

**North Hills Christian School**

**2019-2020 Student Handbook**



**“...equipping hearts and minds of students to impact the world for Christ.”**



**Welcome to North Hills Christian School**

Dear Parents and Students,

With much anticipation, welcome back to a brand new, exciting year at NHCS!

With reliance on God, it is such an honor and a blessing to be able to work together to “equip the hearts and minds of students to impact the world for Christ.” As we begin our forty-ninth year, one can’t help but see God’s hand in our school’s growth as well as the growth of our student body, faculty and alumni.

North Hills Christian School follows a classically based curriculum model with instruction following a child’s natural progression through three stages of intellectual development: grammar, dialectic and rhetoric. The students learn the mechanics of communication, learn to examine and discuss opposing ideas, and finally, learn to persuade, inform and motivate. A classical and Christian education provides students with the tools of education so they can become lifelong learners who see all of life within the framework of a Christian worldview. North Hills students, upon graduation, are winsome discerners and effective communicators of God’s truth. Our goal is to prepare students to live out the truth they are being taught to impact the world for Christ.

With this letter you will find our Student Handbook. In this handbook you will find the policies and procedures of North Hills Christian School. It also contains information about our philosophy on discipline, as well as expectations for students and parents. ***We ask that you carefully read through the information so you will be aware of these policies before situations arise regarding their enforcement.*** If you have any questions, please feel free to call me to discuss them.

By working together, we endeavor to provide a very special year, academically and spiritually for your child.

Blessings



Maria Lowder  
**Executive Director, NHCS**

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## **ACCREDITATION OF NORTH HILLS CHRISTIAN SCHOOL**

North Hills Christian School is the only school in Rowan County – public, private, parochial, or Christian – that is dually accredited. This distinguished achievement gains recognition by the best educational institutions, including colleges, in the country. The school is fully accredited by the Association of Christian Schools International (ACSI) and Southern Association of Colleges and Schools (SACS/CASI). SACS, a division of AdvancEd, is commonly recognized as the golden standard in educational accreditation.

## **A BRIEF HISTORY OF NORTH HILLS CHRISTIAN SCHOOL**

In 1967, North Hills Christian School grew out of the shared vision of three families: the David B. Davis family, the Roger Harrison family, and the William Ryburn family. These families wanted to provide Rowan County and the surrounding areas with the choice of an educational setting that would be both educationally challenging and spiritually transforming. While the school was originally sponsored by North Hills Presbyterian Church, it has always been non-denominational.

The school opened its doors that first year to 28 students. Today, North Hills Christian serves approximately 330 students from JK – 12th grade as an independent, Christian, co-ed, college-preparatory day school.

We provide an excellent education in a Christ-centered environment to any student whose family desires a Christian education - regardless of race, gender, ethnic origin, or denomination.

## **ADMISSIONS POLICY AND PARENT COMMITMENT**

NHCS Admission Policy  
(Revised August 6, 2015)

### **ADMISSIONS POLICY**

North Hills Christian School was founded to educate the whole person within the framework of a biblical worldview. Our founders established North Hills Christian School as an institution that would become an extension of the Christian home and Christian church in the effort to “train up a child in the way he should go...” Therefore, we ask all parents or guardians of enrolled students to be in agreement with the mission, statement of faith, and statement of philosophy of the school. The following admissions policies have been adopted to assure that standards of admission agree with the school’s philosophy and charter:

1. All guardians of students must be interviewed by the Executive Director or a principal. The admissions committee and the school board may request subsequent interviews as needed.
2. The Executive Director will admit students to the school. Admission to the school may be denied only after the admissions committee and Executive Director have reviewed an applicant’s file and have reached a collaborative decision. The Executive Director and admissions committee may refuse to admit a student with disciplinary or psychological problems, or any student who they determine has

spiritual, behavioral, psychological, or academic needs that cannot be met by the school. All new students will be on probation for a period of one year. However, the Executive Director and school board reserve the right to dismiss students from their enrollment at any time for any reason.

3. Applicants in junior kindergarten through grade twelfth will be given an entrance exam to determine placement and to ensure that the school will be able to meet the prospective student's academic needs. If a student scores below grade level on the admissions test, the committee will give additional consideration to standardized test scores, previous years' grades, and standardized test scores from previous years to determine admission and possible evaluation for the school's AIM program. The admissions committee may require participation in the AIM program as a condition for enrollment. Additional tuition will apply for participation in this program.

The school requires that all applicants in first through twelfth grades obtain reference forms, as follows: Two academic references. \*Please note: These references must be provided by the instructors of core courses (History, Math, Bible, English, Science).

4. Prospective kindergarten students must be five years old by July 31<sup>st</sup> of the school year. First grade students must be six years old by July 31<sup>st</sup> of the school year. A birth certificate must be presented, along with vaccination records.
5. Parents must state that they have read and agree with the statement of faith of the school and agree to have their children educated in accordance therewith.
6. If an applicant feels that an admissions decision is inconsistent with this policy, he or she may appeal the decision to the school board within thirty days of the admissions determination.
7. Parents will be notified as soon as possible of acceptance or rejection of their children into North Hills Christian School. Students may be enrolled once they have been accepted to the school and all applicable fees have been received.

## Parent Commitment

**We understand** that North Hills Christian School will teach that the Bible is the inspired Word of God, that it is without error, and that it is our guide for all areas of human living.

**We understand** that our children will be taught that salvation comes only through faith in Jesus Christ as Savior and Lord. If they have not already done so, NHCS will encourage children to seek the Salvation and Lordship that He offers.

**We understand** that our children will be encouraged to participate in personal and family Bible reading, study, and prayer, and to make attendance in church and Sunday school a regular part of their lives.

**We understand** that North Hills plans to cooperate with the home by reporting the progress of the children and by holding conferences with parents. We agree to support the school by our participation in the conferences and programs that pertain to our child.

**We understand** and support the school's role in carrying out discipline using appropriate measures including parent-administered punishment. We will cooperate with the school in determining means by which to bring about desired changes, when necessary, in the life of our child.

**We understand** that our children will be encouraged to perform to the best of their ability in academic work, as well as in all other endeavors. We will therefore provide the necessary support for the homework assigned to our children and will cooperate with the teacher in helping our children develop good study habits.

**We understand** our need to set a good example for our children by being prompt, by supporting school policies, and by supporting the classroom teacher. We will attempt to set a positive tone in developing attitudes regarding school. We will therefore refrain from making negative comments to our children or to other parents; we will take our concerns to the teacher first and then to the administration if necessary. If our dissatisfaction is still unresolved, we will quietly remove our child from the school.

**We understand** that our child may be dismissed if he becomes a disruptive influence in the spiritual life or educational process of the school or if he does not respond positively to the programs of the school.

**We understand** that our child represents North Hills Christian School outside the school as well as in, and that any breach of conduct that has an adverse effect on the testimony of the school will be disciplined accordingly.

**We understand** our cooperation is expected in prompt tuition payment, practical help, faithful prayer, and in special gifts, as able, inasmuch as tuition fees do not cover all costs. We realize that failure to make payments as necessary may result in the termination of some services, or in dismissal of our child from the school. We agree to read and follow the guidelines set forth in the school's statement of financial commitment.

## **STATEMENT OF FAITH**

North Hills Christian School ministry believes the Bible to be inspired, authoritative, inerrant and infallible in the original writings. We believe there is one God, eternally existent in three persons - - Father, Son, and Holy Spirit. We believe in the deity of Jesus Christ, his virgin birth, his sinless life, his miracles, his vicarious and atoning death, his resurrection, his ascension to the right hand of the Father, and his personal return in power and glory. We believe in the absolute necessity of regeneration through the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We further affirm to be an institution where the board, administrators, teachers, staff and supporters recognize the holistic and interdependent nature of our work together, as set forth in the Apostle Paul's analogy for the Body of Christ: acting upon our distinct and separate roles and responsibilities in the school. As an independently operated Christian school, the school is able to make a unique contribution to the Rowan County – Salisbury church community, and to the larger Body of Christ, recognized and respected for distinct calling to hone the intellect and shape the will of our students as it imitates "the mind of Christ." As an extension of the Christian home, we take seriously the trust parents have placed in us to assist them in raising their children in the nurture and admonition of the Lord. As a part of the communities of Salisbury and Rowan County, we seek to be the salt of the earth, a beacon on a hill, as our people and programs have an impact in the world around us.

## **STATEMENT OF PURPOSE AND MISSION**

North Hills Christian School (NHCS) is affiliated with the North Carolina Department of Non-Public Instruction. The school is accredited by the Association of Christian Schools International (ACSI) and Southern Association of Colleges and Schools (SACS), a division of AdvancEd. NHCS is entering its forty-eighth year of operation. We continue to be committed to truth and the pursuit of excellence through teaching a Christ centered biblical worldview in every discipline, building character as we nurture students towards Christian maturity, and equipping them to impact the world for Christ as servant ambassadors of the Kingdom of God. We provide a quality Christian education that will allow each student to grow intellectually, spiritually, socially, physically and aesthetically. Biblical standards of behavior, effective citizenship, and a favorable atmosphere for learning are conducive to optimum personal development.

The administration, faculty, and staff believe that the optimum development will be seen when the Christian school and the Christian home are working together to "train up the child in the way he should go." Our prayer is for each child to be drawn by the working of the Holy Spirit to a saving knowledge of Jesus Christ as their Lord and *Savior* and to desire to please Him in every aspect of one's life.



It is our desire that our school's mission statement will guide everything we do at North Hills Christian School:

**“The mission of North Hills Christian School is to equip hearts and minds of students to impact the world for Christ.”**

## **STATEMENT OF PHILOSOPHY**

Christian education compels students to serve Christ by applying what they learn in a classroom setting to their lives. Christian schools guide students as they acquire knowledge, consider how to apply it, and act on it through service. Christian schooling is more about preparing students for life and less about protecting them from life; therefore, effective Christian schools do not withdraw from culture. Instead, they teach students how to filter their thoughts about their studies of the world through the lens of Scripture, urging them to consider how they may engage and transform culture. North Hills Christian School is committed to equipping the hearts and minds of students to impact the world for Christ by educating the whole child (spiritually, intellectually, physically, and socially), using God's revelation of Himself in both His creation and His Holy Scriptures.

Because man was created a **spiritual** being, North Hills Christian School focuses upon the spirits of students. Students are created with a need to develop a deeply spiritual relationship with their Lord, Jesus Christ; the school's central focus is the encouragement and facilitation of that relationship.

Because man was created an **intellectual** being, North Hills Christian School provides an education that challenges students to become inquisitive, discerning thinkers who love learning and who desire to know God more fully through their studies. Because God determines that which is absolutely true, it is impossible to separate the study of His creation from a Scriptural interpretation of that creation. By placing the study of the world in the proper biblical framework, NHCS allows students to reach biblical conclusions about the world they study.

