on tables is not permitted.
- Always walk to and from the bathroom area.
- Rock and bark must stay on the ground.

D. Playground Equipment Rules

- Students will use the play structure safely by always using both hands. They are to mount the bars from the ground and dismount from the equipment properly, feet first.
- The only bars students may sit on top of are the rainbow bars.
- One student at a time is allowed on any of the monkey bars or ring bars.
- Up to four students at a time may play on the standing teeter totter. Standing only, no sitting.
- One student at a time is allowed to go down the cork screw bars
- One student at a time is allowed on the slide and must be seated to slide down feet first.
- Students may hit or pass the balls on the blacktop with hands only (no kicking). If a ball goes off the school grounds, students will notify the attending adult supervisor.
- Jump ropes are to be used for jumping only and on the blacktop play area.

E. Accident or Illness

Whenever a student becomes ill or is involved in an accident at School, he/she is sent to the office for minor first aid. Accident reports are recorded in RenWeb. Parents will receive an email regarding minor accidents. If the injury or illness warrants, the parent is called and requested to take the student home for further care. Students are never sent home unless there is some supervision or care at home for the student. If home supervision is not available, the provided emergency number is called. ***Changes may be made to the Family Demographic Forms in ParentsWeb in the Online Filing Cabinet. Emergency information is the responsibility of the parent and should be kept up to date.**

F. Medicine

The School will not administer over-the-counter medication or prescription medication without parental or doctor's instructions/consent. Prescription medication can be dispensed by office staff with your doctor's written instructions in our office.

- Students must take all medication in the School office during school hours.
- Medication may not be shared with other students.
- All medicines brought to school need to be labeled with student's name and given to the Office personnel.
- Medication will **ONLY** be given by School personnel with written parent approval, listing when to take it, how much to take, and, if needed, the completion date for administration of the medication. Medication will need to be signed in and out at the beginning and end of each school year.

If your child has a special problem or a medical history which might affect school performance, arrangements may be made for these medical needs such as an inhaler or Epipen. Please notify us so that we can work with you and be prepared if an emergency should arise.

NOTE: However, additional staffing is not provided in this instance. The student will sit in the office to ready or work quietly.

G. Emergency Preparedness

The safety of our students and staff is a top priority at North Hills. We have current and updated emergency procedures along with regular staff training. All students participate in fire, earthquake, and lockdown drills which are scheduled monthly. In the event of a major disaster or emergency a web-based emergency call system is used to communicate with parents and guardians. Please make sure your phone and email contact information is current on ParentsWeb.

Emergency Snack Pack - Parents are asked to provide an emergency snack pack for their student(s) to be stored and used only in the event of an emergency. Contents for the snack pack are listed in the class supply list posted on ParentsWeb. These items are not available through Classbundl.com.

IX. CAMPUS OPERATIONS / POLICIES

A. Closed Campus

Secured Campus – North Hills Christian School is a closed campus. Students are NOT permitted to leave during school hours except as follows:

- School sponsored and supervised field trips, sports events, or special privilege days
- By written permission of a parent or guardian, providing the parent or guardian accompanies the student. Written permission **MUST** be cleared through the School office **NO EXCEPTIONS**. All students must be signed out through the office prior to leaving campus before scheduled dismissal.
- Seniors may be dismissed to leave campus at lunch by permission only.

Visitors - Security personnel are on staff to monitor the campus during school hours and to ensure everyone is in compliance with safety policies

- All visitors (including alumni) will be issued a proper visitor pass from the office which must be displayed at all times while on campus.
- Parents must be mindful of the safety policies and parking/traffic regulations

B. Extended Care

Supervised Extended Care for grades K – 8th is available before and after school hours from 6:00 a.m. to 6:00 p.m. Acceptance in the Extended Care Program is by contract only and based on a first come, first served basis. Staffing is made according to the number of students contracted for Extended Care. Drop in service is not provided. It is expected that all North Hills rules and procedures, including enforcement of behavioral guidelines, will be followed in Extended Care.

Contracts are month to month and no refunds are made for early withdrawal. EVERY student must be under contract in order to receive a monthly rate. Children left after the program time are billed an overtime rate of \$10 for every 15 minutes or part thereof. Each student must be signed out by a contract designated adult (18 or older) picking up the student.

C. Lunches

Lunch arrangements are the responsibility of the parent and student. Students may bring a sack lunch. Microwave service is not available. Parents planning to deliver lunch after the start of the school day must direct their student to pick up their lunch (labeled with name) in the school office.

