



d

STUDENT/PARENT HANDBOOK

2016 – 2017

KINDERGARTEN THROUGH 12TH GRADE

Table of Contents

INTRODUCTION TO NORTH HILLS.....	4
A. MISSION STATEMENT.....	4
B. EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)	4
C. STATEMENT OF FAITH	5
D. SCHOOL HISTORY.....	5
E. NONDISCRIMINATION POLICY.....	5
F. ANTI-HARASSMENT POLICY.....	5
G. ORGANIZATIONAL POLICY.....	6
H. AFFILIATION & ACCREDITATION.....	6
I. BOARD AND ADMINISTRATION/BOARD MEETINGS.....	6
J. DEVELOPMENT	6
K. PARENT-TEACHER FELLOWSHIP (PTF)	6
ADMISSION REQUIREMENTS	7
A. PARENT/GUARDIAN.....	7
B. STUDENT EXPECTATIONS.....	7
C. NEW STUDENT ADMISSION PROCEDURES.....	8
D. INTERNATIONAL STUDENT PROGRAM.....	8
E. PART TIME STUDENTS	8
F. DRESS CODE	8
G. ACADEMIC TESTING.....	10
H. TEXTBOOKS	10
I. HEALTH FORMS	10
J. WITHDRAWALS.....	11
K. COMMUNICABLE DISEASES	11
FINANCIAL	11
A. TUITION DISCOUNTS	11
B. TUITION PROCEDURES.....	12
C. DELINQUENT ACCOUNTS.....	12
D. UNPAID TUITION	12
E. RETURNED CHECKS.....	12
F. SENDING MONEY TO SCHOOL	13
G. CONTRIBUTIONS.....	13
ATTENDANCE.....	13
A. ATTENDANCE.....	13
B. ABSENCES	13
C. TARDIES.....	14
D. TRUANCY	14
E. SCHOOL ACADEMIC HOURS	15
F. STUDENT DROP OFF AND PICK UP.....	15
ACADEMIC REQUIREMENTS.....	16
A. HIGH SCHOOL GRADUATION REQUIREMENTS.....	16
B. ADVANCED PLACEMENT (AP) COURSES.....	17
C. GRADE REPORTING.....	17
D. GRADING AND GRADE POINT SYSTEM.....	17
E. CLASS CHANGES	18
F. HONORS AND AWARDS	18
G. HOMEWORK.....	19
H. HOMEWORK MAKE-UP POLICY	20
I. ACADEMIC PROBATION.....	20
J. RETENTION	20
K. RENAISSANCE LEARNING READING PROGRAM (Star Assessment & Accelerated Reader)	20
L. PHYSICAL EDUCATION	20
M. STUDENT ATHLETES	21
N. COMMUNITY SERVICE.....	22
O. CHAPEL SERVICES	22
P. SUPPLIES.....	22
DISCIPLINE	22

A.	DISCIPLINE PHILOSOPHY	22
B.	BIBLICAL FOUNDATION FOR BEHAVIORAL GUIDELINES	22
C.	BEHAVIORAL PROBATION	24
D.	GENERAL PLAYGROUND RULES	24
E.	DISCIPLINE OFFENSE CHART	24
SERVICES/OTHER.....		27
A.	EXTENDED CARE.....	27
B.	LUNCH PROGRAM	27
C.	LIBRARY	27
D.	LOCKERS – 6 th – 12 th Grade Only	27
E.	FIELD TRIPS.....	28
F.	LOST & FOUND	28
G.	TELEPHONE CALLS	28
H.	CLOSED CAMPUS	28
I.	ACCIDENT OR ILLNESS AT SCHOOL	29
J.	MEDICINE	29
K.	TRANSPORTATION	29
L.	EMERGENCY PREPAREDNESS	30

INTRODUCTION TO NORTH HILLS

A. MISSION STATEMENT

North Hills Christian School is committed to providing a quality Christian education that empowers students to make life choices based on a Biblical Worldview by integrating God and His Word as the Source of Truth. The North Hills community is striving to Love God, Serve Others, and Change the World.

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.
- * Demonstrates creative and critical thinking skills in life situations to solve problems biblically.
- * Integrates a clear understanding of a Biblical worldview in all aspects of life.
- * Is 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

We Believe In

- 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, and the resurrection of all to life or damnation;
- 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. SCHOOL 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. 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.

