



# STUDENT/PARENT HANDBOOK

## 2019 – 2020

### KINDERGARTEN THROUGH 12<sup>TH</sup> GRADE

200 ADMIRAL CALLAGHAN LANE, VALLEJO, CA 94591

# Contents

I.	NORTH HILLS – ABOUT US .....	4
A.	Mission Statement.....	4
B.	Core Values.....	4
C.	Expected Student Outcomes.....	5
D.	Statement of Faith.....	5
E.	History .....	6
F.	Affiliation & Accreditation.....	6
G.	Organizational Policy .....	6
H.	Nondiscrimination Policy.....	6
I.	Board and Administration Meetings .....	6
II.	NORTH HILLS COMMUNITY .....	7
A.	Anti-Harassment Policy .....	7
B.	Safety and Security .....	7
C.	Employee Interactions with Pupils .....	7
D.	Parent Interactions with Employees .....	8
E.	Social Media .....	9
F.	Contributions.....	9
G.	Family Volunteer Program.....	10
H.	Parent - Teacher Fellowship (PTF).....	10
III.	ADMISSIONS .....	10
A.	Application.....	10
B.	Enrollment .....	10
C.	International Student Program .....	10
D.	Part Time Students .....	11
IV.	ATTENDANCE.....	11
A.	Absences.....	11
B.	Tardies .....	12
C.	Truancy .....	12
V.	ACADEMIC LIFE .....	12
A.	School Hours.....	12
B.	Graduation Requirements.....	13
C.	Advanced Placement (AP) Courses.....	14
D.	Grade Reporting .....	14
E.	Grading and Grade Point System .....	15
F.	Class Changes .....	15
G.	Honors and Awards .....	15
H.	Homework .....	16
I.	Homework Make-Up Policy.....	17
J.	Testing .....	17
K.	Academic Probation .....	17
L.	Retention .....	17
M.	Renaissance Learning Reading Program (Star Assessment & Accelerated Reader) .....	18
N.	Physical Education .....	18
O.	Textbooks .....	18
VI.	STUDENT LIFE .....	18
A.	After School Activities Program.....	18
B.	Behavior.....	19

C.	Chapel Services.....	19
D.	High School Community Service.....	19
E.	Dress Code.....	19
F.	Dress Code (Additional Attire Guidelines).....	20
G.	Non-Uniform Dress Days.....	20
H.	Physical Education Uniform – (6 <sup>th</sup> – 12 <sup>th</sup> Grade).....	21
I.	Field Trips.....	21
J.	Lockers – (6 <sup>th</sup> – 12 <sup>th</sup> Grade).....	21
K.	Playground Rules (K – 5 <sup>th</sup> grade).....	21
L.	Playground Equipment Rules (K – 5 <sup>th</sup> grade).....	22
M.	Student Council (6 <sup>th</sup> – 12 <sup>th</sup> grade).....	22
N.	Technology Use Agreement.....	22
VII.	ATHLETICS.....	22
A.	Sports Offered.....	22
B.	Eligibility.....	23
C.	Athlete of the Year.....	23
VIII.	SERVICES.....	24
A.	Extended Care.....	24
B.	Lost & Found.....	24
C.	Lunches.....	24
D.	Supplies.....	24
E.	Library.....	24
F.	Tutoring.....	25
G.	Student Store (6 <sup>th</sup> – 12 <sup>th</sup> grade).....	25
H.	Transcripts.....	25
I.	Work Permits.....	25
IX.	SAFETY/HEALTH.....	25
A.	Health Forms.....	25
B.	Communicable Diseases.....	25
C.	Accident or Illness.....	26
D.	Medicine.....	26
E.	Emergency Preparedness.....	26
X.	CAMPUS OPERATIONS / POLICIES.....	26
A.	Communication.....	26
B.	Secured Campus.....	27
C.	One Way Traffic Pattern.....	27
D.	Student Drop Off and Pick-Up.....	27
E.	Search Policy/Drug & Alcohol Testing.....	28
F.	Social Media.....	28
G.	Telephone Use/Cell Phone Agreement.....	29
H.	Transportation.....	29
I.	Withdrawals.....	29
XI.	FINANCE.....	30
A.	Tuition Discounts.....	30
B.	Tuition Procedures.....	30
C.	Delinquent Accounts.....	30
D.	Unpaid Tuition.....	30
E.	Returned Payments.....	31