Because man was created a **physical** being, within whom the Holy Spirit dwells, North Hills Christian School encourages students to offer their bodies for His use. The Christian must understand and care for the body, and the responsibility of a Christian school is to teach students how to do so. The physical world is a good and necessary part of God's creation— one that may be enjoyed without being indulged.

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Because man was created a **social** being, North Hills Christian School is committed to teaching students to recognize their own unique gifts and abilities to glorify Him in positive social relationships. Students are taught to interact biblically with others, using their individual gifts and abilities to serve and encourage one another. The school fosters students as they strive to be obedient to the two greatest commandments:

*"Love the Lord your God with all your heart and with all your soul and with all your mind' . . .*

*'Love your neighbor as yourself" (Matt.22:37-39, NIV).*

### **THE NHCS SCHOOL BOARD**

The members of the NHCS School Board oversee the school's ministry. The board members guide and direct the development and maintenance of board policies within which the administration operates the school. The school board of North Hills Christian School is self-perpetuating and is comprised of godly men and women who model Christian character and fully support our school's mission. Board members serve terms of three years.

The NHCS Board is comprised of dedicated school and community leaders who are supportive and firmly committed to Christian Education. As of August, 2015, the school board is comprised of the following members: Mr. Mark Latva, Chairman, Mrs. Kyna Grubb, Mrs. Elise Horton, Dr. Shirley Luckadoo, Mr. Daniel Matangira, Mr. Nathan Prater, and Mr. Chad Vriesema. New board members are appointed each fall.

## **STUDENT HANDBOOK (GRADES JK-12)**

*The following handbook outlines important information, policies, and procedures for NHCS parents and students. Many people are surprised to learn that, in private schools, student handbooks are a legally binding contract for parents and students. Please review the following information in careful detail.*

### **ACADEMIC INDIVIDUALIZATION AND MODIFICATION PROGRAM (AIM)**

If a student has learning disabilities or is gifted in a particular subject / content area, North Hills Christian School may make allowances or provide opportunities for enrichment to the regular classroom curriculum. The school has a program for specialized learning, called "Academic Individualization and Modification" (AIM). If you believe your child may be able to use the services offered by this program, please contact your principal. From time to time, we may not be adequately equipped to meet a student's learning needs. If this is the case, the school will refer you to an appropriate agency or resource.

### **ARTICLES PROHIBITED**

Items that are considered dangerous or inappropriate for school include, but are not limited to the following items: knives, guns (firearms), alcohol, tobacco, drug paraphernalia, medications (unless prescribed, to be administered by office personnel), Smartwatches. Please see the school dress code for additional clothing, lunch, backpack, and headgear restrictions.

Cell phones are to be turned off during the school day and must be kept in lockers during instructional hours. Cell phones frequently are increasingly the cause of substantial interruptions to the school day, so this policy will be strictly enforced. No cell phone calls, text messages, e-mail checking, transmitting of pictures via phone, or accessing of the Internet via cell phone may occur during school hours unless a student has been granted permission by a teacher or administrator to call his or her parent. Any student who violates this policy will have the cell phone confiscated. The first confiscation will result in a disciplinary write-up and the phone's being sent to the front office. Students may pick up the phone at the conclusion of the school day. Second and third violations will result in further disciplinary measures.

### **ASSEMBLIES**

Assemblies include a variety of programs that are educational and entertaining. Attendance at assemblies is a privilege. The behavior of students plays a vital role in program success. It is the responsibility of every student to be refined and courteous in all assembly presentations. Unacceptable conduct will result in removal from the assembly and possible disciplinary action.

### **ATHLETICS**

North Hills Christian School offers a variety of interscholastic athletic teams. At the high school level, we belong to the Southern Piedmont Athletic Association (SPAA). At the elementary and middle school levels, our teams participate in the Central Carolina Independent School Athletic Association conference (CCISAA) which competes at

conference level. Our athletic teams strive to honor Christ through athletic competition by being a testimony to the world and an encouragement to all participants.

Girls' athletic teams are offered in volleyball, basketball, cross-country, cheerleading, and softball. Boys' teams are offered in soccer, basketball, cross-country, soccer, baseball, tennis and golf. Girls may also choose to play golf with the boys' team. Track and field will be offered to both boys and girls. All team sports are dependent upon our enrollment and student interest.

In order to be eligible for athletic competition, a student must be in good academic and behavioral standing and be enrolled as a full time student. All students are eligible for athletic participation at the start of each school year. Athletic Eligibility checkpoints will be held regularly and consistently throughout each athletic season. High school student athletes must maintain at least a 2.25 GPA to be eligible for athletic practices and games. Middle school students who receive (2) D's **or** (1) F will be ineligible to participate in practices and games until sufficient improvement has been shown. Eligibility may be regained throughout the season.

Students participating in athletic events are expected to ride the school bus to and from the event. Parents may take their athletes off the return bus ride home if they sign the team roster, indicating they are doing so.

Because coaches and attendees of sporting events represent North Hills Christian School and because they must set an example for our students, they are expected to exhibit godly character and behavior. If a parent or coach fails to set a good example for our students on multiple occasions, he or she will be asked to discontinue attendance at North Hills' sporting events.

## ATTENDANCE

### **All Grades:**

Students are expected to attend school regularly and punctually. In order to gain the most benefit from school, students must be in regular attendance. When a student has been absent from school the student must submit a written note signed by a parent stating the dates and number of days absent and the reason for the absence when he or she returns from the absence.

**Tardies cause a significant disruption to the learning process. Please be diligent to ensure that your students arrive prior to the 8:15am school bell in the middle / high school, or the 8:05am arrival time in the elementary school. All tardiness to class will be treated as any other classroom disruption. Three unexcused tardies per class (grades 6-12) or per day (grades 5K-5) will count as an unexcused absence. Parents will be contacted by Renweb when students are marked 'tardy'. For middle school and high school students, detention will be assigned for every 3 unexcused tardies. Please review the Upper School Discipline Policies in this handbook.**

Absences will be excused for the following reasons:

1. Illness or injury
2. Quarantine
3. Death in immediate family
4. Medical or dental appointments (when permission is gained prior to absence, except in case of emergency)
5. Court or administrative proceedings
6. Religious observation
7. Immediate demands of home (when immediate assistance of the student is apparent or other available help cannot be secured)
8. Educational opportunities (when permission is granted prior to the absence).

Other absences may be excused by the principals on a case-by-case basis. **If an absence is unexcused, the student will not be permitted to make up the work that was due for a given class.**

**Student absences must be pre-arranged when possible – students who do not have a note from either a parent or doctor on the day of their return will not be permitted to make up work from the absence!**

**Signing In / Signing Out.** Tardiness is disruptive to the educational process and is discouraged. Every student arriving to school or at the classroom after the morning bell will be considered tardy and must report to the office for an admittance pass. If no written excuse is brought to the school, the tardy will be counted as unexcused. Oversleeping, traffic, etc. are not acceptable excuses for tardiness. Illness, doctor's appointment, and court appearance are considered excusable tardiness. Whenever doctor's appointments are made that cause a student to be late, please make arrangements prior to the morning when the tardiness will occur. Three unexcused tardies per class (grades 6-12) or per day (grades 5K-5) will count as an unexcused absence.

Students may sign out only with written permission from a parent, doctor, dentist, court services, or school administrator. The request must contain the exact reason, a signature, and a telephone number where the parent, doctor, or dentist can be reached to confirm the written request. Even students who drive themselves to school must have parental permission to leave campus early.

### **Absences: Grades JK-5th**

**Days Missed.** Attendance will be taken daily. If a student is to be counted present, he or she must be present for at least half of a school day. **Doctor's excuses will be required for any student with absences in excess of ten days.** Students who fail to provide a doctor's excuse for absences in excess of ten may be asked to withdraw from the school's enrollment. Any elementary school student who is absent for more than 20 days per school year may lose credit for the year and be required to repeat the grade. Additionally, retention may be required of any student who fails to make academic progress due to absenteeism. Appeals (complete with medical documentation) may be directed to the principals.

**Makeup work.** In grades 1 – 5, parents and students must collaborate with teachers to determine appropriate lengths of time required for makeup work.

### **Absences & Makeup work: Grades 6-12**

**Days Missed.** Attendance will be calculated on a period -by-period basis. In grades 6-12, absence from a course, (excused or unexcused), for more than 10 days per semester, (two weeks), may result in failure to receive credit for the course. Additionally, retention may be required of any student who fails to make academic progress due to absenteeism. **Doctor's excuses will be required for any student with absences in excess of ten class periods per subject per semester.** Students who fail to provide a doctor's excuse for these absences may be asked to withdraw from the school's enrollment. Appeals (complete with medical/legal documentation) may be directed to the principals.

Period attendance will be recorded daily. Students must be present for more than half of a class to be counted present.

**Makeup work.** It is the responsibility of the students, not the teachers, to arrange to make up the class work missed due to an absence. Students must make up the work at a time and place convenient to the teacher, but students may not make up the work in class unless given permission by the teacher.

**Students are responsible for requesting and completing all missed work in a timely manner.** This should be completed in writing, via email. The nature of the assignments missed, the number of days of absence, and the grade level of the student determine timeliness. Any work not made up should result in a grade of "zero". Work assigned during the time the student is absent will be made-up according to the following schedule:

- a. For one day's absence - two days will be allowed to make-up work
- b. For two days' absence – four days will be allowed for make-up work.
- c. For three or more days' absences, a conference will be held between the teacher and student immediately upon the student's return to school to discuss a make-up work schedule.

Work missed that cannot be made up at home (e.g. laboratory experiments, direct teaching, etc.) shall be made up at the discretion of the teacher through alternative assessment or during time provided before and after school or during lunch. In some cases, it may be necessary to allow the work to remain ungraded and to average the student's nine-week, semester, or annual grade based on the work submitted. In such cases, the student's grade shall reflect the degree to which the student met the aims and objectives of the course. In the case of intentional absences (e.g. skipping class) students shall not be permitted to make up work for credit and shall receive a failing grade for work assigned on the day of the absence.

Please refer to the Upper School Discipline Policy for additional information.

### **AUTOMOBILES/PARKING LOT**

The safety of our students is our highest priority. Student drivers and parents must help provide a safe arrival for all of our students by driving slowly (less than 15 mph) and by following the arrows designating the direction of traffic flow, and carefully watching for children.

For drop off, drivers for students in grades JK – 5 must enter from the Sells Road entrance. These students should be unloaded near the front of the preschool (building 300) kindergarten building (please pull all the way forward). After unloading, parents should continue driving through the parking lot and exit to Sells Road. Drivers of middle

school students (grades 6-8) must use the West Innes Street entrance, drop students off at the modular building and exit via Sells Road. Parents of students in grades 9-12 can enter via Sells Road, veer to the right (coming up behind the gym, stay in the middle lane and turn at the porch, dropping off at the lower sidewalk entrance to the high school, or they can enter from Innes Street, staying in the left lane, veering left, turning right and dropping off at the covered porch. Students should not be unloaded from any other portion of the parking lot. Please do not stop to drop off students in front of the main entrance (Dave and Ruth Davis Wing), but only at the end near the covered porch.