F. 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 will be subject to discipline, up to and including termination or expulsion.

G. 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.

H. 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.

I. BOARD AND ADMINISTRATION/BOARD 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. Regular Board meetings are held each month. Advance request must be made to be included on the agenda.

J. 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.

Scrip Gift Cards

All stakeholders are encouraged to participate in our Scrip Gift Card Program, which can be purchased year around. The Gift Cards from a wide variety of vendors donate 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.

K. 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.

ADMISSION REQUIREMENTS

Parents and students must support the Statement of Faith, educational objectives, goals, and the standards of the School as set forth by the Board and Administration. North Hills Christian School Expectations for:

A. PARENT/GUARDIAN

- **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, or enrollment information, it is the responsibility of the parent/guardian to read and/or respond (if needed). This type of partnership creates a strong support system for student learning.
- **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. 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.
- **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."*

B. STUDENT EXPECTATIONS

- **Communication:** It is expected that students will deliver to parents all school information that is distributed for this purpose. It is not the student's decision to determine whether the information handed out is useful to parents.
- **Academics:** Students are expected to maintain a GPA of at least 2.0 and to abide by the guidelines established in this handbook regarding attendance, class participation and homework.
- **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.
- **Community Representatives:** Students are expected to be positive representatives of North Hills Christian School in our community. Any form of unbecoming communication is unacceptable.

C. NEW STUDENT ADMISSION PROCEDURES

1. An online application is accessed through the school website at www.north-hills.org. The application fee is due with the completed application and all required documentation.
2. A diagnostic evaluation to determine emotional maturity and academic achievement for grade placement is scheduled after the completed application is reviewed.
3. A personal interview between administration and/or teacher, parent/s and student takes place at the time of evaluation.
4. 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.

D. INTERNATIONAL STUDENT PROGRAM

The International Program is for students from outside the United States interested in a 6-month to multiple year program at the North Hills Christian School. We welcome applications from international students and value the cultural diversity and individual gifts students bring to our student body.

E. 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.

F. 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 special 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.

Authorized uniform company:

Dennis Uniform Company

Phone 800.854.6951

Order online at www.dennisuniform.com

School code: N73NOR

K-8th Grade Uniform

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

9th-12 Grade Uniform

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

NHCS clothing is available for purchase at www.dennisuniform.com. Clothing purchased outside of Dennis must be in the same style and color listed in the Dennis Uniform brochure. Department stores such as Wal-Mart, Target and J.C. Penney may carry uniform items.

Students out of uniform will be sent to the office.

Students will be allowed back in class after parent has supplied a change of clothes.

ADDITIONAL ATTIRE GUIDELINES

- Navy sweaters or zip up sweatshirts (hoodies) may be worn in the classroom. They must be navy blue, logo free and have a front zip up. Cardigans (sweaters) must be navy blue and button up in style.
- Hairstyles and colors should be natural and practical, not extreme. Boys' hair is to be neatly trimmed and not extend beyond the ear lobe, shirt collar, or beyond the eyebrow in front. Facial hair must be short and neatly trimmed.
- 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.
- Jewelry should be kept simple and small. Girls may wear pierced earrings; boys may not.
- Visible body piercing and tattooing are unacceptable.
- Makeup should be moderate and age appropriate.
- 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.
- Polo Shirts must be properly fitted. Undershirts must be solid navy or gray and logo free.
- Hemlines should be modest and appropriate for a school setting. For playground purposes it is suggested that shorts be worn under dresses/skirts.
- 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.
- Socks/tights/leggings must be solid colors of gray or navy. Leggings are not a substitute for uniform pants.

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.

PHYSICAL EDUCATION UNIFORM – HIGH SCHOOL & MIDDLE SCHOOL STUDENTS ONLY

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

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 will be announced throughout the year. Logos, pictures, and symbols on all non-uniform clothing must be consistent with positive, Christian principles.
- Hats, sweatpants, 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 are applicable for all non-uniform dress days.

Students inappropriately dressed will be sent to the office to contact a parent and their non-uniform privilege will be forfeited. Students will be allowed back in class in uniform dress.

When necessary, Administration will make a final decision regarding dress code compliance.

G. ACADEMIC 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.

H. TEXTBOOKS

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 included in the student tuition fee.