F.	Sending Money to School.....	31
XII.	DISCIPLINE .....	31
A.	Philosophy .....	31
B.	Behavioral Probation .....	31
C.	Demerit System .....	31
D.	Discipline Offense Chart .....	32
E.	Demerit Accumulation.....	33

# I. NORTH HILLS – ABOUT US

## A. *Mission Statement*

### ***Love God. Serve Others. Change the World!***

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

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

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

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

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

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

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

## B. *Core Values*

**Discipleship** producing transformed lives – Colossians 2:6-7

*“So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.”*

**Character** of Christ which points others to Him – Colossians 3:12 – 14

*“Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.”*

**Relationships** that reflect God's love for us– I John 4:7-9

*“Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God. Whoever does not love does not know God, because God is love. This is how God showed his love among us; He sent his one and only Son into the world that we might live through him.”*

**Communication** that honors God – Ephesians 4:29

*“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”*

**Excellence** in our daily lives brings glory to God – Colossians 3:23 – 24

*“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”*

**Service** as a way to change the world – James 1:22

*“Do not merely listen to the word, and so deceive yourselves. Do what it says.”*

## **C. Expected Student Outcomes**

**North Hills Christian School students will become . . .**

### **Effective Communicators who:**

- Listen actively, speak persuasively and respectfully, read critically and write clearly
- Use technology effectively and responsibly to enhance communication
- Express ideas and creative abilities through art, drama, music, and foreign language
- Express and defend their faith in all situations

### **Academic Achievers who:**

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

### **Genuine Christians who:**

- Have accepted or have been challenged to accept Jesus Christ as personal Lord and Savior
- Display the integrity that comes by being a disciple of Christ when demonstrating life-skills through biblical problem-solving
- Are challenged and inspired to become involved in ministry and missions

### **Lifelong Learners who:**

- Take personal responsibility in the learning process
- Set realistic personal and academic goals and implement a course of action to achieve them
- Develop the academic and intellectual skills to pursue a college education

### **Empowered Citizens who:**

- Contribute time and talent to improve the quality of life at school and in the community as representatives of Christ
- Develop an acceptance of, and submission to, authority
- Strive to understand and respect diverse cultures, individuals, and opinions
- Demonstrate Christian ethics in resolving conflicts

## **D. Statement of Faith**

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

- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God, eternally existent Father, Son and Holy Spirit, who created man by direct immediate act;
- The pre-existence, incarnation, Virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ;
- The fall of man, regeneration through the Holy Spirit on the basis of grace alone
- The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing to His saving grace through the ministry of the Holy Spirit.

### ***E. History***

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

The School had its "Genesis" in 1971, as a ministry of Castlewood Baptist Church with an enrollment of nine. In 1973, the school absorbed Grace Christian Academy and increased its enrollment to 119 students. In 1975, growth caused the school to use the facilities of Emmanuel Baptist Church. In 1976, North Hills Baptist Church was organized as a new work with the purpose of continuing to provide Christian education to the Vallejo community. In 1978, North Hills finished construction of the first building and moved into its present location. In 2005, NHCS was accredited by ACSI (Association of Christian Schools International) and WASC (Western Association of Schools and Colleges). We have students in preschool, elementary, middle, and high school. The Lord continues to move mightily at North Hills and we praise Him for it.

### ***F. Affiliation & Accreditation***

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

### ***G. Organizational Policy***

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

### ***H. Nondiscrimination Policy***

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

### ***I. Board and Administration Meetings***

North Hills Christian School is a private educational ministry of North Hills Baptist Church. The church elects a School Board for the express purpose of making and/or approving School policy. Implementation of all School policy (i.e., the detail) is the responsibility of the administration which has complete authority within

the parameters of adopted policy. Board meetings at North Hills are held in an open session; however, school parents are encouraged to communicate their suggestions for policy adoption and other related matters to the school's administration. Board meetings are held regularly. Advance request must be made to be included on the agenda.

## **II. NORTH HILLS COMMUNITY**

### ***A. Anti-Harassment Policy***

North Hills is committed to maintaining a safe and secure environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. North Hills Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy is subject to discipline, up to and including termination or expulsion. A [Discrimination, Harassment, or Bullying Complaint Form](#) is available.