If the driver is planning to escort the student to the building, the driver must park in one of the designated parking spaces in the parking lot facing West Innes Street in front of the Dave and Ruth Davis Wing. The student should be escorted to the yellow crosswalk and accompanied to the building. Please cross the roadway only in the designated walkway.

Student and visitor parking will be directly in front of the main entrance (Dave and Ruth Davis Wing) next to Innes Street. Administrative staff parking will be the first row next to the covered porch and teacher parking will be in the areas on either side of the crosswalk.

Similar procedures should be used for afternoon pickup. However, if a student's class has not been released for the afternoon when a parent arrives, parents must pull into a parking space so that other children can be loaded. **DO NOT PARK OR LEAVE VEHICLES IN THE PICK-UP ZONES.**

Elementary children will not be permitted to go to a parked vehicle unless accompanied by an adult. Parents who want to park their vehicles to pick up students should use the yellow crosswalk. Please refrain from crossing the driving lane areas. High school students who do not drive must wait under the porch area and are not to be in the parking lot.

**PLEASE DO NOT BLOCK LOADING / UNLOADING ZONES**, including the area in front of the carport on the Sells Road side of the parking lot, the front parking lot of West Innes Street, or the drop off / pick up line on the West Innes Street parking lot.

**Student drivers must register their cars and secure a parking permit (\$10) from the receptionist in the 100 building during student orientation or within the first week of school.**

The following information is needed to register the vehicle:

- Year, color, and make of vehicle.
- Driver's name, grade, and home phone number
- License plate number.

We have restricted parking and require student drivers to use the parking spaces at the main front entrance (Dave and Ruth Davis Wing) facing West Innes Street. The parking lot speed limit is 15 mph and all traffic signs and patterns should be obeyed.

Upon arrival at school, student drivers must immediately park their cars in the appropriate spaces, lock the doors, and report to the high school building for classes. Students are not allowed to sit in their cars before or after school or to return to cars during the school day (this rule also applies to lunchtime) without permission from a teacher or

administrator. Violation of these policies may result in disciplinary action, possibly to include the suspension of driving privileges.

### **AWARDS**

We will recognize students each semester for their academic achievements during chapel assembly. In addition, we will continue to hold our year-end awards by division, as well as our sports banquet.

### **BEFORE AND AFTER SCHOOL CARE**

In an effort to ensure our students' safety, students who are not under the supervision of a teacher must report to before or after school care if they are on campus prior to 7:45 a.m. (Elementary) or 8:00am (Upper School) or after 3:15p.m (Elementary) or 3:30 (Upper School). On early dismissal days, all students who are not under the supervision of a teacher must report to after school care. Before and after school care is available from 7:00 - 8:00 a.m. and 3:00 p.m. – 6:00 p.m. A snack is available after school, but parents may send a snack for their child, if they prefer.

All parents using before and after school care are required, by state law, to have on file, an application form and a record of physical examination for each child. Before and after school care payments must be kept up to date. Any account that becomes delinquent will forfeit the privilege of continued before and after school care for their child until the bill is paid. Before and after school care is a privilege for students; if a student presents consistent disciplinary problems during before-and-after school care hours, the Executive Director may ask the student's parents to remove him or her from the program.

### **2019-2020 Upper School Bell Schedule**

HS Schedule		MS Schedule	
Period	Time	Period	Time
1	8:15-9:05	1	8:15-9:05
2	9:09-9:59	2	9:09-9:59
HOUSES	10:03-10:11	SNACK	10:03-10:11
3	10:15-11:05	3	10:15-11:05
4	11:09-11:59	4	11:09-11:59
LUNCH	12:03-12:33	5	12:03-12:53
5	12:37-1:27	LUNCH	12:57-1:27
6	1:31-2:21	6	1:31-2:21
7	2:25-3:15	7	2:25-3:15

High School Teachers: Please remember that the bells are on an automatic system, so do not release your students until the bell sounds. If you feel that a bell is sounding at an incorrect time, please notify a member of the administrative team.

### **BUSES – TRANSPORTATION GUIDELINES**



A comprehensive listing of vehicle policy and driver rules may be found in the school's administrative policy manual. These guidelines are available to parents and students upon request. The school bus passengers must:

1. Enter (load) the bus in a quiet and orderly manner.
2. Remain seated with seat belts on at all times.
3. Keep all parts of their person within the bus; students must not put arms, hands, head, feet or legs out of windows and doors.
4. Not activate the emergency exits unless an emergency exits.
5. Not eat or drink on the bus.
6. Be responsible for all belongings and for picking up items on the floor and overhead bins before exiting the bus.
7. Display proper behavior and attitude at all times.
8. Remember that the bus is a rolling billboard for North Hills Christian School; passengers must refrain from shouting from the windows or exposing body parts through the windows.
9. Not possess personal radios, computers, or video games while on the bus unless approved by a member of the school administration and the driver of the vehicle. Students may use cellular phones only with permission from the driver, coach, or faculty member.

Parents, bus drivers, and students should also note the following guidelines:

1. The vehicle radio is to be operated by the driver of the vehicle. If used, the radio is to be tuned only to classical or Christian stations.
2. The cost of repairing any damage to the vehicle by passengers will be billed to the individual(s) responsible, (or the parents where applicable). If no one owns up to doing the damage, the cost will be divided equally and incurred by all passengers of the vehicle.
3. All accidents must be reported to the Executive Director by the bus driver prior to leaving the scene of the accident.

### **CELL PHONES**

See "Articles Prohibited."

### **CHAPEL**

Chapel is held weekly for students in grades JK-12. Students are encouraged to participate in worship and to assume leadership in music and program presentations whenever possible. Parents are welcome to attend chapel when their children are participating, but we ask that emphasis be placed upon the worship that takes place, not the child's performance.

### **CHEATING**

If a student is found to have cheated on any of his/her coursework (including, but not limited to, plagiarism), the student may receive a zero on the assignment and further disciplinary action.

### **CHILD ABUSE**

In compliance with North Carolina state statutes, any faculty or staff member who has reason to suspect child abuse or neglect must report the suspected abuse to the Executive Director and to Social Services. A full child abuse policy may be viewed in the Faculty policy manual, which is available to parents and students upon request to the Executive Director.

### **CLASS TIME**

One of the characteristics of an effective and efficient school is that attention is given to "time on task." Teachers and students must make every effort to utilize available resources for learning and to utilize the educational facilities to the fullest. The school is committed to providing students with instruction that will support and encourage lifelong learning. Students should take full advantage of gaining the skills and wisdom essential to being successful Christian adults. Students should respect the rights of others by not being disruptive and the school may employ the parents' assistance in ensuring that their children behave appropriately during class.

### **CLOSED CAMPUS POLICY**

NHCS maintains a closed campus policy. This means that all students come and remain on campus for the entire school day. No visitors, parents, or other students are allowed on campus without first checking in at the visitor's lobby of the 100 building to obtain a visitor's pass. Parents and visitors will **not** be permitted in any NHCS buildings without this visitor's pass. All student visitors during the school day must be alumni of the school or siblings of an enrolled student. Campus visitors who are related to a student may join students for lunches. Classes may be joined only with permission from the principal and the instructor.

### **COMMUNICABLE DISEASES, ILLNESS, AND MEDICATIONS**

At various times throughout the year, students may become ill. We do not have a school nurse, but our school staff is trained and prepared to deal with emergency situations. If a student becomes ill at school, he should report to the office. Office personnel cannot provide medications to students without prior parental approval, but will be able to provide first aid.

#### **MEDICATIONS:**

The following are the guidelines for administering **prescribed** medications while the student is at school:

- The specific time to take the medication.
- The student must present a parent's written permission plus a physician's note indicating the need for the medication and the diagnosis or a copy must be on file in the school office.
- The medications must be in the original bottle.

The receptionist will issue a special pass to excuse the student from classes at Please note that the school does not provide pain relievers such as Tylenol or Ibuprofen. Students who have been diagnosed with a communicable disease, such as measles, mumps, etc., must remain out of school until released by their doctor. Students who become aware of situations that involve vomiting or bleeding must immediately notify a member of the faculty, staff, or administration. The receptionist will call the parent of any child who becomes ill while at school. Strict precautions must be taken to prevent passing on communicable diseases. Students must be free from a fever for twenty-four hours before they will be permitted to return to school after an illness.

### **COMMUNITY SERVICE**

Community service is an essential part of a Christian education. Scripture calls all of God's people to fellowship and to serve one another.

Service is integrated into the elementary classroom program. A description of the middle/high school community service program at North Hills Christian School is available upon request.

Please also see “Graduation Requirements” for information about the graduation requirements for high school community service.

### **COPY MACHINE**

Students are not permitted to operate the office machine, but may see the school’s secretary to have copies made. The school will not make copies for students’ personal use without authorization from a teacher or administrator. Personal copies will cost students \$0.10 each.

### **COURSE CHANGES**

Generally, middle / high school students will not be permitted to change courses following the add/drop period (including changes to and from honors level courses). If a course change is granted, it must be approved by the upper school principal. Changes in online courses may incur a fee of up to \$495.

### **CRISIS MANAGEMENT**

A school crisis is an incident occurring under school control or in the community that negatively affects a large number of students, staff, and / or other members of the school community. In the case of an immediate threat to the safety or welfare of students, faculty, staff, students, and campus visitors must be prepared to readily follow the instructions of faculty and staff members. If they are on campus, parents and visitors will be required to participate in lockdown drills, fire drills, tornado drills, and evacuation procedures. A full copy of the school’s crisis management plan is available in the office of the Executive Director. Evacuation maps are posted by the door in each classroom.

### **DEFAMATION**

Students may not say or write any defamatory comments about the school, its students, or its employees, either in-person or in writing (including social media and online outlets). If a student defames the school, he or she will be subject to discipline.

### **DETENTIONS**

The school will hold detentions as needed. It is our desire that there be no need for after school detentions for students who fail to effectively implement self-discipline. The discipline policy calls for detention to be used when a student has exhausted his warnings and reprimands. Students are responsible for notifying parents and for making transportation arrangements.

Detention will typically last from 3:15 -4:15 p.m. If a student does not comply with the expectations for detention, he/she may be subject to further disciplinary measures. Please see the new Upper School Discipline Policy for additional information.

### **DISCIPLINE**

The Word of God teaches the necessity of positive correction. As we discipline our students, let us do so by exercising our authority in harmony with God following the principles given in Matthew 18 and Hebrews 12. In obedience to God, parents and teachers are duty bound to exercise discipline over children.

Students are expected to conform to standards that are consistent with biblical precepts. This includes high standards of courtesy, kindness, morality, respect, and honesty. The Epistle to the Philippians, chapter 2 exhorts us to "have this attitude in yourselves which was also in Christ Jesus", and to "do all things without grumbling or disrespect." Christian standards should carry over into attitudes, language, grooming, dress, recreation, and habits. Parents are asked to support the school in requiring students to uphold these standards.