- Consumable textbooks will be issued by teachers.
- Classroom sets will be distributed to students by the classroom teacher. These books are on loan to the student. A numbered textbook will be assigned to each student and any damage will be noted. The student will be responsible to return the textbook in reasonable condition when the class is over.
- In the event of loss or damage, textbooks may be purchased through the school office.

I. 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. Use ParentsWeb or contact the school office with any updates or corrections.**

J. WITHDRAWALS

North Hills Christian School bases its budget on the receipt of a full year's tuition. However, unavoidable circumstances arise where students must be withdrawn during the year. Families who withdraw before the end of the full program must complete a Withdrawal form. Tuition is due through the end of the month withdrawn. School records such as report cards, transcripts or cum files will be held pending payment in full. All textbooks and library books that are checked out to the student must be returned or a fee will be assessed on the final bill. Consumable books may be collected at the discretion of the teacher/administration.

K. COMMUNICABLE DISEASES

Students with communicable diseases can adversely affect others. Please be sure to keep your student at home whenever he/she is experiencing sign of illness. If a child is found to have a communicable disease while at school the parent will be contacted and required to pick the student up in a timely manner. 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.

FINANCIAL

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 will be 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 must be made before August 1st and qualifies for the pre-paid tuition discount.
- Monthly tuition and extended care payments are made through an automatic payment account with FACTS Tuition Management Company (obtain access through the ParentsWeb parent portal). These payments will be automatically withdrawn on the 20th of each month, commencing on June 20th and continuing each and every month until the final payment on May 20th. A late fee of \$35.00 will be charged to any tuition account that is 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 will be 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 commitment fee and classroom placement in the School will be forfeited. Student grades will be withheld on past due accounts.

E. RETURNED CHECKS

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

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

1. The responsible party will be notified of the returned check.
2. A service charge (\$35.00) will be assessed for each returned check.

3. Payment in the future must be made by cash or money order.

F. SENDING MONEY TO SCHOOL

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

- 1) Student's name; 2) Amount and purpose; and 3) 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.

G. 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!

ATTENDANCE

A. 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.

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. ABSENCES

- An absence will be entered on the student record if s/he misses 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 will be 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 s/he is absent more than **10% (18/180 days)** of the instructional days in a year (including excused and unexcused absences).

Excused Absence Procedures:

- Parent or guardian may 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 is received, a written excuse from the parent must be submitted to the office secretary. Student absence will be 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 will be 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. Parents should keep the "prearranged" absences 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 will be considered unexcused. Homework must be accessed through ParentsWeb.

C. 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 will be considered tardy when s/he arrives after 8:30 am.

High School & Middle School students will be considered tardy if s/he is not present when the bell rings signaling the beginning of school or the 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 will be subject to consequences 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, will accrue and be tracked through ParentsWeb. Student will be subject to consequences 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 possible failure in any single course/subject.

The administration will make a final determination if a tardy is excused or unexcused for all students.

D. 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.

E. SCHOOL ACADEMIC 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.

F. STUDENT DROP OFF AND PICK UP

Students should be dropped off in the designated supervised drop off location no more than 15 minutes before the first class begins and must be picked up no later than 15 minutes after their last class. Students on campus before or after the 15 minute drop off / pick up window will be sent to the office and a parent will be called. Families may be billed at the rate of \$10 for every 15 minutes or part thereof plus \$5 for each additional child.

Supervised Drop Off Locations:

- Kindergarten/ Elementary students: Front of Dodson Hall (A)
- HS & MS students: Upper/back parking lot

Pick Up Locations:

- Kindergarten students: Front of Dodson Hall (A)
- 1st-12th Grade: Upper/back parking lot

Please note: Drop off and Pick Up traffic flow is one way only. *No students (other than K) should be picked up in front of the school because this area is unsupervised and puts students at risk.*

- North Hills Christian School is a “closed” campus. No students are allowed off campus during regular school hours unless participating in a school sponsored activity.
- All students must be signed out by a parent in the office if leaving prior to the above dismissal times.
- Seniors may be dismissed to leave campus at lunch by permission only.
- Students in grades 9-12 are not permitted to remain on school grounds after school hours unless involved in school sponsored activities. High school students not picked up must leave campus.