### ***B. Safety and Security***

A safe and secure climate on campus is a priority for North Hills. With an ever changing society, we strive to stay current and implement measures so every person on campus has a sense of security. This encompasses a wide range of areas from relationships, to facilities to emergency preparedness. It is our hope that every person feels a sense of responsibility for the safety of not only themselves but all others on campus. This list gives a framework for adults and students to contribute to a safe and secure climate:

- North Hills is a “non-smoking” campus both indoors and out. This includes e-cigarettes.
- North Hills prohibits anyone who is under the influence of drugs or alcohol from entering or remaining on campus.
- DLR stands for “Doesn’t look right”. Don’t hesitate to report any behavior or situation that DLR
- “See something - Say something” – using this thought process may prevent harm to an individual or others
- Help students understand there are two motives for talking to a responsible adult about another student:
  - Telling to protect others is selfless
  - Telling to cause trouble for others is selfish (“snitching”)

### ***C. Employee Interactions with Pupils***

#### ***AB500 School Policies that Relate to Employee Interactions with Pupils***

Assembly Bill 500 (AB500), effective January 1, 2018, adds section 44050 of the California Education Code, which requires schools to provide the section on employee interactions with pupils in its code of conduct, to parents and guardians of enrolled students on the School's website. The following shares portions of the School policies, which are included in the North Hills Employee Handbook, including language relating to interactions between pupils and employees.

#### ***Child Abuse Prevention***

It is the policy of North Hills Baptist Church and its ministries to provide a caring, safe and secure environment for children in all phases of ministry life. Our community seeks to prevent child abuse of any form to our children and youth and to minister to victims of abuse and their families. Our policy is that all staff has responsibility for preventing and reporting suspected child abuse and sexual molestation. North Hills intends to comply with the provision of California laws. Child abuse and neglect are against the law in

California, and so is the failure to report it. Child abuse is defined as mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

### ***Appropriate Professional Boundaries with Children***

Keeping children safe and providing a safe environment for students is an essential part of our responsibility as employees. North Hills employees, especially those who work with children, are expected to conduct themselves in a professional manner and maintain appropriate physical, emotional and sexual boundaries at all times. North Hills employees are expressly prohibited to connect with students using social networking sites, cell phones, or texting. Violation of professional boundaries with children and incidents of misconduct involving children are taken seriously and will be addressed in a prompt, confidential and thorough manner through the school, the School Board, or the appropriate local authority.

North Hills expects all employees to limit the opportunities for molestation by responding quickly and appropriately to suspicious situations, and taking actions or filing a report when warranted. Employees are expected to adhere to the following guidelines:

- While there are occasions when employees may be alone with a child, should this be the case they are expected to be in an open or accessible public area.
- Monitor on-campus volunteers and visitors to ensure they meet these requirements.
- Report any misconduct or questionable behavior.

### ***Reporting Procedure:***

Any employee or volunteer with the responsibility for the care of children is a mandated reporter and as such if they have reasonable cause to suspect child abuse or neglect is expected to use the following procedures:

- Do not confront the suspected abuser/molester.
- Maintain confidentiality. Information about suspected child abuse is only to be given out or discussed on a “need to know” basis and is not to be shared with fellow employees, parents, students, or anyone outside the school other than law enforcement.
- You must file a report when you have a “reasonable suspicion” that a child is being abused or neglected.
- Contact local law enforcement (sheriff or police) for abuse occurring outside the family).
- Contact Child Protection Services for abuse occurring inside the family.
- Child in immediate danger/risk – call local police or sheriff immediately.
- Leave the investigation to the experts!

North Hills will not knowingly employ anyone who has been convicted of child abuse or sexual molestation. North Hills requires clear fingerprinting and a background check on all employees as part of our hiring practices. Overnight chaperones also undergo fingerprinting and background checks. Volunteers who drive for field trips undergo background checks. We receive notice should a background check history change in any way.

### ***D. Parent Interactions with Employees***

The NHCS community is made up of a wide variety of individuals and groups who strive to work together to educate students to become confident, well-educated citizens, prepared to lead successful lives and make contributions to change the world. Parents play a key role in the education of their children and should act in the best interests of students, their families, staff and the school community.

NHCS values its diverse community and respects the rights, beliefs and practices of individuals and their families. Parents are students' most significant role models and North Hills is honored that parents allow teachers and administration to partner with them in the education of children.

Accordingly, a high standard of personal behavior from parents when they are on school grounds, attending events or communicating with staff or other students is expected. Parents must refrain from engaging in malicious or judgmental gossip (either directly or online), and ensure that anything said about others is fair and truthful. Parents are expected to interact civilly with staff, students and other parents at all times. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, insulting or violent behavior to anyone on school grounds or at any school-related event, is not appropriate.