Since the school disciplines in accordance with the principles of Matthew 18, it is important for students, parents, and teachers to understand that discipline is aimed at restoration of the student, not punishment. This means that discipline is sometimes handled on a case -by-case basis. On occasion, the administration of the school will observe that a student is making consistent progress towards meeting the school's standards, and the administration may choose to exercise grace in the application of disciplinary guidelines. Thankfully, God takes those He has called as they are and works to mold them into the character of Christ.

The school **will not**, however, tolerate behavior that is disruptive to the learning process or that adversely affects other students, including bullying of other students. Because situations vary widely and in an effort to be consistent with our philosophy of discipline, student discipline is handled on a case by case basis.

North Hills Christian School has a "family friendly" rule for the issue of public displays of affection while students are on school grounds and at school functions. Therefore, students at NHCS are to refrain from public displays of affection such as kissing, holding hands, or inappropriate hugging. Students who engage in sexual activity, on or off campus, will be subject to disciplinary action.

#### **Guidelines:**

Teachers and the administration of the school will use the following guidelines to resolve disciplinary problems:

1. The classroom teacher should attempt to handle any minor problems before they become serious enough to be referred to the administration.
2. The teacher is to confer privately (if possible) with the student to discuss the problem. The teacher will take this opportunity to address the problem and not the problem maker. A verbal warning is to be issued.
3. If the problem is recurring, the teacher should confer again with the student, document the incident, and make contact with the student's parent by telephone, note (to be signed and returned), or email.
4. If necessary, the teacher should arrange for a parent-teacher conference to discuss the problem.
5. If the problem persists, the teacher should notify the student that he is being referred to the lead teacher, or administrator for action.
6. The student will be brought to the office to discuss the situation. The parents may need to be contacted again, and the student may receive detention, in school suspension, out of school suspension, expulsion, or another disciplinary action, as deemed appropriate by the school's administration.
7. Ongoing discipline problems may result in expulsion from North Hills Christian School.

We cannot tolerate disruption to the learning process or the right of our faculty and students to learn and work in a threat-free environment. Serious offenses will deem the immediate attention of the administration. Problems will be dealt with quickly.

#### **School-Wide:**

Any student who commits one of the following offenses will immediately be referred to an administrator:

- a. Disrespect to staff
- b. Lying or cheating
- c. Rebellion or disobedience
- d. Physical touch
- e. Obscenity or profanity
- f. Threats

### **DISCIPLINE OFFENSES AND POSSIBLE PENALTIES**

#### **SERIOUS DISCIPLINE ISSUES**

Students must refrain from illegal and immoral activities (on or off campus) while enrolled at North Hills Christian School. Infractions in these areas will result in suspension or expulsion from North Hills Christian School. Administration will consider the following in determining disciplinary action.

1. The severity of the infraction.
2. Evidence of repentance.
3. The behavioral history of the student.
4. The level of effect upon the other students in the class.

In the event that we need to utilize an **in-school suspension** program, the following guidelines will be used:

1. Students are assigned to in-school suspension by the administrator when other forms of discipline have been ineffective.
2. Each classroom teacher will supply the student with work (approximately 60 minutes) relevant to the class designed to provide positive learning and educational experience. The principal will supply other assigned work.
3. No regular class grade credit is awarded for these assignments.
4. The student remains in ISS for the entire day (or part as deemed necessary).
5. To be readmitted to regular class, the student must satisfactorily complete the assignments and contact must be established with the principal by a parent.
6. Students assigned to ISS are not counted absent from school. All regular work missed while in ISS can be made up according to the guidelines for make-up work.
7. An elementary student who receives ISS two times will receive OSS on the third offense. OSS may also be used for students who have not been through ISS, but have committed serious infractions. Upper school suspensions will be based on demerit counts.

In the event that we need to utilize an **out of school suspension** (OSS) program, similar guidelines will be used with a notable exception: Students assigned to OSS

are counted absent from school (unexcused). All regular work missed while in OSS may not be made up. This also means a student in OSS/ISS is ineligible for athletic participation that same day.

### **UPPER SCHOOL DISCIPLINE POLICY**

We firmly believe in discipline as an act of love, according to the principles established in Hebrews 12, and seek through this plan to grow and mature students into becoming disciplined disciples who will have an incredible impact for Christ in today's culture.

### **DETENTIONS**

Detentions will be held every Tuesday and Thursday afternoon from 3:15-4:15 p.m. Students are expected to attend detentions, and will receive further disciplinary action if they fail to do so. Athletic events or other extracurricular activities do not excuse students from serving detentions. Detentions may be assigned for behavioral and attendance purposes (see 'Attendance' for information regarding tardy-related detentions). While serving a detention, students are expected to maintain certain standards of behavior:

#### **Standards for Detention:**

Students are expected to arrive punctually, with all materials needed

1. No food or drinks (other than bottled water) are permitted.
2. Detentions are technology-free – no laptops, tablets, phones, etc.
3. Detentions should be silent – talking without permission will result in further disciplinary action.
4. Students may work and are encouraged to work on Homework
5. Students are not permitted to sleep while serving detention
6. Students are not permitted to leave or use the restroom while serving detention

#### **Attendance-Related Detentions:**

Students should arrive on time to each class throughout the school day. Failure to arrive punctually will result in a tardy. If a student cannot produce a note from a teacher or a hall pass, the student will receive an Unexcused Tardy.

Unexcused tardies will accumulate throughout the quarter – at the end of the quarter, the attendance records are reset. An accumulation of three (3) unexcused tardies will result in the student's being assigned a detention, to be served on Tuesday or Thursday after school, from 3:15-4:15 p.m.

Failure to attend a detention will result in either a second detention's being assigned, or an in-school suspension (ISS), at the administrator's discretion.

#### **Discipline System:**

North Hills students are expected to abide by the rules set forth by the teachers and administration – because situations vary widely, in an effort to maintain consistent standards for our students, some disciplinary action may be handled on a case-by-case basis.

Students will be held to a high standard of behavioral accountability through the use of demerits – these demerits are not aimed at retribution, but rather are aimed at

reconciliation. In the event that a student commits an offense listed in the plan below, the student will receive one (1) or more demerits for the offense. Students should carefully read the following infractions levels and ensure understanding of the rules and behaviors expected of them during their time at NHCS.

### **Infractional Levels and Offenses**

**Level 1** - *At 5 violations, students may receive an after-school detention*

Level 1 violations include, but are not limited to:

- Disrespect (Towards Peers)
- Disruptive Behavior (Class Disruption)
- Misconduct on School Transportation (Athletic Trips, Field Trips, Etc.)
- Chewing Gum
- Food & Drink in the Classroom/Halls
- Disobedience (with an addendum of "prompt response")
- Public Displays of Affection
- Cell Phone Usage During School Hours – (Phone sent to Front Office)
- Misuse of Technology

**Level 2** – *Level two violations result in an after-school detention*

Level 2 violations include, but are not limited to:

- Academic Dishonesty (1<sup>st</sup> Offense w/Academic Penalty)
- Accumulation of level one violations
- Horseplay
- False/Misleading Information to a faculty/staff member
- Severe Misconduct
- Open Defiance of a School Policy
- Disrespect/Open Defiance towards a teacher
- Harassment/Intimidation
- Racial Slurs
- Inappropriate Language/Profanity
- Skipping Class

**Level 3** – *Level 3 violations result in an OSS (1/2 Day or 1 Day)*

Offenses resulting in 15 demerit issuance include, but are not limited to:

- Accumulation of level one and level two violations
- Intimidation of Assault/Threats to Students
- Fighting/Mutual Altercation
- Continuous Classroom Disruption
- Possession of Sexually Explicit or Pornographic Material
- Unauthorized possession of a weapon

**Level 4** – *Level 4 violations result in OSS or Expulsion*

Offenses resulting in 20 demerit issuance include, but are not limited to:

- Accumulation of level one, level two, and/or level three violations
- Alcohol/Drug Use/Possession/Distribution
- Arson
- Assault/Intimidation/Threat toward Faculty/Staff Member or Other Adult; Threat of Deadly Force against Student, Employee, or Other Adult
- Battery of Faculty/Staff Member or Other Adult
- Breaking and Entering/Burglary
- False Fire Alarm
- Sexual Battery

- Sexual Offenses
- Weapons Possession
- Vandalism
- Theft

## **Dress Code**

### School-Wide Dress Requirements:

**Shoes:** All students' shoes must be secured as designed. Elementary shoes must have straps (no flip-flops).

**Tattoos:** Tattoos displaying inappropriate material are not permitted.

**Hats/Hoods:** Hats, toboggans, hoods, beanies, etc. are not permitted to be worn in classrooms or in the chapel during school hours. Hoodies are permitted, but hoods should not be worn on the head in the school buildings.

**Physical Education:** To receive credit for participation and dressing out, all middle and high school students must wear the approved NHCS P.E. uniform. The P.E. uniform includes a school-approved spirit shirt (can be ordered through the NHCS receptionist). P.E. shorts are to be black in color. P.E. shorts must be no shorter than three inches above the crease at the back of the knee.

Elementary students wear their daily school uniform.

NOTE: In order to better maintain and care for our gymnasium floor, students should have a separate pair of "indoor-only" shoes for P.E.

Lower school students wear uniforms for P.E.

**Field Trips:** Students should adhere to regular school day dress code for any off-campus events. Lower school students must wear embroidered blue polo and khaki bottoms. If the trip is outdoors as allowance is given, students may wear embroidered blue polo and jeans.

**Athletic Practices:** For practices only, students may wear athletic shorts, athletic pants, and t-shirts (long or short sleeve). Shorts can be no shorter than fingertip length when the athlete is standing straight up, with arms at their sides. No biker shorts or Spandex, unless covered by shorts that meet the fingertip requirement. Appropriate footwear is required, as stated above.

**Athletic Game Days:** Athletes must wear proper attire to school on game days. Boys must wear a dress shirt and dress pants, no jeans. Girls should wear dresses, skirts or slacks (no jeans), with a blouse. Athletes may wear school-approved warm ups or team tee-shirt ONLY if the ENTIRE team is participating. This policy is for all grade levels of athletes. Contact the Athletic Director if you have any questions.

On days when there is a home game, student athletes will be permitted to wear the school-approved and purchased team warm up suits, which may include knit-wear pants. They are to wear a NHCS tee shirt underneath (available for order in the NHCS front office). If the team chose only a hoodie, then they wear the hoodie and a NHCS tee shirt, and proper dress code pants, not mismatched athletic pants. If the team chose a hoodie and athletic pants, everyone on the team is required to wear both parts. If athletes are not



dressed appropriately, parents will be called and asked to bring the proper attire to school. All other requirements of the dress code will still apply.