ACADEMIC REQUIREMENTS

A. HIGH SCHOOL GRADUATION REQUIREMENTS

High School Subject Area	General Ed. Track <i>** exceeds CA/UC/CSU requirements</i>	College-prep Track <i>** exceeds CA/UC/CSU requirements</i>
English	Four years	Four years
Mathematics	Three years including: Algebra I, Geometry, Bus/Consumer Math	**Four years including: Algebra I, Geometry, Algebra II 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
Foreign Language	Two years <i>(three years available)</i>	Two years <i>(three years available)</i>
Visual and Performing Arts	Two years **	Two years **
Physical Education	Two years	Two years
Theology	Four years <i>(Students are exempt for years not in attendance at North Hills)</i>	Four years <i>(Students are exempt for years not in attendance at North Hills)</i>
Total Courses	19 + 4 yrs. Theology	21 + 4 yrs. Theology
Total Credits	230	250
Community Service	10 hours – highly recommended	10 hours – highly recommended

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 will be 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.

B. 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.

C. GRADE REPORTING

Semester grades are recorded on the second and fourth quarter report cards. The semester grades 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.

- **RenWeb:** For the current school year, 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).
- **Report Cards:** At the end of each grading period, grades may be accessed through the ParentsWeb login. First quarter report cards will be distributed in paper form to those parents who attend Parent-Teacher Conferences. Please check the school calendar for end-of-grading period dates.
- **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.

D. GRADING AND GRADE POINT SYSTEM

1st – 5th grade letter grades at North Hills Christian School are computed on the following scale:

<u>Percentile</u>	<u>Letter Grade</u>
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D (no credit)
59 - below	F (no credit)

6th – 12th grading scale

Letter Grade	Percent Grade	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

Please note that High School & Middle School students do not receive credit for "D" and "F" grades.

E. CLASS CHANGES

If there is reasonable cause, class schedules may be changed during the first two weeks of a semester. Students must contact the school counselor and obtain all necessary approvals and signatures **before** changes will be 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.

F. HONORS AND AWARDS

Award recipients will be 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. Awards are given based on the criteria listed below:

Elementary:

- **A Honor Roll:** All A's per semester.
- **A/B Honor Roll:** All A's or B's per semester.
- **Principal's Award:** All A's for entire year.
- **Accelerated Reading Award:** Highest points earned per grade/per year

Middle / High School only:

- **A Honor Roll:** 3.7 cumulative or higher per semester.
- **A/B Honor Roll:** 3.5 cumulative or higher per semester.
- **Principal's Award:** 3.85 cumulative or higher for the entire year.

President's Award for Educational Excellence: Awarded to students who receive High Achievement (85% National Percentile or better on the composite test) in reading or math on state test or nationally-normed test AND maintain a 3.5 GPA as follows:

- **5th grade** - all of 4th grade and 1st semester of 5th grade
- **8th grade** – all of 6th grade thru 1st semester of 8th grade
- **12th grade** – all of 9th grade thru 1st semester of 12th grade

Graduating seniors: GPAs for all honors will be calculated by the date in May noted on the school calendar.

1. **Cumulative GPA** – Honors for high cumulative grade point averages will be based on eight semesters of cumulative grades and will be awarded at graduation according to the following criteria:

4.0 + = Honors with Distinction

3.5 to 3.99 = High Honors

3.0 to 3.499 = Honors

2. **Valedictorian/Salutatorian** – In order to be named either Valedictorian or Salutatorian, as a minimum, students must have attended NHCS at least six semesters and have taken courses in the college preparatory track. The valedictorian is the senior that has the highest cumulative GPA in the class at the end of the 4th quarter, as noted above. The salutatorian is the senior that has the second highest grade average. Ranking of seniors is based on all four years of full credit courses in high school. The following criteria, in the order listed, will be used to break ties in class ranking:
 - a. Number of Advanced Placement classes taken in grades 4-12; and if a tie still exists then;
 - b. Highest cumulative numerical average in Advanced Placement classes taken in grades 9-12.

International study eligibility requires that recipients attend NHCS all four years.

3. **Longevity Award:** Awarded to graduating seniors who have attended NHCS since Preschool or Kindergarten.

G. 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 will depend on grade and subject matter, and student diligence in completing assigned work. Parents are encouraged to check homework assignments on ParentsWeb. 4th through 12th grade students are given 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.

H. HOMEWORK MAKE-UP POLICY

When absent, it is the student's responsibility to check RenWeb for missed homework and ask teachers for any additional instructional reading/support. Work that is missing due to absence (excused or unexcused) will be recorded as "Missing" (M) and will be assigned a value of 0% until work is turned in and graded.

