

North Hills Christian School

2024-2025

Lower School Student and Family Handbook



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



North Hills Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. North Hills Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

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ABOUT NORTH HILLS CHRISTIAN SCHOOL

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 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.

STATEMENT OF FAITH

North Hills Christian School believes the Bible is inspired, authoritative, inerrant and infallible and is our final authority in matters of doctrine and practice. (2 Timothy 3:16), (2 Peter 1:21)

We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. He created the universe and everything in it. (Genesis 1:1), (Matthew 28:19), (John 10:30)

We believe that Jesus Christ is the Son of God and is fully divine and fully human. (John 10:33)

We believe in His virgin birth (Isaiah 7:14), (Matthew 1:23), (Luke 1:35), His sinless life (Hebrews 4:15), (Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3), (Ephesians 1:7), (Hebrews 2:9), His resurrection (John 11:25), (1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal future return in power and glory (Acts 1:11), (Revelation 19:11).

We believe that every human is born sinful and in need of salvation. Those who receive salvation are justified by faith in the shed blood of Christ and that only by God's grace and through faith are we saved. (John 3:16-19, John 5:24), (Romans 3:23, Romans 5:8-9), (Ephesians 2:8-10), (Titus 3:5)

We believe that Jesus Christ will return to renew the whole creation and to judge the living and the dead. (John 5:28-29)

We believe in the spiritual unity of the body of Christ, which is the Church. It is composed of all believers who have accepted Jesus Christ as Savior. (Romans 8:9), (1 Corinthians 12:12-13), (Galatians 3:26-28)

We believe in the ministry of the Holy Spirit, by whose indwelling the Christian is enabled to exercise spiritual gifts and live a godly life. (Romans 8:13-14), (1 Corinthians 3:16, 1 Corinthians 6:19-20), (Ephesians 4:30, Ephesians 5:18)

We believe that the will of God for all believers is to give evidence of sanctification through being honorable in all relations with others and by increasing in the knowledge of Christ and growing in grace. (Romans 12:1-2), (1 Thessalonians 4:3), (James 1:27)

We believe that God created men and women in His image and that these two distinct, yet complementary genders together reflect the image and nature of God. We believe that marriage is a sacred, exclusive union between a man and a woman and serves as a picture of Christ's relationship with the church. We believe that God has commanded that sexual activity be exclusively reserved to a man and a woman who are married to each other. (Genesis 2:18-24), (Matthew 5:27-28, Matthew 15:18-20, Matthew 19:3-12), (Ephesians 5:22-33), (1 Corinthians 6:9-11&18, 1 Corinthians 7:1-5), (Hebrews 13:4)

We believe that the Bible describes how Christians ought to live and is the final authority of all that we believe concerning truth, morality, and personal conduct.

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 its 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. Please note our Mission, Vision and Core values:

MISSION, VISION, VALUES

Every effective organization is clear on their mission, vision and values. Although they may not be formally written down, they are very clearly communicated and observed by the leadership. At North Hills Christian School, we have made an effort to be very deliberate with each of these including our strategic plan. Over the years, the Board and leadership of the school have worked on and refined the mission, vision, values and strategic plan. These are very important beacons for us. All of our strategies, decisions and plans are filtered through the following mission, vision and core values.

Our Mission

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

Our Vision

NHCS seeks to provide a foundation built on a knowledge of TRUTH, guide students to develop qualities reflecting the CHARACTER of Jesus Christ, and provide opportunities for students to function as the body of Christ in SERVICE to God and in outreach to others.

Our Core Values

Kingdom Focus | Respect and Integrity | Leadership Through Service

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.

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 as 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.

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).

General Information

ACADEMIC IMPROVEMENT MODIFICATION (AIM) PROGRAM

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.

ATHLETICS

North Hills Christian School offers a variety of interscholastic athletic teams. At the middle school and high school level, we belong to the Southern Piedmont Athletic Association Conference. Our high school is a member of the North Carolina Independent School Athletic Association (NCISAA). 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, tennis, golf, swim, basketball, cross-country, cheerleading, soccer and softball. Boys' teams are offered in soccer, swim, basketball, cross-country, baseball, tennis and golf. 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 will be checked at the end of each trimester. High school student athletes must maintain at least a 2.00 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.