North Hills has partnered with Food 4 Thought Catering who offers an online lunch option. To create your family account, please go to: <https://f4tc.ahotlunch.com/login>; SCHOOL CODE IS: 11e Lunches are prepared and delivered daily for students. Food 4 Thought provides a wide variety of meals each day including vegetarian and gluten-free options. Ordering provides nutritional and allergen information. Parents should note that only they can adjust lunch delivery with due notice in the event your child is off campus for field trips, etc. Ordered lunches for sick students will be available in the school office until 4:30pm on day of delivery only. Parents will not be contacted about unclaimed lunches.

In the event a student comes to school without a lunch, office personnel will contact the parent and they will be asked to make provision for a lunch.

D. Lost & Found

Articles found on School grounds are placed in the Lost & Found Box which is located at the end of the C100 hallway. Students are encouraged to check the box for lost items. Please make certain all student property is CLEARLY MARKED with his/her name. Articles which cannot be identified and/or are unclaimed are donated to charity at the end of each quarter.

E. Phone Use

The School has a telephone available for student EMERGENCY use only. Students MUST obtain permission from their teacher to make a call from the office. Parents should be aware of the daily class schedule and refrain from calling or texting their child during the school day.

F. Search Policy/Drug & Alcohol Testing

North Hills Christian School (“NHCS”), a part of North Hills Baptist Church (“NHBC”), is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, other controlled substances, non-prescription or non-prescribed prescription drugs, alcohol, stolen goods, wearing apparel which may be connected with gang identification, and other contraband (“Contraband”) by NHCS students on NHCS and NHBC premises and at school activities

(including off-campus activities). As necessary to protect the health and welfare of students and staff, NHCS officials may search students, their property, and/or NHBC and NHCS property under their control and may seize illegal, unsafe, or otherwise prohibited items. The administration and staff of NHCS reserved the right to conduct searches as follows:

- Random searches of facilities for Contraband.
- Specific searches of facilities or at school activities for Contraband where the administration or staff has some reasonable suspicion of the existence of Contraband or illegal activity.
- In search of individuals where the administration or staff has some reasonable suspicion of the existence of Contraband or illegal activity, taking into consideration to the extent possible, based on circumstances, (such as age, previous behavior patterns, the seriousness of the situation, the value and reliability of the information used as a justification for the search, and the location of the student as the time of the search), that the search be conducted in a private place, if reasonably possible.
- In search of an individual's possessions, cars or other vehicles, backpacks, lockers, purses, bags, etc., where the administration or staff has some reasonable suspicion of the existence of Contraband or illegal activity, taking into consideration to the extent possible, based on circumstances, (such as age, previous behavior patterns, the seriousness of the situation, the value and reliability of the information used as a justification for the search, and the location of the student at the time of the search), that the search be conducted in private, if possible.
- Upon entrance to the NHCS or NHBC property or a school event at the discretion of the administration or staff where everyone entering is subject to such a search.
- The Administration shall have the right to review, through administration or staff, all contents on confiscated cell phones or other electronic devices.

NHCS shall use reasonable efforts to notify a parent or guardian of a student who has been searched as soon after the search as possible.

The Administration shall have the right to request that the parent provide drug testing for any student who is suspected to be under the influence of illegal drugs while on NHCS or NHBC property or at a school activity.

G. Social Media

Social media is part of our current day culture and utilized by students, parents and staff on a regular basis and for a variety of purposes. Although it is often used after school hours and/or off campus, in keeping with our desire to be Christ-like in all areas of our lives, students are expected to use social media in a positive, responsible manner. Each of the following standards of conduct are to be followed by our parents and students:

- To recognize that employees of NHCS may not "friend" students until they are graduates of our school.
- Students may not "friend" staff or administrators of NHCS.
- Social networking sites may not be used to discuss students, employees or school issues.
- Online interactions between parents and school administration and staff are to be no different than interacting face-to-face.
- Good judgment, sensitivity, and discretion shall be used when posting about others in the North Hills community including photos and comments.

- Once something is posted to a social networking site, parents and students are to remember that the postings (1) may remain available online even if you think it is removed, and (2) may be far-reaching.
- Inappropriate social media activity, whether in or outside of school, may have school disciplinary consequences.
- Failure to comply with the above policy can result in further actions taken by school administration.

H. Student Drop Off and Pick-Up – One Way Traffic Pattern

North Hills is pleased to offer loading and unloading of children 15 minutes before and after school start/stop times. This allows drivers to remain in the car as children walk safely to the designated location. Students must be dropped off in the designated supervised location no more than 15 minutes before the first class begins and picked up no later than 15 minutes after the last class. Students on campus before or after the 15 minute drop off / pick up window will be taken to the office and the parent called. Families may be billed at the rate of \$10 for every 15 minutes or part thereof plus \$5.00 for each additional child.