**Spirit Days:** Fridays are designated as “school spirit days”. Students are encouraged to wear NHCS apparel and school/house colors on these days. All length and midriff/cleavage requirements contained in the regular dress code will still apply.

**School-Sponsored Banquets:** Regarding school-sponsored banquets, middle school/high school girls may wear a skirt and blouse, a dress, or slacks and a blouse. All length and midriff/cleavage/length requirements contained in the regular dress code will apply. Boys may wear slacks (no jeans), a belt and a collared shirt or shirt and tie. All shirts must be tucked in. Ladies must plan to have their dresses approved by a member of the school’s administrative team prior to any banquets. Elementary students will wear regular school uniforms.

**NOTE:** Semester Awards Ceremonies are considered to be formal events, and suggested attire for awards ceremonies corresponds with attire for School-Sponsored Banquets.

*Note to Parents:*

*We have high expectations and standards for our students’ clothing. When on our campus, we would like our parents to model a good example for our students and others. Please do not wear clothing to our school that reveals cleavage or the midriff, or is tight fitting or revealing.*

## **2018-2019 Elementary Uniform Policy**

### **Required Items:**

The following items will be required dress for all junior kindergarten through 5th grade students. Students will be required to wear the uniforms each school day. Any combination of specified black, white, or embroidered royal blue polo shirts along with specified khakis are within policy.

Most Fridays are Spirit Days, and all students are required to wear either an NHCS-approved spirit shirt or a uniform polo shirt. Spirit shirts are available for purchase in the NHCS front office.

**All students must have an embroidered royal blue logo polo shirt to wear for specified events. This polo shirt may be long or short sleeved. All polo shirts must be purchased through the NHCS-approved French Toast Catalog, [catalog@frenchtoast.com](mailto:catalog@frenchtoast.com). The NHCS source code is QS4443U.**

**Students may continue to wear embroidered, royal blue polos that have been purchased through The Thread Shed for the 2016-2017 school year only. \*All new embroidered royal blue polos purchases should be made through the French Toast website.**

**Boys:** The following items **must** be purchased through the NHCS-approved French Toast Catalog, [catalog@frenchtoast.com](mailto:catalog@frenchtoast.com). The NHCS source code is QS4443U:

- Black, white, and embroidered royal blue (long sleeve or short sleeve) polo shirt with knit collar.

The following items can be purchased through either a retailer of your choice **or** through the NHCS-approved French Toast Catalog, [catalog@frenchtoast.com](mailto:catalog@frenchtoast.com). The NHCS source code is QS4443U:

- Pleated or plain front khaki chino pants. These may be cotton or a blend.
- Pleated or plain front khaki chino shorts. These may be cotton or a blend.

**In-class layered wear:** Any jacket, sweater, or sweatshirt that is to be worn in the classroom must be NHCS approved spirit-wear or plain royal blue, black, or white. Clothing must be free of all other company/brand logo.

**Girls:** The following items, if purchased, **must** be purchased from the NHCS-approved French Toast Catalog, [catalog@frenchtoast.com](mailto:catalog@frenchtoast.com). The NHCS source code is QS4443U:

- Khaki, two-tab scooter; khaki, pleated jumper; and khaki, knee-length straight skirt.
- Black, white, and embroidered royal blue (long sleeve or short sleeve) polo shirt with knit collar

The following items can be purchased through either a retailer of your choice **or** through the NHCS-approved French Toast Catalog, [catalog@frenchtoast.com](mailto:catalog@frenchtoast.com). The NHCS source code is QS4443U.

- Pleated or plain front khaki chino pants. These may be cotton or a blend.
- Pleated or plain front khaki chino shorts. These may be cotton or a blend. Shorts must be no shorter than 3" above the knee as measured from the back knee crease.

### **NHCS UPPER SCHOOL DRESS CODE**

In an effort to be consistent with Biblical standards, our primary focus with regards to the dress code is upon the modesty issues of student attire and overall appearance. Current styles pose problems in the area of modesty, and there is no doubt that future styles will as well. We want our students to learn principles of modesty while being able to still dress in style. If current styles are immodest, then the student must choose not to wear that style or to modify it. Additionally, what is modest in one setting may not be in another. Students should use discretion with their attire. All clothes should fit properly and not be oversized or too tight.

**Parents:** If a child arrives at school wearing significantly immodest clothing, the school will have the child contact you to ask you to bring the child more appropriate school attire. The child will not be permitted to return to class until he or she has changed. Parents are encouraged to be mindful of the dress code before their children leave the home; it may save you the inconvenience of a trip to the school.

Students are expected to follow the Dress Code below while on the NHCS campus and during school-sponsored events. Infractions will be addressed by NHCS faculty, staff, or administration.

**Shirts:** Skin must not be visible between the bottom of the shirt and the top of the pants/skirt (midriff) during normal school activities such as sitting at a desk or getting books from a locker. Girls must wear modest necklines so that no cleavage is visible. Sheer tops are not permitted unless worn with at least a full tank or undershirt. Girls' tops may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped tops are not permitted. Shirts may not have

inappropriate or offensive writing or pictures (i.e. guns, drugs, tobacco or alcohol references, sexual innuendo)

**Skirts/ Dresses:** Skirt and dress hems must not come more than three inches above the crease of the back of the knee. Slits may not come above the three inch measurement. Tops of dresses must fit appropriately and show no cleavage. Dresses may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped dresses may only be worn if a t-shirt is worn underneath.

**Pants/Shorts:** Small rips and holes in pants are permitted, but must be no higher than fingertip-length. Length of shorts can be no shorter than fingertip length, when the student is standing upright with arms at their sides.

Bottoms should fit appropriately. No undergarments should be visible when wearing shorts or pants. Leggings and jeggings are permitted as pants as long as a top that is no shorter than fingertip length (when the student is standing upright with arms at their sides) is worn. Athletic pants and shorts are not allowed except for certain days for school spirit; Athletic leggings are ONLY permitted for athletic events, and should not be worn during the school day - students must adhere to athletic dress requirements regarding athletic leggings.

### **DRINK/SNACK MACHINES**

Healthy vending options during lunch and before-and-after school care are available from machines in the gym for middle school/high school students. Students may not use vending machines between classes, unless given permission for each use by faculty or staff members.

### **EARLY DISMISSALS**

Whenever possible, medical and dental appointments should be scheduled after school hours. When this cannot be arranged, early dismissal must be coordinated through the school office. A note from the parent giving the reason for the dismissal must be presented to the school secretary before permission for the dismissal is granted. Whenever possible, notification of this absence should be given to the office prior to the absence. Students may prearrange absences (with approval from the principal) if the period of an absence will exceed three days. If an absence is prearranged, the student may be provided with his or her regular class assignments in advance, but all work must be completed within a week of the student's return.

### **EXAMINATIONS (HIGH SCHOOL and MIDDLE SCHOOL)**

Examinations are essential to the instructional process in the high school. They not only assess student performance, but also establish norms of performance. We expect all middle and high school students to prepare for examinations and to complete them conscientiously. Core courses (Math, Science, English, History and Bible) that are offered as full year courses will have both a midterm exam and a final exam. Seventh and eighth grade students will complete a multiple chapter test or unit test during the examination periods. All 6<sup>th</sup>-12<sup>th</sup> grade students will follow the end-of-semester exam schedule.

### **FIELD TRIPS**

Field trips are designed for educational purposes and to augment the curriculum, so they are not optional. Students are expected to participate in the planned activity and to follow the NHCS field trip dress code. Students are expected to ride the school bus to and from all field trips unless prior approval is documented. The school must receive permission from parents before a child will be permitted to attend a field trip. **Parent chaperones must have a current background check through NHCS. If school-age siblings attend a trip that is not scheduled for their current grade level, they will be marked as unexcused absence.**

### **FINANCIAL POLICIES**

Scripture calls each of us to be faithful stewards of our resources. Tuition payments should be made on the appropriate date to assist in the efficient operation of the school ministry. NHCS contracts with an organization called FACTS to manage the school's tuition and before-and-after school care charges. Parents are required to sign up for payments (link on the school's home page) by automatic withdrawal from a checking or savings account or by automatic payment with a credit card. Once the account is set up, parents will not need to sign up again for the next school year. Parents are notified by mail or telephone if their accounts are delinquent. Families may be asked to discontinue use of before-and-after school care, not participate in athletic events and field trips, or even to withdraw from the school if their account becomes delinquent. Please contact the school if you have an unexpected financial hardship.

### **FIRE DRILLS**

Fire drills will be held monthly throughout the school year. These drills are for student and staff safety and are important since they provide safety procedures for students in case of an emergency. All rooms have a sign posted designating the exit to be followed during a fire drill. Whenever the fire alarm for a fire drill is sounded, everyone (students, faculty, staff, and visitors) in the school building must leave the building immediately. Each faculty and staff member is responsible for ensuring that no one is left in the classrooms or offices.

1. Students must cooperate in every way asked by faculty members during drills.
2. Students must leave their books in the room, form a line, and proceed to the exit posted in each classroom.
3. Students must walk, not run, as rapidly and quietly as possible to the exit.
4. The last person out of the classroom must turn off the lights and any other electrical units and close the door.
5. Once outside the building, students must move at least fifty (50) feet from the building. Students should not stand in the roadways nor sit on parked cars. Conversation may be minimal in order to hear any additional information.

Documentation of completed fire drills is kept in Mrs. Daniel's office.

### **FOOD/DRINK IN THE CLASSROOM**

Students may bring bottled water (with a lid) to class. Water may not, however, be permitted near computers in classrooms. Due to health regulations and to assist with maintenance, students must refrain from eating or drinking all other items within the classrooms and hallways, except for during designated lunch or snack times. Food, drink containers, and trash must be discarded in the designated receptacles—not in the classrooms. Please also read the guidelines under the section in the student handbook entitled, "Parties."

**In order to meet the needs of many families, please seek permission from the classroom teacher and principal before bringing candy or treats to a class. Special birthday celebrations will be observed once per month. Additional foods brought into the classroom must be healthy and beneficial to the growth of the students.**

### FUNDRAISING AND COLLECTIONS

Fundraisers must be approved by the Executive Director. If you would like to hold a school-wide, group, or individual fundraiser or collection of goods for a school event or a community organization, please speak with the Executive Director. A full description of the school’s development and fundraising policies is available in the Administrative Policy Manual, which can be viewed with the Executive Director.

### GRADING

#### Grading Scales:

The grading scale used at NHCS is the 4.0 alphabetical system with the numerical equivalents distributed as:

<u>Numerical Grade</u>	<u>4-Point Scale</u>
90-100 = A	4.0
80-89 = B	3.0
70-79 = C	2.0
60-69 = D	1.0
Below 60 = F	0.0

Online courses are graded using the following scale:

<u>Numerical Grade</u>	<u>4-Point Scale</u>
90-100 = A	4.0
80-89 = B	3.0
70-79 = C	2.0
60-69 = D	1.0
Below 60 = F	0.0

#### Elementary non-core subjects

Students enrolled in grades 5K-5 will use the following letter grades for specials.