The School 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, which 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 writes a note stating that the student was physically unable to study during his/her illness.

I. 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 will be 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 will be required to complete the course work with a passing grade before the beginning of the next school year.

J. 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.

K. RENAISSANCE LEARNING READING PROGRAM *(Star Assessment & Accelerated Reader)*

North Hills maintains a subscription to the internet based Renaissance Learning Reading program. Students in 2nd-12th grades are assessed quarterly using the Renaissance Learning STAR assessment. This assessment is used to provide teachers with information regarding student achievement in reading fluency and comprehension. Accelerated Reader is an independent reading program designed to enhance student reading skills. Parents may access student progress at <https://Hosted109.renlearn.com/281734/HomeConnect>

L. 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 once a week.
- 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.

M. STUDENT ATHLETES

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. The Discipline Chart includes athletic participation consequences. These standards are applicable in all situations because they reflect Christ's character and life.

- 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.
- Athletic uniforms must be returned to the coach after the last game of the season. A replacement fee will be charged to replace the uniform if not returned.
- 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).

N. COMMUNITY SERVICE

High School students are encouraged to complete 10 hours of community service for each year of high school enrollment at North Hills Christian School. Community service forms must be filled out after each activity and signed by the activity's supervising adult. The forms will be collected and recorded by the high school counselor/advisor. All verified community service hours will be recorded on the student's high school transcript.

O. 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 will be notified as to the nature of the offering and how the funds will be allocated.

P. SUPPLIES

School supply lists are published annually. Parents are responsible for lost or damaged materials. All students, 2nd – 12th grade, must have a copy of the New International Version of the Holy Bible. Elementary students are encouraged to use the "Adventure Bible." The Bible is used in all classes for Bible homework, class assignments and for Bible memory work.

DISCIPLINE

A. DISCIPLINE 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 FOUNDATION FOR BEHAVIORAL GUIDELINES

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.
- The School facilities, books, desks, lockers, etc. are provided for the use of the students. Damaging and defacing of 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 authorities (teachers and staff). 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 will be 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 will be 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.
- **Electronic** toys or other non-instructional items are not allowed on campus. They will be confiscated and returned to the parent. They are a distraction and/or a temptation to some students. Because electronic gadgets are expensive, small and easy to conceal, NHCS Staff is not responsible and is not obligated to take action for lost or stolen items that are not allowed on campus. See the Discipline Chart for procedures regarding inappropriate use of the above.
- **Cells phones and other electronic devices** should 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. However, unacceptable use (ie. 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. See the Discipline Chart for procedures regarding inappropriate use of the above.

- Gum chewing is not allowed on campus. Food is not allowed in the classrooms unless specifically permitted by the teacher 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 behavioral contract will be designed to help both student and parent track progress toward improvement. The administration will review the student's progress during the term of the probation contract.

D. GENERAL PLAYGROUND RULES

1. 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 that were given.
2. Students are to keep hands and feet to themselves at all times. The "hands off" policy is enforced at all times and includes pulling and tugging at clothing, play fighting, and wrestling.
3. All games 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.
4. Students must play designated games in designated areas. Playing or climbing on any of the tables is not permitted. All snacks must be eaten at the lunch tables.
5. Always walk to and from the bathroom area.
6. Rock and bark must stay on the ground.

Equipment rules

1. 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.
2. The only bars students may sit on top of are the rainbow bars.
3. One student at a time is allowed on any of the monkey bars or ring bars.
4. Up to four students at a time may play on the standing teeter totter. Standing only, no sitting.
5. One student at a time is allowed to go down the cork screw bars
6. One student at a time is allowed on the slide. Students will be seated and go down the slide feet first.
7. Students may hit or pass the balls on the blacktop with hands only. If a ball goes off the school grounds, students will notify a yard duty supervisor to retrieve it.
8. Jump ropes are to be used only on the blacktop and are for jumping only.
9. No kicking of playground/athletic balls on the blacktop.

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 written documentation such as a Parent Communication form or email notification.