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

Attendance at North Hills Christian School is a privilege and not a right. North Hills Christian School reserves the right at the sole discretion of the administration to dismiss students from enrollment if at any time it is decided by the aforementioned entities that the school can no longer assist in the educational process of the student or that the student's continued enrollment undermines the mission of NHCS or negatively impacts other students. Furthermore, North Hills Christian School and the administration, reserves the right at their sole discretion to deny readmission to any student whose actions demonstrate that it is not in the school's best interest to allow readmission.

AWARDS

We will recognize students each trimester for their academic achievements during chapel. 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 (High School) or after 3:10 p.m (Elementary) or 3:30 (High 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 - 7:50 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 Principal may ask the student's parents to remove him or her from the program.

BELL SCHEDULE

****SPECIFIC DETAILS REGARDING BELL SCHEDULE ARE INCLUDED IN THE DIVISION SPECIFIC SECTIONS OF HANDBOOKS****

CHAPEL

Chapel is held weekly for students in grades PreK-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.

OPERATING HOURS

Office Hours

Administrative Offices: 7:30 a.m. - 3:30 p.m.

Before-and-After School Care Hours

Before School Care 7:00 a.m. - 7:45 a.m.

After School Care 3:10 p.m. - 6:00 p.m.

School Hours

Grades JK-4 8:05 a.m. – 2:45 p.m.

Grades 5-12 8:15 a.m. – 3:15 p.m.

Reminder: Students should not arrive at school before 7:45 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.

LUNCH

Orders for lunches must be placed through the FACTS family portal. Menus are available on FACTS. Orders cannot be placed after the communicated deadline. If the deadline for lunch ordering is missed, families will be responsible for packing lunches for the remainder of the lunch ordering period. No exceptions will be made. Lunches that are not consumed because of absences are still purchased from the caterer; the school is unable to provide refunds once a lunch is ordered. If a student is absent, parents may pick up any lunch order by the end of the school day. Lunches not picked up will be disposed of. Payment for lunches will be made online at the time of ordering.

Emergency lunches and water may be purchased and will be billed through FACTS as needed. These lunches may be picked up in the lunch service area in the lower school building.

STANDARDIZED TESTING

IOWA standardized tests are administered during the spring for students in grades 1st through 11th. Information will be sent to parents before testing begins and a score report will be sent home when scores are released. Students in grade 11 will take the ACT.

Students in 12th grade with the desire to do so should arrange to take the SAT at an off-campus testing center.

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 events, social mixers, a science fair, and a spelling bee. Depending on interest, a time will be set aside for students to participate in clubs and activities after school. If a student would like to start a club or activity at North Hills Christian School, he or she should speak with the principal.

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 the student's principal. There will be a fee of \$25.00 per hour for group sessions and \$35.00 per hour for one-on-one sessions.

AHERA AND ASBESTOS LETTER

August 2024

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 ensure 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

School-Wide Policies

2024-2025 Discipline Guidelines

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 their designee. The admissions committee 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 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. All applicants 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 31st of the school year. First grade students must be six years old by July 31st of the school year. A birth certificate must be presented, along with vaccination records. The committee may make exceptions on an individual basis.
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 with it.
6. If an applicant feels that an admissions decision is inconsistent with this policy, he or she may appeal the decision to the Executive Director within two weeks 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 enrollment documents and fees have been received.

APPEARANCE STANDARDS (DRESS CODE)

In an effort to be consistent with Biblical standards, our primary focus with regards to our appearance standard is on 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.

Note: All elements of student attire should not be a distraction or display inappropriate material, as determined by school administration.

Shoes: All students' shoes must be secured as designed.

Tattoos: Tattoos displaying inappropriate material are not permitted and must be covered.

Hats/Hoods: Hats and hoodies are permitted, but hoods should not be worn on the head in the school buildings.

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)

Males may not wear tank-top undershirts as their intended shirt. Undershirts must be worn as they are designed. Standard t-shirts with appropriate designs are acceptable.

