

# North Hills Christian School

2021-2022

## 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.*

# **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 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 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. 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: **"Equipping 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 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 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, 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 re-gained 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.

## **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 3:10p.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 - 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 Executive Director may ask the student's parents to remove him or her from the program.

## **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.

## **OPERATING HOURS**

### **Office Hours**

Administrative Offices: 7:45 a.m. - 3:15 p.m.

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

Before School Care 7:00am - 7:50a.m.

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

Grades JK-5	8:05 a.m. – 2:45 p.m.
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Grades 6-12	8:15 a.m. – 3:15 p.m.
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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.

## 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

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..

## 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. 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 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.

## AHERA AND ASBESTOS LETTER

August 15, 2021

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 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

## 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.

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

## CELL PHONES/SMARTWATCHES

No cell phone/smartwatch usage may occur during school hours unless a student has been granted permission by a teacher or administrator. Any student who violates this policy will have the cell phone/smartwatch 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.

## 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 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 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.

## 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 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.

## 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.

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:**

**Basic Biblical guidelines for disciplining:**

- Help the student understand that the school is ruled in the name of God.
- The teacher, in the exercise of God’s authority, acts in strict conformity with the Word of God.
- The school discipline proceeds from the right motive—a love that does not lose sight of the ends of justice.
- The teacher rules with equity and justice, and maintains order with a firm hand.
- We are all to "submit to the ordinances of man for the Lord's sake; whether it be to the king as supreme; or unto governors, as unto them that are sent by him for punishment of evildoers, and for the praise of them that do well" (I Peter 2:13).

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 and thoroughly. Generally, teachers who manage their classrooms well and follow the outlined referral process for administrative discipline may expect more substantive administrative force when it comes to disciplinary issues than teachers who regularly defer classroom management to the school’s administration.

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**Definitions:**

- Probation - family is made aware of challenging behavior and provided with support and behavior plan. Child/family may face

suspension or expulsion if challenging behavior continues and family involvement is not acquired/maintained.

- Suspension - the temporary removal of a child to ensure safety
- Expulsion - the permanent dismissal of the child to ensure safety

At any point, if the family becomes aggressive (verbally or physically), expulsion will occur. Our staff and administrators need to feel a sense of safety when working with a child and family. Any of the above may occur at the discretion of the center director.

The classroom teacher should attempt to handle any minor problems before they become serious enough to be referred to the administration. Teachers and the administration of the school will use the following guidelines to resolve disciplinary problems.

1. 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.
2. If the problem is recurring, the teacher should confer again with the student, document the incident in the behavior tab of FACTS, and make contact with the student's parent by telephone, note (to be signed and returned), or email.
  - If the student is disruptive to the classroom/learning environment, he/she should be removed from the classroom. Any material missed from a student's removal from class may not be made up.
  - If necessary, the teacher should arrange for a parent-teacher conference to discuss the problem.
3. If the problem persists, the teacher should notify the student that he is being referred to the lead teacher, or administrator for action.
4. 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. Parents may be contacted for immediate student pickup if necessary.

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.

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

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

- a. Disrespect/open defiance to staff

- b. Academic Dishonesty
- c. Fighting/Physical Aggression
- d. Threats

## 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. **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. 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.

## 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.

## 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.

## 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.

## 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.

## 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 semester.**

## MEDICATION/SICKNESS

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 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.

## 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. 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.



## 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.

## STUDENT ACCIDENT 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.

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 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.

## 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. Kindergarten parents may walk their student to the classroom, but should 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 lower 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.

## 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.

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](mailto: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](mailto:catalog@frenchtoast.com). The NHCS source code is QS4443U:

- Embroidered Black, white, 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](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.
- Embroidered Black, white, 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](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.

## 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		
90	= 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 two Honor Rolls, an “All A’s Honor Roll” and an “A-B Honor Roll” which are determined by semester averages and awarded twice 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.

## 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.**

## 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.