In cases where a parent does not interact civilly with staff, either in person in or outside of the school grounds, during a phone call or via email, the staff member may take one of the following actions:

- Request that the parent cease their inappropriate communication in order to allow respectful communication to proceed.
- Inform the parent that unless the inappropriate communication ceases, the staff member will end the phone call, meeting or discussion.
- Request another staff member be present for the remainder of the meeting, if deemed necessary to proceed.
- Lodge a complaint against the offending parent.

### ***E. Social Media***

Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Parents should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation.

Parents can ensure they abide by the laws and the school's expectations of its parents, by complying with the following:

- The school, its staff and members or its community should not be mentioned or discussed in a negative or defamatory way.
- Photographs of students in school uniform represent the school and its students, and should not be posted if they have the potential to bring negative connotations towards the school or its staff and students.
- Personal information such as email or phone numbers of parents, staff and students should not be given to other people without their express consent.
- Parents are not permitted to make contact with other students via any form of social media without the express consent of the student's parents.

### ***F. Contributions***

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

- The Gene and Virginia Dodson North Hills Scholarship Endowment was created in 2017. This fund continues to grow. The growth through donations allows for additional funds to be available for student scholarships. All donations are tax deductible.
- North Hills has two organization fundraisers each year. One in the fall and another in the spring. Proceeds from these fundraisers help support various programs and activities that are not covered in the regular budget.
- All stakeholders are encouraged to participate in our Scrip Gift Card Program. Cards are available for purchase year round. The purchase of Gift Cards, from a wide variety of vendors, results in the donation of a percentage of the card value to NHCS. This program generates funds on an ongoing basis. *WHEN YOU SHOP, YOU RAISE FUNDS!* In addition, grocery loyalty, debit and credit cards may be registered on-line at [www.escrip.com](http://www.escrip.com). We trust your support of these programs will cause great improvements in both the programs and facilities of North Hills.

### ***G. Family Volunteer Program***

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

### ***H. Parent - Teacher Fellowship (PTF)***

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

## **III. ADMISSIONS**

### ***A. Application***

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

### ***B. Enrollment***

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

### ***C. International Student Program***

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

the cultural diversity and individual gifts students bring to our student body. Application and enrollment information specific to international students is accessed through the school website: [www.north-hills.org](http://www.north-hills.org).

### ***D. Part Time Students***

NHCS partners with homeschool families by offering part time enrollment for 6<sup>th</sup> – 12<sup>th</sup> grade students. These students are eligible to enroll in select classes at North Hills Christian School provided they meet all the admission and eligibility requirements as outlined in the Student/Parent Handbook.

## **IV. ATTENDANCE**

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

### ***A. Absences***

- An absence is entered on the student record if they miss more than three (3) hours of the school day.
- Excused absence is granted for illness, doctor or dental appointments, or family bereavement (death in the immediate family).
- Unexcused absence is marked if the student was absent for any reason other than the above mentioned.
- After the student has been absent 12 days, parents will receive a courtesy notice to inform them that their child is in jeopardy of violation of the absent/tardy policy.
- A student may not be invited to return to North Hills if the student is absent more than **10% (18/180 days)** of the instructional days in a year (including excused and unexcused absences).

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

### ***Excused Absence Procedure:***

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

## **B. Tardies**

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

- **Elementary students** are considered tardy when the student arrives after 8:30 am.
- **High School & Middle School students** are considered tardy if the student is not present in the classroom when the bell rings signaling the beginning of school or for each class period.
- **Examples of excused Tardy:** Family emergency with parent note; doctor or dentist visit with a doctor's note; an administratively approved tardy. All other tardies are considered unexcused and are subject to demerits as stated in the Discipline Offense Chart.

**Unexcused tardies** at the beginning of the day as well as late arrival to any class period throughout the day (6<sup>th</sup> – 12<sup>th</sup> grades) will accrue and are reflected in the student's attendance record.

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

## **C. Truancy**

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

# **V. ACADEMIC LIFE**

## **A. School Hours**

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

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

### ***Wednesday - Early Release Schedule: (staff development)***

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

### ***Minimum Day Schedule:***

Kindergarten - 8:30 a.m. to 11:50 a.m.  
Elementary (1<sup>st</sup>-5<sup>th</sup>) - 8:30 a.m. to 12:00 p.m.  
HS & MS (6<sup>th</sup>-12<sup>th</sup>) - 8:15 a.m. to 11:30 a.m.