(E=Elementary; S=Secondary; A=Athletics)

Discipline Area	1 st Offense	2 nd Offense	3 rd Offense	Repeat Offenses
	<i>Teacher Response</i>		<i>Administrative Action</i>	
CATEGORY 1: ATTENDANCE Tardy	<i>3rd unexcused tardy</i> E: Parent Communication; lunch detention S: Parent email; After School Detention A: 1 Practice suspension	<i>6th unexcused tardy</i> E: Parent Communication; lunch detention S: Parent phone call; After School Detention A: 1 Practice & game suspension	<i>9th unexcused tardy</i> E & S: Referral Parent Conference A: 2 Practices & games suspension	E & S: exclusion from field trip or enrichment activity Notation on permanent record A: 3 Practices & games suspension; possible dismissal from team
CATEGORY 2: DRESS CODE Dress/hair code violation	<i>E, S & A: Parent communication</i>	<i>E: Parent communication S: Detention A: 1 Practice suspension</i>	<i>E: Referral; loss of privilege S: Referral; Detention A: 1 Practice & game suspension</i>	E&S: Referral; Parent conference **Elevate to category 5 A: 2 Practices & games suspension
CATEGORY 3: DISOBEDIENCE Food/beverages in class; gum; littering; cell phone, electronics, disallowed articles	E, S & A: Parent communication Confiscation	E: Parent communication; confiscation S: Parent communication; Detention; confiscation A: 1 Practice suspension	E: Referral; loss of privilege S: Referral; Detention A: 1 Practice & game suspension	E: Referral; Parent conference S: Referral; Loss of privilege **Elevate to Category 5 3rd offense A: 2 Practices & games suspension **3 Practices & games, if elevated to category 5 3rd offense
CATEGORY 4: DISRUPTION Disruptive talking/behavior; unprepared for class;	E, S & A: Parent communication	E: Parent communication; Loss of privilege; S: Detention; loss of privilege A: 1 Practice & game suspension	E: Referral; Parent conference; Loss of privilege S: Referral; Parent conference A: 2 Practices & games suspension	E: Referral; Behavioral contract S: Behavioral contract; Suspension A: 3 Practices & games suspension; possible dismissal from team
CATEGORY 5: DISRESPECT Disorderly conduct; profanity; vulgarity; defiance of authority; violation of "hands off" policy; throwing objects	E, S & A: Parent communication	E&S: Referral A: 2 Practices & games suspension	E&S: Referral; Parent Conference; Behavioral contract A: 3 Practices & games suspension; possible dismissal from team	E&S: Suspension; Board review/ possible expulsion A: 4 Practices & games suspension; possible dismissal from team
CATEGORY 6: DISHONESTY Cheating; plagiarism; lying; forgery	E&S: Zero on assignment; Parent Communication A: 1 Practice & game suspension	E&S: Zero on assignment; Referral A: 2 Practices & games suspension	E&S: Zero on assignment; Suspension; Behavioral Contract A: 3 Practices & games suspension; possible dismissal from team	E&S: Suspension; possible expulsion A: 4 Practices & games suspension; possible dismissal from team

Discipline Area	1 st Offense	2 nd Offense	3 rd Offense	Repeat Offenses
	<i>Teacher Response</i>		<i>Administrative Action</i>	
CATEGORY 7: PROPERTY DESTRUCTION Misuse of computer; willful property damage	E, S & A: Parent Communication; Restitution	E&S: Referral; Restitution A: 2 Practices & games suspension	E&S: Expulsion; Restitution A: Dismissal from team	
CATEGORY 8: VICTIMIZATION Fighting; stealing; gambling; bullying; pornography; truancy	E&S: Referral; parent conference; Restitution if applicable; Possible suspension A: 3 Practices & games suspension; possible dismissal from team	E&S: Suspension Possible expulsion A: 4 Practices & games suspension; possible dismissal from team	E&S: Expulsion A: Dismissal from team	Note: premeditated fights are considered assaults
Category 9: ILLEGAL ACTIVITY Threats; drugs; weapons; tobacco; alcohol; harassment; intimidation, immoral behavior; striking school personnel	E&S: Will be reported to law enforcement as required Options: Referral; suspension; expulsion A: Dismissal from team			

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 will be 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 will be 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.

SERVICES/OTHER

A. EXTENDED CARE

Supervised Extended Care is available before and after school hours from 6:00 a.m. to 6:00 p.m. for grades K – 8th. Staffing is made according to the number of Extended Care contracts required. Contracts indicate the days, hours and costs for this service. Contracts are month to month and no refunds are made for withdrawal. EVERY student must be under contract in order to receive a monthly rate. Children left after the program time will be billed an overtime rate of \$10 for every 15 minutes or part thereof plus \$5.00 for each additional student. Each student must be signed out by the adult (18 or older) picking up the student. If you did not enroll in Extended Care with your school enrollment/re-enrollment, please visit the School Office for a written contract.