Outstanding	= O (2.5-3.00)
Satisfactory	= S (1.5-2.49)
Needs Improvement	= N (0.5-1.49)
Unsatisfactory	= U (0.0-0.49)

#### Junior Kindergarten and Kindergarten Grades

Outstanding	= O
Satisfactory	= S
Progressing	= P
Needs Improvement	= N
Unsatisfactory	= U
Skill not taught	= X

Under extenuating circumstances, the school may also issue a grade of “I” (Incomplete). In these cases, the student must make up the outstanding work quickly or the grade will revert to an “F.”

In elementary courses where non-core grades are used, a student's GPA will be unaffected.

### **Grading Guidelines**

The "A" student consistently:

- engages in study and activity beyond that which is required.
- demonstrates command and proper use of appropriate vocabulary for subject.
- contributes significantly to almost every class and/or group discussion.
- initiates a discussion by introducing a well-phrased, appropriate, and relevant question or comment.
- shows evidence of independent study.
- demonstrates an unusually high degree of interest and involvement in all course-related activities.
- demonstrates the ability to make associations and rethink problems studied with adaptation to new situations.
- makes meaningful application of ideas, is enthusiastic and personally involved in all class projects.
- sets priorities and assumes full responsibility for completion of all course work in a well-organized and thorough manner.
- is always prompt in doing required work, is alert and resourceful in selection and use of materials and equipment.
- shows evidence of exceptionally-consistent high-quality performance on all tests and assignments.

The "B" student frequently accomplishes the above requirements.

The student who qualifies for a "C" exhibits the above qualities satisfactorily.

The student who qualifies for a "D" usually makes some attempt to complete work but displays considerable inaccuracy in mastery of the factual material.

The student who qualifies for an "F" fails to complete the required quality and quantity of the course work.

Coursework for honors or advanced placement courses are given extra considerations in weighting of grades (Honors +1/2, AP +1, Dual Enrollment +1

There will be two Honor Rolls in the middle and high school: an "All A's Honor Roll" and an "A-B Honor Roll."

### **Progress Reports**

In an effort to maintain current contact with the parent for student academic performance, progress reports are issued approximately half-way (4-5 weeks) through each grading period (9 weeks). When hard copies are distributed, progress reports should be signed by the parent and returned to the homeroom teacher within three days of issue. In middle and high school, parent/teacher conferences to discuss student progress are a mandatory aspect of communication.

### **Report Cards**

JK and 5K report cards are issued at the end of each semester. Report cards for grades 1 – 12 are issued at the end of each nine-week grading period. During first quarter, mandatory parent conferences are required on Friday, September 23<sup>rd</sup>, the day after progress reports are issued. Report cards will be emailed or will be made available through Renweb. The final report card for the year is mailed home. If a student loses a report card and needs a replacement copy, there will be a fee of \$1.00.

### **Failure to Make Adequate Progress**

If a student fails to make adequate progress in a course, teachers will contact parents to schedule a conference for further discussion and next steps.

**Report cards and grade transcripts are furnished only if all tuition and fees are paid in full.**

## **GRADUATION REQUIREMENTS** **(HIGH SCHOOL)**

Every student graduating from North Hills Christian School must successfully complete four years of high school course work for a diploma, including 26 credits for the college preparatory diploma, 28 credits for the Honors Academy diploma and 25 credits for the career preparatory diploma. A credit is considered to be successful completion of the academic requirements for the course, with a minimum of 130 clock hours of classroom instruction. If a student receives a grade below a “C” in Algebra I, Geometry, Algebra II, or a foreign language, the school may require the student to retake the course in a later school year or in summer school before he or she may continue to the next level. All entering freshmen at NHCS will be enrolled in the college / university preparatory program unless they have been accepted into the Honors Academy, or a career prep course of study has been approved by the upper school principal, the AIM Director, and the parent.

An efficient and effective educational program stays in transition. Evaluations and updates to the curriculum are ongoing in an attempt to keep pace with modern technology and the demands of ever changing vocational careers. A rigorous and challenging curriculum is developed around a core of subjects that must be mastered by all students. The core curriculum of study at NHCS requires communications skills (English), social studies, mathematics, science, and biblical studies each year of high school. Students are encouraged or required to supplement the basic academic courses with a selection of courses in health and physical education, foreign languages, arts, and life skills.

Our high school elective courses are somewhat limited. However, we do offer over sixty online, dual enrollment, and Advanced Placement courses through partnerships with Catawba College, Rowan Cabarrus Community College, Seven Star Academy, and Davis College. We welcome suggestions for additional courses. We also look forward to expansion in the future. As our enrollment increases, so will our electives.

High school graduation requirements are as follows:

### **Academic Requirements for the College Preparatory Course of Study (26 Credits)**

Subject Area:	Required Units:
English	4 units
Mathematics	4 units
<i>(Must include Algebra I, Geometry, and Algebra II. One math above Algebra II is required. Only one year of a course in general mathematics may be used to meet NHCS graduation requirements).</i>	
Laboratory Science	3 units
<i>(Laboratory sciences include Biology, Chemistry, Advanced Biology, Physics, Advanced Placement Biology, and Advanced Placement Chemistry).</i>	
General Science	1 unit
Social Studies	4 units
<i>(Social Studies units must include at least one credit from each of the following: World Studies; US History; Economic, Legal, and Political Systems).</i>	
Bible	4 units
Health and Physical Education	1 unit
Rhetoric (or other communication class)	1 unit
Fine Art Elective	2 units
Foreign Language	2 units
<i>(Foreign Language courses must be consecutive; Honors Academy requires 3 units)</i>	
<b>Senior Thesis: for Honors Academy students</b>	1 unit

### **Academic Requirements for the Career Preparatory Course of Study (25 Credits)**

Subject Area:	Required Units:
English	4 units
Mathematics	4 units
<i>(All students must complete Algebra I. Other options in addition to College Prep offerings include Math Fundamentals, Intro to Algebra, and Intro to College Math).</i>	
Laboratory Science	4 units
<i>(Laboratory sciences include Biology, Chemistry, Advanced Biology, Physics, Advanced Placement Biology, and Advanced Placement Chemistry).</i>	
Social Studies	4 units
<i>(Social Studies units must include at least one credit from each of the following: World Studies, US History, and Economic, Legal, and Political Systems).</i>	
Bible	4 units
Health and Physical Education	1 unit
Speech (or other communication class)	1 unit
Electives <i>(must include 4 career / technical electives, including up to two years of internship/work release)</i>	3 units

Additionally, career prep students are to complete at least 360 hours of internship.

### **ADDITIONAL REQUIREMENTS FOR ALL GRADUATES**

#### **Testing Requirements**

Students in 9<sup>th</sup> and 10<sup>th</sup> grades take the PSAT 8/9 and PSAT 10, respectively. Students in 11<sup>th</sup> grade take the ACT.

#### **Community Service requirements**

The requirements of the NHCS community service program are governed by the community service handbook and the section of this handbook that is entitled "Community Service."

Graduates of NHCS must have completed community service as follows:



1. 160 hours of individual service with reflection
2. Participation in all school organized service projects that occur during the school year (see the section of the handbook entitled “community service”)

### **Cumulative Graduation Project**

The cumulative graduation project must be completed by all students completing the requirements for a career preparatory, Honors Academy or a college / university preparatory diploma.

***Please see the checklists on the following pages for more comprehensive guidelines.***

- Community service- while there is no additional requirement in terms of number of hours (each student must document 40 hours per year in high school), seniors do need to include documentation and a reflection of at least their senior year’s community service. Know that if you do not have 40 hours of documented community service for each high school year that you attend NHCS, you will not graduate on time. Lack of documented service may prevent you from attending the senior trip and/or prevent you from walking at graduation.
- Leadership or creative project (idea must be approved by the upper school principal and/or Summit teacher) that is implemented and completed during grades **11-12**. Students should include a description and reflection of their project.
- Oral presentation delivered in final semester before graduation reviewing and explaining all of the acquired materials (must be reviewed by at least two faculty representatives).

Honors Academy students will meet individually with the Upper School Principal to discuss additional requirements.

### **HIGH SCHOOL GUIDANCE SERVICES**

The guidance counselor will meet with high school students and parents to provide counsel for personal issues, and college and career placement. It is the goal of North Hills that a variety of services be offered to the students and their parents, which include orienting students and parents to the school, course selection, graduation requirement counseling, standardized testing, college admissions process, financial aid opportunities, post-secondary opportunities planning, etc. Many people are often surprised to learn that the NHCS high school has a scheduling committee that discusses each student by name and places them in the courses most appropriate for their ability and future plans, ensuring that every student meets the school’s high school graduation requirements and is fully prepared to apply to some of the country’s best colleges. Recent graduates have attended some of the nation’s most prestigious schools, including Wake Forest University, Duke University, UNC at Chapel Hill, and Virginia Military Institute, N.C. State, Wofford College, and High Point University. Please contact the guidance counselor for any specific matters, or you may schedule an appointment with Mr. Templeton at extension 103.

The school administration and their assistants monitor all student academic information and assist all students in the processing of information. Copies of transcripts, verification of attendance, academic records, immunization, etc. can be obtained from the office.

### **HOMECOMING**

Homecoming is one of the social highlights of the school year. Spirit week will precede homecoming. More details will be available from student House Leaders as the date approaches.

### **HOMEWORK**

Homework is an important component of the educational process and is given for several reasons: for mastery of material, for remediation to overcome difficulties, and for intellectual development. Students should keep a homework assignment notebook at all times to remind themselves of assignments and to inform parents of work to be done. Students are expected to complete homework assignments because each assignment is valuable and an integral part of evaluation.

Due to Wednesday night church services for many of our families, no homework should be assigned on Wednesdays.

If you have concerns with this, please speak to your child's teacher or principal.

### **HONORS / AP COURSES**

Honors courses are designed to offer a more challenging curriculum to the highly motivated or gifted student. Students who enroll in these courses must be serious about their commitment to their studies, since additional work is required for course completion. In all subjects but math, the honors student should have consistently maintained high grades (90% or better), have high scores (70% or above) on applicable achievement tests, have the recommendation of a teacher, and the approval of a parent. Math placement is determined using similar criteria and Orleans Hanna test scores. Honors courses carry  $\frac{1}{2}$  point in terms of quality points (i.e., an A = 4.5).

Advanced Placement ® (AP ®), courses are taught at a four-year college level. AP courses cover material in much greater depth than other advanced high school courses and at an accelerated pace. AP® examinations are given at the conclusion of the course work to determine competency and college level. There is a fee for each AP® exam. If the score on the AP® exam is high enough, the student can receive college credit and advanced standing in his class. The credit is dependent upon the subject matter and the requirements of the college or university they will be attending. However, AP® courses and AP® examinations are designed to prepare the student for the post-secondary education challenge and not necessarily to earn college credit.