Drop Off Locations:

Kindergarten through 5th grade: Front of Dodson Hall (Building A)

High School & Middle School : Upper/back parking lot lunch cover (rear of Building C)

Pick Up Locations:

Kindergarten: Front of Dodson Hall (Building A)

1st- 5th grade: Upper/back parking lot LEFT (rear of Building B)

6th – 12th grade: Upper/back parking lot lunch cover RIGHT (rear of Building C)

- No students (other than K) should be picked up in front of the school because this area is unsupervised and puts students at risk.
- NHCS is a “closed” campus. Students are not allowed off campus during regular school hours unless participating in a school sponsored activity.
- Students must be signed out by a parent in the school office if leaving prior to the above dismissal times. Students will only be released to adults approved by the parent/guardian and on file in ParentsWeb. Parents must personally contact the school office for exceptions.
- Students in grades 9-12 are not permitted to remain on school grounds after school hours unless involved in school sponsored activities.

I. Traffic Patterns

North Hills is primarily a one way traffic pattern. When entering the campus cars should follow lanes to the right. The road to the left of the entrance provides limited two way access for visitors to park and come into the Administrative Offices (D wing). All roads are 5mph. Student safety is always of highest concern.

J. Transportation

Student Driver Guidelines

Student drivers who plan to drive to and from NHCS campus should register their vehicle information in the school office. Students must park in designated parking areas, obey all traffic routes and speed limits. Student drivers may not transport other students to any School-sponsored events.

Unaccompanied Students

Students arriving or departing campus without an adult need to have written permission from the parents on file at the School office. Skateboards, roller blades, and roller skates are NOT to be brought on campus. The School assumes NO liability for any personal items brought onto campus.

Public Transportation

The Vallejo Transit Lines provides bus service for our students at the regular student fare. Buses are scheduled to arrive shortly before School begins and at the close of the School day. Contact Vallejo Transit for exact schedule times.

Parent Arranged Car Pools

Carpooling reduces congestion in the parking lot and facilitates a quicker and safer drop-off area for students. The school will not organize car pools.

K. Withdrawals

North Hills Christian School operates based on annual tuition. However, when unavoidable circumstances arise and students must withdraw before year end the following is required.

- Families must complete a Withdrawal form.
- Tuition is due through the end of the month withdrawn.
- School records such as report cards, transcripts or cumulative files are held pending payment in full.
- Textbooks and library books checked out to the student must be returned or a fee is assessed on the final bill. Consumable books may be collected at the discretion of the teacher/administration.

X. FINANCE

A. Tuition Discounts

Multi-Child Discount: Discounts are available to families with more than one child living in the same household as the financially responsible guardian. Multi-child discounts are applied to students from the highest grade to the lowest grade. For example: Oldest child's tuition is 100%; Second child's tuition includes \$300 discount; Third child's tuition includes \$600 discount; Fourth child's tuition includes \$900 discount.

Referral Incentive: Enrolled families are eligible to receive \$200 credit for referring a new student who enrolls in grades K-5; or a \$250 credit for referring a new student who enrolls in grades 6th-12th. The FACTS account of the referring family is credited after both parties have attended school at least three full months prior to receiving the credit.

Pre-paid Tuition: A 5% tuition discount is offered to families who prepay their annual tuition by August 1st.

Pastoral Discount: Fulltime pastors may be eligible for a discount. Applications must be made through FACTS to determine eligibility. More information and applications are available in the Finance Office.

Tuition Discounts are not cumulative. Families will be awarded the highest discount for which they are qualified.

B. Tuition Procedures

Program costs at North Hills Christian School are an annual cost. Payment may be made in the following ways:

- Full payment of the annual program cost. A 5% discount available if paid before August 1st.
- Monthly tuition and Extended Care payments are made through automatic payments with FACTS Tuition Management Company (access through ParentsWeb). These payments are withdrawn automatically on the 20th of each month, beginning on June 20 and continuing each and every month until the final payment on May 20.
- A late fee of \$35.00 is applied to any tuition account met with insufficient funds on the contracted due date. If an automatic withdrawal payment did not occur because of insufficient funds, FACTS will make a second attempt 15 days later and a final attempt another 15 days later.

Parents are responsible for the tuition account and agree to pay any and all fees and charges incurred while the student is attending NHCS by May 20. Accounts must be paid in full to take final exams, receive grades or graduation diplomas.