Skirts/ Dresses: Slits and hems must be longer than fingertip length, when the student is standing upright with arms at their sides. 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 shorts and athletic pants are permitted as long as they adhere to all other standards for appearance.

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 and tobacco products, drug paraphernalia (including vaping products and e-cigarettes), medications (unless prescribed, to be administered by office personnel),, Pokemon and other trading cards.

Please see the school dress code for additional clothing, lunch, backpack, and headgear restrictions.

Students suspected of having prohibited items and/or suspected violations of cell phone/smartwatch policy, will be subject to a search of their locker, backpack, personal items (including electronics) and person.

This search will be in accordance with the provisions of the contractual agreement between the school and parents/custodians/guardians. Refusal to comply with searches will be considered a violation of the contract and result in immediate expulsion from the school. It is our hope that situations resulting in the necessity of a search would be handled in the spirit of cooperation and partnership.

CELL PHONES

****SPECIFIC DETAILS REGARDING CELL PHONES ARE INCLUDED IN THE DIVISION SPECIFIC SECTIONS OF HANDBOOKS****

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 Principal 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 principal(s).

CLASS TIME

The school is committed to providing students with instruction that will support and encourage lifelong learning. 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 request to join students for lunch, if they have a cleared background check on file.. Youth Pastors may also request to join a student, if parent/custodial consent is given and they have a cleared background check on file. 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. Our school health aide is trained and prepared to deal with emergency situations. If a student becomes ill at school, he should report to the nurse's office. ***Students with a high fever must be fever free and symptom free for 24 hours without fever reducing medications before returning to school.*** Office personnel cannot provide medications to students without prior parental approval, but will be able to provide first aid.

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. North Hills Christian School is committed to providing a well-rounded, character-building education, which includes a robust community service program. More information regarding the community service program at NHCS is available upon request.

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 Health and Safety 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.

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.

Students are expected to conform to standards that are consistent with biblical precepts. This includes high standards of courtesy, kindness, morality, respect, and honesty. Philippians 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.

****SPECIFIC DETAILS REGARDING DISCIPLINE ARE INCLUDED IN THE DIVISION SPECIFIC SECTIONS OF HANDBOOKS****

EARLY DISMISSALS

Whenever possible, 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.

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. **Adult 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 an 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. 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.

Drill Specifics

1. Fire Drills are held on a monthly basis within the guidelines of the Salisbury Fire Department. The Fire Marshall visits the school regularly.
2. Tornado Drills are held two times per year.
3. Critical Incident Drills will be scheduled as appropriate.
4. Lockdown Drills are held at the discretion of administration and local law enforcement. Students, staff, and visitors are expected to comply with the safety measures implemented during these procedures

FUNDRAISING AND COLLECTIONS

Fundraisers must be approved by the Executive Director and the Director of Advancement. 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 or the Director of Advancement.

HONOR ROLL

Honor roll is announced three times 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 trimester assemblies.

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. Please refer to the chart below for minute guidelines per grade/division.

Grade	Target Length of Time	General Daily Range**
K & 1	15	5-20

2nd	30	10-35
3rd	45	20-50
4th	45	20-50
5th	45	20-50
6th	45	20-50
7th	45	20-50
8th	45	20-50
9-12	60	45-90*

**Dual Enrollment classes taken through college may vary significantly. Refer to the college course syllabus and guidelines.*

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

HOMEWORK - REVIEWING OF NOTES

Part of homework, especially in grades 3 and up, should include reviewing material and preparing for an upcoming quiz or test. As a student gets older, the ability to wait until the night before a test to prepare becomes increasingly more difficult. A short (5 minute) review of the day's notes is encouraged; spending longer time on nights where the homework load is lighter would be beneficial. This is particularly helpful for math, as each test contains problems from prior units.

HOMEWORK - PARENT ROLE

A parent (or other adult) can best help a student by making sure they have the proper environment and time to complete homework. Reviewing assignments for completion is also encouraged. Some parents may wish to help their student with specific assignments which is also encouraged as long as the student is still the one completing the work. A parent can help guide a student through a concept or problem but should not provide any answers for a student. Prompts such as, "Look at page 6 and see if you can find the answer there" or "What would the next step be?" or "Check your addition – I believe you made an error" all provide support to the student but do so without providing the answer. For subjects such as math where there could be multiple problems covering the same skill, working one or two with a student as an example is also encouraged; however, if they need more examples than that, it is more useful to the teacher to see the errors a student is making, as that helps them identify the misunderstanding.