AP ® courses vary based on teacher availability and student need. Recent AP courses offered at NHCS have included English (Composition and Literature), Biology, World History, US History, Government and Politics, Calculus AB, and Art. AP courses carry an additional 1 point of quality points (i.e. A = 5.0).

### **HONOR ROLL**

Honor roll is announced twice per year after report cards have been distributed. This public recognition is designed to honor students who have earned academic excellence through their diligence. (See Grading Scales). These students will be recognized at our semester assemblies.

### **HOUSEKEEPING**

Scripture calls all of God's people to be good stewards. North Hills Christian School belongs to God. The faculty, staff, parents, and students are charged with the responsibility of taking good care of God's property.

Students should display pride in their school campus and building. Students must not mark or mar furniture, equipment, or windows. Students must refrain from placing their feet on walls or furniture and should assist in keeping the classrooms and halls free of paper, food, and drink. Our custodial staff is here to serve, but they have many tasks that must be completed each day. Students are expected to clean up after themselves and take personal ownership in the school's appearance. In an effort to instill a sense of ownership, students are required to sweep and clean their classrooms at the end of last period each day.

All posting of bulletins and signs for any activity must have prior approval of the principals. Please note that, in all buildings, there are designated areas where items may be posted. Items must not be posted on the glass doors or windows in any building.

### **INCLEMENT WEATHER**

Snow and inclement weather closings are announced on TV Channel 3 (WBTV), Channel 9 (WSOC) and The Salisbury Post. The North Hills Christian School website ([www.northhillchristian.com](http://www.northhillchristian.com)) and social media will also carry the announcement. In addition, we will leave an automated message on the school's answering system and we will do a "Parent Reach" (411) call out message to families for whom we have accurate contact information. However, the website and phone system may not always be accessible, so please be sure to check one of the other means of communication before you assume that school is in session (if there is a message on the web or phone stating that school is closed, the information will be accurate). Although we may wait to hear what county schools have decided, our decision will not necessarily be based on the decision of county schools. We do not want to place any of our students or faculty in hazardous or unsafe situations. In the event of early dismissal for inclement weather, parents must pick up their children from school as soon as possible.

Parents may sign up for North Hills Christian School's weather alerts to be sent to their email or cell phones by doing the following:

- 1) Log onto [www.wsoc.tv](http://www.wsoc.tv)
- 2) Click on "Weather" (in the navigation toolbar at the top of the page).
- 3) Click on "Closings" (in the navigation toolbar on the left side of the page)
- 4) There is a box to sign up for closings on the right hand side of the page by entering your email address and selecting "N" for North Hills Christian School, then selecting North Hills Christian School.

### **KITCHEN**

No student is permitted in the kitchen without faculty, staff, or administrative approval. The kitchen use must adhere to North Carolina health rules and regulations. When the kitchen is used, any dirty items should be washed, dried, and properly returned to their places. After use, the kitchen counters should be cleaned, the floor swept and mopped, the lights should be turned off and the door locked. Drinks and items in the refrigerators and coolers in the kitchen belong to the Athletic Department (concessions) or to before-and-after school care; please do not consume them.

### **LATE WORK**

Students are expected to submit assigned work within the established time frame. Any student who fails to do so will receive the following penalties:

**Minor Assignments (Classwork/Homework):** students in Foreign Language and Math classes in the upper school will receive a '0' (at teacher discretion) if assignments are not completed on the due date. Students may be allowed to make up assignments for other classes for ½ credit (50) the day after the assignment is due (assignment must be fully completed to the teacher's specifications)

**Major Assignments (Essays/Projects/Presentations):** students will receive a 10 percentage point reduction per day, up to 3 days, after which the student will receive a '0' (at teacher discretion) for the assignment. Students should communicate with teachers in advance if they believe they will not be able to complete a major assignment in the allotted time.

### LIBRARY

The library is available to students for the purposes of selecting books for research and for checking books out to read for pleasure. Students may arrange through their teachers to go to the library for the purpose of selecting books.

### LOCKERS

Students in grades 7<sup>th</sup> – 12<sup>th</sup> have lockers that are located in the main hallways and are assigned to the students according to grade levels. Students may place a lock upon their lockers. However, if administration deems it necessary to inspect a locked locker, or if a student places his or her lock on someone else's locker, the lock may be cut and the school will not be held responsible for replacing it. Students are expected to keep lockers clean and orderly. All personal items (book bags, jackets, etc.) are to be kept in the locker. Items left on top of the locker or on the floor will be placed in lost & found or discarded.

Lockers located at the rear of the rest rooms (locker rooms) are to be used for physical education classes and athletic teams for practice and games. Lockers in this area are not to be used for storage of school or personal belongings during the school day. Lockers are the property of the North Hills Christian School, not the student. At any time, any locker may be searched by the school's administration.

### LOST/FOUND

Lost and Found articles should be turned in to the office where the owner may claim the property by identifying it. Students should be sure their lockers are properly secured in order to protect their belongings. Each year many items remain unclaimed. Mark coats, sweaters, umbrellas, book bags, etc. with your name so that they can be returned when found. **We will periodically dispose of unclaimed items through local agencies, so please check the lost and found frequently.**

### LUNCHES

Orders for lunches must be placed through the school's office using Renweb. Menus are available on Renweb. Orders cannot be placed after Wednesday afternoon. Lunches that are not consumed because of absences are still purchased from the caterer, so we are unable to provide refunds once a lunch is ordered. Payment for lunches will be made online at the time of ordering.

Elementary school students will eat in their classrooms. Middle school and high school students eat in the designated area in the rear of the gymnasium. Food, other than at snack time, must not be consumed in the classrooms or outside the buildings.

While in the eating area, students must keep noise to a minimum and display good manners. After eating, all trash should be placed in the trash receptacles. Students are responsible for cleaning up the lunch tables and sweeping the floors after lunch. Cell phones are not to be used at lunchtime without teacher permission. Teachers and administrators monitor student conduct in the lunch areas, hallways, and outside the school during lunch. Students are NOT permitted to leave the school grounds during lunchtime and students who drive are not permitted to go to their cars during lunch time (exception: Seniors may apply for a senior lunch privilege to leave campus once per week at a predetermined time. Parents must sign a liability waiver and agree to hold NHCS and all NHCS employees harmless of liability in case of an accident resulting in injury or death.

### **MAKE UP WORK**

See "Attendance"

### **MEDICATION**

See "Communicable Diseases, Illnesses and Medications"

### **MOMS IN PRAYER**

The Moms In Prayer, formerly Moms in Touch, international prayer organization extended their ministry into our school in September of 2000. The Moms In Prayer ministry is dedicated to spending weekly time in prayer for the North Hills Christian School ministry. This organization keeps the concerns of the school before the Lord, thus strengthening the ministry. Its effectiveness is seen daily in the lives of those connected with the North Hills Christian School ministry. Look for information about meeting times once school begins.

### **OPERATING HOURS**

#### **Office Hours:**

Administrative Offices: 8:00 a.m. – 3:30 p.m.

#### **Before-and-After School Care Hours:**

Before School Care 7:00 a.m. - 8:10a.m.  
After School Care 3:00 p.m. - 6:00 p.m.

#### **School Hours**

Grades JK-5 8:05 a.m. – 2:50 p.m.  
Grades 6-12 8:15 a.m. – 3:15 p.m.

Reminder: Students should not arrive at school before 8:05 a.m. and should remain no later than 3:30 p.m., unless they are in the before-or-after school care program. **No**

**student may be on campus unsupervised.** Please review our before-and after school care policy for further information.

### **PARTIES**

Having fun and being rewarded are essential elements of a fun, successful classroom environment. However, balance is also important. In a time when childhood obesity is prevalent, the administration of North Hills Christian School desires to limit the volume of unhealthy food that is offered to its students.

Teachers are required to limit the number of classroom parties to five per year. This limitation is made in an effort to promote a healthy lifestyle. Teachers may also arrange for a special snack on the first Friday of each month to celebrate all of the birthdays in a given month.

**In order to meet the needs of many families, please seek permission from the classroom teacher and principal before bringing candy or treats to a class. Special birthday celebrations will be observed once per month. Additional foods brought into the classroom must be healthy and beneficial to the growth of the students**

Birthday snacks must be given in the designated lunch areas; holiday parties may be held in the classrooms.

### **PARENT COMMITMENT**

See "Admissions Policy and Parent Commitment."

### **PARENT INVOLVEMENT**

Parent involvement in North Hills Christian School is critical to the success of the school's programs. Parent volunteers of North Hills Christian School support and encourage our teachers, parents and students. Please become active in your child's learning by helping your child at home and volunteering at the school. North Hills Christian School encourages parents to become involved in the learning process.

Any parent can volunteer. Volunteers must submit to a background check.

Please contact Marie Shehan at extension 105 for information regarding volunteer opportunities

### **PEANUT AND OTHER FOOD ALLERGIES**

**Important note:** It is impossible to create an environment that is truly peanut, tree-nut, or allergen free. Creating the illusion that North Hills Christian School is free of allergens is misleading and potentially harmful. Therefore, the following policies have been established solely in an effort to increase communication awareness about allergens, and in an effort to reduce the possibility of exposure through direct consumption or cross contamination. Parents and staff members should adhere to the following guidelines:

- 1) The school will designate specific areas as "No Peanut Zones." Students who consume lunches containing peanuts, tree-nuts, or items from a facility that processes or packages these items should not consume lunches or snacks in the "No Peanut Zones." These areas will include:
  - a. Classrooms in which there is a medically documented peanut allergy.

- b. Designated lunch tables in lunch rooms.
- 2) In classrooms where there is a medically documented allergy:
  - a. Food items consumed within the classroom (including lunch items, snacks, and classroom party foods) should be peanut and tree-nut free. Additionally, these items should not be from a facility that produces or packages peanut-containing foods.
  - b. Parents should avoid packing peanut or tree-nut containing food items for a child's lunch and snack **if** the lunch or snack item will be consumed within the classroom environment. If the items will be consumed in the lunchroom, the student must be seated outside of the "No Peanut Zone."
- 3) Students and parents of students with known, medically documented peanut allergies must:
  - a. Provide the school with medical documentation of a student's peanut allergy.
  - b. Collaborate with the medical care provider, teachers (annually), and school administration to develop an emergency plan that will be followed in case an allergic reaction occurs.
  - c. As requested by the teachers and/or administration, provide alternate food items for their children when it is not practical to ensure that the allergy can reasonably be accommodated (i.e. some class field trips or parties).
  - d. Be aware that the school can make no guarantee or claim that items sold through the hot lunch program, vending machines, concessions, or at school events are free from allergens.

### **PLAYGROUND RULES**

1. No standing on, doubling up, or jumping from the swings.
2. Students should not play with hard baseballs or throw objects (other than approved playground balls).
3. Students should be within the teacher's view at all times.
4. Students should not have food or drink on the playground. Be sure all paper and trash is properly disposed.
5. Equipment should be used for the purpose intended. Students should not swing sideways on the swings, wind swing chains around the upper bar to make them shorter, or attempt a leap from any of the equipment.