B. LUNCH PROGRAM

Students may bring a cold lunch to school. Microwave service is not available. Drinks are not provided. Food 4 Thought Catering, is an online lunch option that is available to families. The parent must create an online account for ordering and payment. Lunches are prepared each morning and delivered to North Hills for students to pick up at lunchtime. Food 4 Thought provides several meal choices each day. The menu is diverse, including vegetarian and gluten-free options and each meal choice is provided with nutritional and allergen information. Parents have until 9 am the day before service to place an order (ie. if you want lunch on Monday, order before 9am on Sunday). Food 4 Thought can be reached by phone from 5 am until 10 pm 7 days a week if needed. Please be aware that only parents can adjust the lunch delivery with due notice in the event your child is off campus for field trips, etc.

Users must create an online account to access this service.

Please go to: www.f4tc.com

North Hills' SCHOOL CODE IS: Hills

Food 4 Thought does not provide emergency lunches. In the event a student arrives at school without his/her lunch, office personnel will contact a parent and the parent will be asked to make provision for a lunch.

C. 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 will be 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 will be withheld until delinquent fines are paid.

D. 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 any liability for articles left in lockers. The School Administration may inspect lockers without notice with due cause.

E. FIELD TRIPS

Classroom teachers will notify parents in advance of scheduled field trips or other special activities. We encourage parent/guardian adult drivers. Parents who would like to drive on scheduled field trips must complete a Field Trip Driver form which will be kept on file. School vans may be used for Middle and High School field trips. NHCS requires that any parent/volunteer staying with students on an overnight field trip must have valid fingerprint clearance on file. Contact the Finance Office for more information.

F. LOST & FOUND

Articles found on School grounds will be 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 will be donated to charity at the end of each semester.

G. TELEPHONE CALLS

The School has a telephone available for student EMERGENCY use only. Students **MUST** obtain permission from their teacher to make calls from ANY phone. Students may use their personal cell phone **in the office** after being given permission to do so. Parents should be aware of the daily class schedule and refrain from calling or texting their child during instructional times.

H. CLOSED CAMPUS

1. 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 and providing that 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 the scheduled dismissal times
- Written permission to walk home or walk off campus submitted in writing to the school office each year

2. Visitors:

- All visitors (including alumni) will be issued a proper visitor pass from the office which must be displayed at all times while on campus
- Security personnel are on staff to monitor the campus during school hours and to ensure everyone is in compliance with safety policies
- Parents should be mindful of the safety policies and parking/traffic regulations

I. ACCIDENT OR ILLNESS AT SCHOOL

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 filled out and kept on file for parent or insurance viewing. Parents will receive an email regarding minor accidents. If the injury or illness warrants it, 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. ***Please inform the School regarding any change in phone numbers. Emergency information is the responsibility of the parent and should be kept up to date.**

J. 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 that are brought to school need to be labeled with student's name and given to the Office personnel. Medication will **ONLY** be given out by School personnel upon written parent approval, listing when to take it, how much to take, and how long to take 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, please notify us so that we can work with you and be prepared if an emergency should arise.

NOTE: If it is necessary for a child to stay in the building during recess or lunch, the student must bring a note from his/her parent guardian.

K. 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.

Bicycles

Bicycles may be ridden to and from School with written permission from the parents on file at the School office. Racks are provided in front of Building A where bicycles will be secured during school hours.

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.

Other 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.

NHCS encourages parents to car pool. This reduces congestion in the parking lot and facilitates a quicker and safer drop-off area for students. The office does not organize car pools if you wish your number can

be passed on to other parents interested in carpooling. The classroom teacher and office should be advised if someone other than the parent will be picking a student up from school.

Permission to walk off campus must be given to the school office in writing each year.

L. 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 practiced on a rotating basis with students monthly. In the event of a major disaster or emergency a web-based emergency call system will be used to communicate with parents and guardians. Please make sure your phone and email contact information is current on ParentsWeb.

Parents are asked to provide an emergency Snack Pack for each student to be stored and used only in the event on an emergency. Contents for the snack pack are included in the class supply list posted on ParentsWeb.

Updated 08/2016