C. Delinquent Accounts

Notice will be sent to the responsible party for delinquent accounts. Student(s) will not be allowed to attend classes if the account becomes more than thirty (30) days delinquent. If no action is taken to bring the account current the balance of the account is turned over to a collection agency.

D. Unpaid Tuition

All accounts must be paid in full by May 20 of each school year or the next school year Enrollment Fee and classroom placement in NHCS is forfeited. Student grades and/or other official records are withheld on past due accounts.

E. Returned Payments

All payments are subject to clearance by the banking system. Any payment returned by the banking system will result in a \$35 fee PLUS any additional costs charged by outside banking/institutions.

The following will apply if two (2) payments have been returned for insufficient funds during the school year:

- The responsible party is notified of the returned check.
- A service charge (\$35.00) is assessed for each returned check.
- Payment in the future must be made by cash or money order.

F. Sending Money to School

All cash or personal checks sent to School should be sealed in an envelope labeled with the following information:

- Student's name;
- Amount and purpose
- Grade and teacher's name.

Cash sent to school for any reason must be in **EXACT CHANGE ONLY**. We are unable to make change for individuals in the office. If you are unable to provide exact change, we thank you in advance for your donation.

XI. DISCIPLINE

A. Philosophy

North Hills Christian School believes that teaching self-control is an integral part of the learning process and is necessary for the welfare of the student as well as the entire School. All North Hills staff members have authority to enforce NHCS behavioral guidelines.

NHCS expects full cooperation from both student and parents in the educational process. If at any time the School feels that this cooperation is lacking, parents may be asked to withdraw their student from School. Also, if the student's or parent's behavior or attitude indicates a spirit that is out of harmony with the spirit and standards of the School, whether or not there is any definite breach of conduct, he/she may be asked to leave.

B. Biblical Foundations

Personal responsibility *"...that each of you should learn to control his own body in a way that is holy and honorable..."* (1 Thessalonians 4:4)

- The rights and property of others are to be respected at all times.
- NHCS strictly enforces a hands-off policy which includes horseplay, pushing, and grabbing.
- School facilities, books, desks, lockers, etc. are provided for the use of students. Damaging and defacing such property is unacceptable. Students and their parents are responsible for damage incurred to School property whether willful or accidental.
- Proper rest and nutrition are vital to learning. Students need sufficient rest each night as well as a well-balanced breakfast every school day.
- Public displays of affection such as kissing, prolonged frontal hugs, lap sitting and cuddling are not appropriate behaviors. Boy-girl relationships and friendships are important and can be enjoyed without display of public affection.
- Sexual immorality in any context and in any form is not permitted.

Respect for authority *"Remember them which have rule over you, who have spoken unto you the word of God; whose faith follows ..."* (Hebrews 13:7 KJV)

- Demonstrate respect for God and His Word.
- Demonstrate respect for all persons. Students are expected to be prompt, prepared, willing, and cooperative in their obedience to teachers, staff, and parent helpers. Discussions with staff should be one-on-one (Matthew 18:15-17).
- Students are permitted in a classroom only when a teacher is present.
- A student dismissed from class for any reason is issued a written pass. This pass must be in the possession of the student at all times when out of class.

God-honoring conversation *“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”* (Ephesians 4:29)

- Any form of unbecoming communication is unacceptable. This includes, but is not limited to, gossip, put-downs, name calling, profanity, vulgarity, and other offensive language, whether verbal, written or demonstrative.
- North Hills Christian School is committed to maintaining an environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. NHCS is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy is subject to discipline, up to and including termination or expulsion.

Cheerful obedience *“Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault ...”* (Philippians 2:14-15)

- Littering is ill-mannered and prohibited. Students are expected to show respect for their school and others by keeping the campus clean.
- Electronics, toys or other non-instructional items are not allowed. They are a distraction and/or a temptation to some students. They are confiscated and returned to the parent. NHCS is not responsible nor obligated to take action for lost or stolen items not allowed on campus.
- Cell phones and electronic devices must be silenced and only used for instructional purposes and at the direction of the teacher. Middle and High School students may use their phones at lunch or break times. Unacceptable use (i.e. access to inappropriate content), even during lunch or break will result in confiscation. Teachers and administrators are not financially responsible for lost or stolen electronic devices.
- Gum chewing is not allowed on campus. Food is not allowed in the classrooms unless specifically permitted for special events.
- Objectionable or illegal items are prohibited on campus and at NHCS events such as: tobacco, alcohol, illegal substances, firearms, pornography, etc.

C. Behavioral Probation

Behavioral probation is a conditional period of time assigned to students who fail to meet the standards of the School in their attitude or conduct. A behavior contract is designed to help both student and parent track progress toward improvement. The administration will review the student’s progress during the term of the behavior contract.