### **PROGRESS REPORTS**

*See "Grading."*

### **REPORT CARDS**

*See "Grading."*

### **SNOW DAYS**

*See "Inclement Weather."*

### **STANDARDIZED TESTING**

TerraNova standardized tests are administered during the spring for students in grades 1st through 8th. Information will be sent to parents before testing begins and a score report will be sent home when scores are released. Students in grades 9<sup>th</sup> – 10<sup>th</sup> will take the PSAT. Students in 11<sup>th</sup> grade will take the ACT. Students in 12<sup>th</sup> grade with the desire to do so should arrange to take the SAT at an off-campus testing center.

### **STUDENT ACCIDENT AND SPORTS INSURANCE**

North Hills Christian School provides insurance protection for students, teachers and administrative staff for covered non-sport injuries that occur while:

- In or on the school grounds or premises during a period of regular attendance when school is in session.
- Traveling to or from a school activity or with a school-sponsored group, or in transportation arranged by the school.
- Participating in or attending activities directly sponsored by the school and continuously supervised by a school-designated official or employee.

We also provide insurance protection for students, managers and coaches for covered injuries that occur while:

- Practicing or playing interscholastic sports.
- Traveling to or from the game.

Further information about our student accident and sports insurance is available through the school's Financial Officer.

### **STUDENT ACTIVITIES**

The purpose of the student activities program is to further develop within each student at North Hills Christian School a desire to grow in Christian character, to serve the Lord, and to enhance fellowship with other Christians. The program seeks to follow this philosophy by focusing on several objectives:

- to provide a safe place for students to share their faith
- to surround students with godly people
- to give students an opportunity to work together to develop Christian leadership skills to cultivate a heart for service.

Among other activities, the school will offer family movie nights, social mixers, a science fair, a geography bee and a spelling bee. In the middle and high school, a time is set aside for students to participate in clubs and activities, both during and after school. In the elementary school, students will participate in various experiences to complement their studies. These activities will take place during school hours. If a student would like to start a club or activity at North Hills Christian School, he or she should speak with the Executive Director.

### **STUDENT SICKNESS**

Students who become ill at school must be sent to the office to call their parents. Each office is supplied with a thermometer to determine whether or not a child has a fever. If a child has a fever/symptoms, he or she will be sent home and cannot return to school until he/she has been fever/symptom-free for 24 hours.

School law requires that all medications be maintained in a locked place and a log maintained for drug administration, so please make sure your students do not possess medications; if they do, they must be given to the office.

### **STUDENT RECORDS**



Student records are kept in a locked filing cabinet. If parents would like to obtain any information from a student's file, they must make an appointment with the Executive Director.

### **SUGGESTION/COMPLAINT PROCEDURES**

We welcome your suggestions and insights and encourage you to share them with the administration. However, our school also strives to follow the principles found in Matthew 18 in dealing with parent concerns. If you have a problem that needs to be discussed, please address the person with whom you have a concern first. When the concern is related to the classroom, speak first to the teacher before you approach the school's administration. If the problem is not resolved after the teacher or staff member has been given opportunity to address it, we welcome you to speak with the principal, and then the Executive Director about the issue. If the problem remains unresolved, you may write a letter to the school board addressing your specific concern. In obedience to God's commands to avoid gossip and malice, we encourage you to go directly to those with whom the problem exists to increase the possibility of a positive outcome rather than discussing it with other members of the school's community. The fewer number of people involved with a conflict enhances the chances of resolving that conflict easier and faster.

If you would like to speak with or visit a teacher or administrator, please call the school to schedule an appointment.

### **TARDINESS**

Tardiness is discouraged because of the disruption and distraction it causes within a classroom and the poor training it gives the student. Please read the student handbook section entitled, "Attendance" for a full description of the procedures related to tardiness.

### **TECHNOLOGY**

Technology is an important part of an education. At the high school level, NHCS provides technology enhanced education by regularly using tablet PC's within the high school instructional program. Schools with tablet PC programs have gained international recognition for this remarkable innovation, which produces improved student achievement and engagement. High school students are not to print at school.

Classroom teachers will integrate technology into the regular classroom curriculum using the IPad cart and high school tablets. In addition, Mimio Teach units, which are interactive whiteboard systems that help create engaging interactive lessons, are utilized throughout the elementary and middle school.

High school students are to furnish their own tablets which meet the school's specifications. Please contact Matt Ward at [mward@northhillschristian.com](mailto:mward@northhillschristian.com) if you have any questions. All students and parents must sign a computer usage agreement.

### **TELEPHONE**

The school telephones are for school-related business. Students are not permitted to use the school phones without permission from the receptionist. In emergencies, students needing to reach a parent should request that the office personnel make the call for them. The validity of the request will be at the discretion of our teachers.

Please make transportation arrangements each day before school. If it becomes absolutely necessary, changes to these arrangements may be made through the receptionist.

### **TEXTBOOKS**

With the exception of textbooks purchased directly by students, all textbooks issued to the student are the property of North Hills Christian School. Book covers are required on all hard-backed books. Students will return issued books and materials upon completion of the course, upon transfer, or upon withdrawal. The student will be required to pay a reimbursement fee for lost or damaged books and materials.

### **TRANSCRIPTS (HIGH SCHOOL)**

When students need a copy of their transcript (academic record) for another institution (college admissions, scholarship programs, etc.), they should complete a transcript request form, including the name and complete address of the receiving institution, purpose for the transcript, and signature of the student. If the student is under the age of eighteen, the parent must sign for the release of the information. The normal processing time does not exceed seven working days. Transcripts are available to graduating seniors at no charge, but any former student who needs an official transcript will be charged a \$2.00 processing fee.

### **TRANSFER OF CREDITS TO NHCS**

North Hills Christian School will accept students who transfer from public school or another accredited private school. If a student transfers from a non-accredited school or was formerly home schooled, the student must take entrance examinations in order to be admitted to North Hills Christian School.

North Hills Christian School accepts credits from other educational institutions and home schools. Courses from other institutions will appear on the student's North Hills Christian School transcripts, but will not be used to calculate GPAs.

### **TUITION, FEES, AND PAYMENT**

The tuition and fees information for North Hills Christian School is made available upon applying for admissions and re-enrollments. Tuition and fee information can also be requested from the office during the school year.

#### **Payments:**

Parents have the option to select one of the following payment options:

- Annual - a one-time payment payable to FACTS in June.
- Semi-annual – two payments - first payment due in June, second payment due in December.
- Monthly – twelve equal payments, due on the selected due date each month (either the 5<sup>th</sup> or 25<sup>th</sup>). Payments run from June through May of each year.

A 4% late charge will be assessed on the first of each month on any unpaid tuition balance. A student may not be allowed to participate in field trips or athletics, and may be asked to withdraw if tuition payments are delinquent. Payments should be made only to FACTS Tuition Management, and not to the school.

### TUITION ASSISTANCE

The financial operation of North Hills Christian School is only partly covered by student tuition and fees; we depend upon the faithful prayers and gifts of individuals who believe in Christian education to assist in funding. Without the service of the faithful financial "givers", our educational programs could not exist. Financial contributions are IRS tax deductible.

Tuition assistance is available to families who are unable to pay full tuition. Tuition assistance is awarded on an annual basis, requiring annual re-application. The application is processed by an off-site, third-party agency and is confidential. It is our desire to make a quality, Christ-centered education financially available to most anyone who desires it for their children, so please contact us for information. Assistance is awarded based on need and availability.

### TUTORING

After school tutoring will be made available to students who need additional instructional assistance. However, space is limited. Students or parents who are interested must make arrangements for scheduled days and times with Mrs. Thibodeau at extension 101. There will be a fee of \$20.00 per hour for group sessions and \$30.00 per hour for one-on-one sessions. Students are expected to come prepared to learn with books, paper, pencil, and assignment.

### VISITORS

The administration and faculty encourage active participation of parents in the education of their children. We do ask, however, that any visit to a class be made by definite appointment with the teacher or administrative personnel. Parents will be permitted in the building when they open at 7:55 (middle/high) or 8:00 (preschool/elementary), but are respectfully asked to exit the hallways by the time the morning late bell rings. Parents may walk their student to the classroom, but please refrain from entering the classroom. All other visitors must secure a visitor's pass from the visitor's lobby of the 100 building immediately upon arrival on campus and return the pass to the main office upon leaving campus. Parent-teacher conferences should be scheduled after school.

If a child forgets items from home (lunch, books, homework, or other items), the items must be left with the secretary in the visitor's lobby of the 100 building. **Parents should NOT proceed to the elementary or middle/high school buildings without first obtaining a pass from the secretary in the lobby of the 100 building.** Students will not be permitted to wait outside for their lunches to be delivered. Please also refer to the section of the student handbook entitled "Closed Campus Policy" for more information on which campus visitors are/are not allowed to be on campus during the school day.

### VOLUNTEERS

See "Parent Involvement"

### WITHDRAWALS FROM SCHOOL

Students or parents of students who withdraw from NHCS must notify the office of their withdrawal. If a student has re-enrolled for the following year and decides not to return, please obtain a withdrawal form from the financial officer, which contains the financial policies governing withdrawals from NHCS. These policies include a financial commitment

of a \$750.00 withdrawal fee for reasons other than financial difficulties. All books and school materials should be returned to the appropriate teachers on the last day of regular school day attendance. All money owed to NHCS must be paid to the Financial Officer before official school records will be released.

## **AHERA AND ASBESTOS**

August 15, 2019

Dear Parents, Faculty and Staff:

This letter is written to fulfill the requirements of the State of North Carolina concerning asbestos management and to update you concerning asbestos control on the premises of North Hills Christian School.

The Environmental Protection Agency (EPA) identified asbestos as a concern to public health in schools in the 1970's. In 1986 a federal law was passed called the Asbestos Hazard Response Act (AHERA) requiring schools to take specific actions to address this concern. As a result, in 1987, the EPA issued a final rule telling school systems the steps they must follow to comply with the federal AHERA law.

This rule requires that all school systems inspect their buildings for asbestos-containing building materials (ACBM). Where asbestos is found, school systems must then develop a management plan. The school system outlines the steps they plan to take to keep building occupants safe from asbestos exposure. North Hills' "Asbestos Management Plan" is available to you during normal school hours in the Executive Director's office.

*Robert's Environmental Services* conducted the initial inspection on the premises of North Hills in 1988 and has performed re-inspections every three years. These inspections have been submitted and approved by the N.C. Department of the N.C. Department of Human Resources.

Surveillance of the existing non-friable asbestos on the campus is performed every six months as required by the AHERA. These surveillance reports are included in the management plan. We continue to monitor the condition of the non-friable ACBM on campus to insure that it remains in good condition. Companies that are licensed to handle asbestos have removed all known friable ACBM from the buildings on the campus.

Sincerely,

Matthew W. Ward,  
LEA designee, North Hills Christian School