If you have concerns with homework, please speak to your child's teacher or principal. The goal is for practice to continue at home to enhance classroom learning, not to take the entire evening to complete.

INCLEMENT WEATHER

Snow and inclement weather closings are announced through an automated email and phone call from the school, on Channel 3 (WBTV), Channel 9 (WSOC) and the North Hills Christian School social media channels (facebook.com/northhillschristianschool and Instagram: @northhillschristian). Although we may wait to hear what Rowan-Salisbury Schools have decided, our decision will not necessarily be based on the decision of Rowan-Salisbury Schools. In the event of early dismissal for inclement weather, parents must pick up their children from school as soon as possible.

LOGO USAGE

Employees, parents, and students are not permitted to use the school's logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings without written consent of the Director of Marketing and Communications. This includes, but is not limited to, using the North Hills Christian School name and/or logo to sponsor sports teams or events and creating marketing materials, such as T-shirts or decals. Use of the North Hills Christian School logo, trademarks, or intellectual property without prior approval from the Director of Marketing and Communications could result in a case of copyright infringement.

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 at the end of each trimester.**

MEDICATION/SICKNESS/HEAD LICE

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
- The medications must be in the original bottle.

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 or school health aide 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 all symptoms and a fever for twenty-four hours without medications before they will be permitted to return to school after an illness.**

According to NHCS policy, when a child is found to have had active head lice or viable eggs at NHCS, the school will contact the home to have the child picked up immediately to begin treatment. From the time of the first treatment, a student must wait at least 24 hours and be completely free of any lice or eggs before returning to school.

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 suspended or expelled 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.

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 the front office at extension 130 for information regarding volunteer opportunities

PEANUT & 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.
 - 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.

PUBLIC DISPLAY OF AFFECTION

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.

SECURITY CAMERAS

North Hills Christian School uses video cameras to surveil the campus ground on a 24 hour bases. These cameras record video footage. They are placed in public and common areas. The Administrator or his/her expressly authorized designee shall oversee video surveillance. The North Hills Christian School Security Camera System will be in operation and may be monitored by school personnel throughout the year.

Recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel. Information obtained through video surveillance may only be used for disciplinary investigations, security or law enforcement purposes, or as otherwise deemed appropriate by administration.

Any video recordings used for security purposes in the school building and grounds are the sole property of North Hills Christian School. Release of such videos will be made only in accordance with applicable law and with the permission of the Administrator or his/her designee.

SOCIAL MEDIA

If using social media to connect staff, students, and families by using a class Facebook group, there must be two administrators of the group who are NHCS staff: the teacher, Director of Marketing and Communications, and/or the North Hills Christian School Facebook page. The creator of the class group has 30 days from the first day of school to comply with this policy, or the Facebook group must be deleted. Lower school classrooms will not have Facebook pages. Classroom teachers will use Class Dojo for any communication outside of email.

Students are prohibited from posting to social media during the school day. Also, it is advised that students do not take pictures during the day on school grounds and post them on social media after school hours. Students may face disciplinary action for doing so.

STUDENT ACCIDENT INSURANCE

North Hills Christian School provides insurance protection for students 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.

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

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 Admissions 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 an 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.

TECHNOLOGY

Classroom teachers will integrate technology into the regular classroom curriculum. High school students, refer to the technology agreement form, found on the school's website.

TELEPHONES

The school telephones are for school-related business. Students are not permitted to use the school phones without permission from the receptionist or teacher/administrator.

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.

TUITION, FEES, AND PAYMENT

The tuition and fee information for North Hills Christian School is made available during the initial admissions tour and upon applying for both admission and re-enrollment. Tuition and fee information is also available on the school's website and 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 5th or 25th). 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.

VISITORS

The administration and faculty encourage active participation of parents in the education of their children. All visitors for grades JK through 8th grade 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. All visitors for grades 9-12 must report to the High School main entrance (building 200) immediately upon arrival on campus and return the pass to the main office upon leaving campus.