D. Demerit System

Demerits are assigned in accordance with the Discipline Offense Chart below. They are recorded in ParentsWeb and are cumulative. Demerits are not punitive but merely reflect a student’s choices, giving opportunity for a change in behavior; each student is encouraged to be wise in his decision. *“Discipline yourself for the purpose of godliness...”* (1 Timothy 4:7) *“A man reaps what he sows”* (Galatians 6:7)

The administration reserves the right to assign fewer demerits at their discretion. A student’s demerit record may have bearing on his/her re-enrollment. Demerits accumulated during the last quarter of the school year are taken into consideration if demerits are assigned during the first semester of the new school year.

E. Discipline Offense Chart

This guideline is a tool to identify the consequences of violations for all school functions. The guide does not alter the School's right to determine disciplinary action, nor is this list inclusive of all standards of conduct or discipline. Consequences are determined on the severity/degree of the offense and at the discretion of the administration or School Board. It is understood that the responses below occur only after appropriate verbal warnings from teachers. Parent Communication consists of a personal contact by phone and email notification through RenWeb.

| DISCIPLINE AREA | K – 5TH DEMERITS | MS/HS DEMERITS |
|---|------------------------------------|-----------------------|
| CATEGORY 1: ATTENDANCE (begins at 4 th tardy) Excessive tardy | 1 | 1 |
| CATEGORY 2: DRESS CODE Dress/hair code violation | 3 | 5 |
| CATEGORY 3: DISOBEDIENCE Food/beverages in class; gum; littering; cell phone, electronics, disallowed articles | 3 | 5 |
| CATEGORY 4: DISRUPTION Disruptive talking/behavior; unprepared for class; | 5 | 10 |
| CATEGORY 5: DISRESPECT Disorderly conduct; profanity; vulgarity; defiance of authority; violation of "hands off" policy; throwing objects | 10 | 15 |
| CATEGORY 6: DISHONESTY Cheating; plagiarism; lying; forgery; vandalism | 15 | 25 |
| CATEGORY 7: PROPERTY DESTRUCTION Misuse of computer; willful property damage | 25 | 40 |
| CATEGORY 8: VICTIMIZATION Fighting; stealing; gambling; bullying; inappropriate sexual innuendo; truancy; intimidation/harassment | 30 | 50 |
| CATEGORY 9: ILLEGAL ACTIVITY Threats; illegal drugs; weapons; tobacco; alcohol; harassment; intimidation, immoral behavior; striking school personnel | 75 | 75 |

F. Demerit Accumulation

| DEMERITS: KINDERGARTEN – 12TH GRADE | |
|--|--|
| <p>The following consequences will occur based on the accumulation of demerits:</p> <p>15 demerits = loss of student activity privilege 30 demerits = referral; School Board review 50 demerits = 1-day suspension 75 demerits = 2-day suspension More than 75 demerits may result in expulsion, the termination of enrollment or rejection of application for re-enrollment, subject to the discretion of the administration.</p> | <p>Additional consequence for Athletes:</p> <p>15 demerits = sit out 1 practice 30 demerits = sit out 1 practice and 1 game 50 demerits = sit out 2 practices and 2 games 75 demerits = dismissal from team</p> |
| SUSPENSIONS | |
| <ul style="list-style-type: none"> • Suspensions may be in-house or at-home at the discretion of the Superintendent. • Work missed due to a suspension is due the day the student returns to school. • Additional consequences may be applied as they relate to the infraction such as but not limited to confiscation, restitution, behavioral contract, loss of privileges, grade of zero on assignments, report to local authorities, report entered into student permanent record, etc. • A student is not permitted to attend any school function or to participate in any extracurricular activity on the day of suspension. | |

Requested Withdrawal/Expulsion – When it becomes apparent that a student’s influence is detrimental to the progress of others, or if the student remains unsympathetic toward the educational objectives of NHCS, his enrollment may be terminated. The Administration will inform the School Board of pending student expulsions and a meeting to discuss the expulsion is called. The Administration may suspend the student until such meeting. The meeting will be held within one week after the notice of pending expulsion and a written letter is sent to the parents with the decision of the Board. See Discipline Offense Chart for more information.

There may be incidents that do not warrant an official expulsion procedure yet it is necessary for the student to withdraw from the school (repeated disciplinary infractions, etc.). In this event, the administration will advise the student’s parents. Should the parent(s) request a formal expulsion hearing, it may be granted. However, mandatory student withdrawal is solely at the discretion of the School Board and administration and cooperation is required.

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