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 (for Lower and Middle School) and the 200 building (for High School). **Parents should NOT proceed to the middle school building without first obtaining a pass from the secretary in the lobby of the 100 building.**

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 Director of Admissions, 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 (After May 30th, the fee moves to \$1500). All books and school materials should be returned to the appropriate teachers on the last day of regular school day attendance; any school property not returned will be billed to the family for reimbursement. All money owed to NHCS must be paid to the Financial Office before official school records will be released.

Lower School Policies

ATTENDANCE

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

Tardies cause a significant disruption to the learning process. Every student arriving at school or at their classroom after the morning bell at 8:05am 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.

Students should be punctual in their arrival to their classes throughout the school day. Any student arriving to any class after the start of class will be marked tardy - faculty/staff notes or communication is required for the tardy to be excused. Tardies are typically marked at the front office.

Three unexcused tardies per class count as an unexcused absence. Parents will be contacted by FACTS/Renweb when students are marked 'tardy'.

Absences

Absences will be excused for the following reasons:

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

Absences not falling into these categories 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.

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.

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.

ELEMENTARY UNIFORM POLICY**Required Items:**

The following items will be required dress code for all junior kindergarten through 5th grade students. Students will be required to wear the uniforms each school day. Any combination of specified embroidered black, white, or 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. Contact the front office to purchase Spirit shirts.

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. The NHCS source code is QS4443U.

Uniforms: Students will be required to wear uniforms each school day. Any combination of specified embroidered black, white, or royal blue polo shirts along with specified khakis are within policy

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

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.

Field Trips:

Lower school students must wear embroidered royal blue polo and khaki bottoms. If the trip is outdoors as allowance is given, students may wear embroidered royal blue polo and jeans.

Spirit Days: Fridays are designated as "school spirit days". Students are encouraged to wear NHCS shirts/hoodies with khaki bottoms.

Athletics: Student athletes should refer to the athletic handbook for all guidelines regarding dress code and attire during athletic practices and games

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.

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

- Embroidered Black, white, gray, and 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. 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, gray, or white. Clothing must be free of all designs other than appropriate small brand logos.

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

- Khaki, two-tab scooter; khaki, pleated jumper; and khaki, knee-length straight skirt.
- Embroidered Black, white, gray, and 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. 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.

GRADING

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

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)

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 the 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.

There will be three Honor Rolls, an "All A's Honor Roll" and an "A-B Honor Roll" which are determined by trimester averages and awarded three per year.

Junior Kindergarten Grades

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

LUNCH

Orders for lunches must be placed through the FACTS family portal. Menus are available on FACTS. Orders cannot be placed after the communicated deadline. If the deadline for lunch ordering is missed, families will be responsible for packing lunches for the remainder of the lunch ordering period. No exceptions will be made. Lunches that are not consumed because of absences are still purchased from the caterer; the school is unable to provide refunds once a lunch is ordered. If a student is absent, parents may pick up any lunch order by the end of the school day. Lunches not picked up will be disposed of. Payment for lunches will be made online at the time of ordering.

Emergency lunches and waters may be purchased and will be billed through FACTS as needed. These lunches may be picked up in the lunch service area in the lower school building.

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:

- Late work for assignments may be accepted with a grading penalty.

MAKE UP WORK

Classwork/Homework Assignments

Students who are absent from school are afforded two school days for each day of absence to submit any work missed during their absence. For absences greater than 3 school days, the student should make arrangements with his/her teachers for deadlines regarding submission of missed work.

Tests/Quizzes

Lower and middle school teachers are required to provide study guides for their tests. High school teachers are encouraged, but not required.

If a student is absent on the day of a quiz or test, and the test/quiz date was communicated in advance of the student's absence, the student must take the test/quiz

on the date of their return, regardless of whether or not the class missed meets on the student's date of return. Students who are absent during review sessions prior to the test are still responsible for the material on the test, and should make arrangements to obtain any review material(s) missed.

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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.

PARTIES

Having fun and being rewarded are essential elements of a fun, successful classroom environment. 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.