## B. Graduation Requirements

High School Subject Area	General Ed. Track <b>** exceeds CA/UC/CSU requirements</b>	College-prep Track <b>** exceeds CA/UC/CSU requirements</b>
English	Four years	Four years
Mathematics	Three years including: Algebra 1, Geometry, Bus/Consumer Math	**Four years including: Algebra 1, Geometry, Algebra 2 and Statistics or Pre-Calculus
History/Social Science	**Four years Including: Geography, World History, US History, Government and Economics	**Four years including: Geography, World History, US History, Government and Economics
Science	Two years including: Physical Science and Biology	**Three years Including: Physical Science, Biology and Chemistry or Physics
Language other than English	Two years <i>(three years available)</i>	Two years <i>(three years available)</i>
Visual & Performing Arts	**Two years	**Two years
Physical Education	Two years <i>(two semesters required attendance in PE class. See Section IV.B.)</i>	Two years <i>(two semesters required attendance in PE class. See Section IV.B.)</i>
Theology	Four years <i>(Students are exempt for years not in attendance at North Hills)</i>	Four years <i>(Students are exempt for years not in attendance at North Hills)</i>
Total Courses	19 + 4 yrs. Theology	21 + 4 yrs. Theology
Total Credits	<b>230</b>	<b>250</b>
Community Service	<i>10 hours annually as a NH student</i>	<i>10 hours annually as a NH student</i>

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

All core classes at NHCS are approved by University of California and posted on the “a-g” list. “The intent of the “a-g” subject requirements is to ensure that students have attained a body of general knowledge that will provide breadth and perspective to new, more advanced study. These courses are to be academically challenging, involving substantial reading, writing, problems and laboratory work and show serious attention to analytical thinking, factual content and developing students’ oral and listening skills.” (<https://www.ucop.edu/agguide/a-g-requirements/> ) This approval ensures that NH college-prep track graduates have the credits that can provide for acceptance to UC/CSU universities if the student has a competitive GPA. NHCS alumni have attended and graduated from universities such as UC Davis, UC Irvine, UC Berkeley, Cal State Sacramento and Cal State San Francisco, not to mention other private universities and colleges.

NHCS students must pass all courses required for graduation with a semester grade of "C" or better. Students receiving a "D" or "F" in any of these required courses will receive zero (0) units, are required to make up the units and will be placed on Academic Probation (See: Academic Probation). Graduation eligibility is determined based on courses completed or in progress as of May 15th.

All courses completed outside of NHCS will be reviewed by the NH administration. An outside course will only be approved and added to the NHCS transcript if the course is not offered by NHCS or if the student is unable to take the course at NHCS. If a student wishes to add a course from another educational institution, an official transcript must be submitted to NHCS registrar within 30 days of completion for inclusion on the North Hills transcript.

### ***C. Advanced Placement (AP) Courses***

Advanced Placement courses are college-level courses, and students must meet strict prerequisites to enroll. The staff reserves the right to limit enrollment based upon space availability and teacher discretion. Criteria reference for AP class placement includes but is not limited to:

- 1) STAR reading test score of at or above grade level
- 2) Passing grades in the same content courses in all previous high school years

Enrollment in any AP course constitutes a full year commitment. It is strongly recommended that students enrolled in AP courses take the corresponding AP course College Board exam, as a passing grade on this test may provide approval to earn college credit. The exam and payment information is distributed by the course instructor and/or high school counselor.

### ***D. Grade Reporting***

***ParentsWeb/FACTS:*** Student progress may be monitored by visiting the ParentsWeb login at [renweb.com](http://renweb.com). FACTS is available for parents to check grades, homework assignments, and provides email contact with teacher(s). ParentsWeb provides parents and students always-logged-in instant access via their iPhones and iPads.

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

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

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

## E. Grading and Grade Point System

Kindergarten students receive a skills based report.

### 1<sup>st</sup> – 5<sup>th</sup> grade

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

### 6<sup>th</sup> – 12<sup>th</sup> grade

Letter Grade	Percentile	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0

### 9-12<sup>th</sup> grade AP

Letter Grade	Percentile	5.0 Scale
A+	97-100	5.0
A	93-96	5.0
A-	90-92	4.7
B+	87-89	4.3
B	83-86	4.0
B-	80-82	3.7
C+	77-79	3.3
C	73-76	3.0
C-	70-72	2.7
D+	67-69	2.3
D	65-66	2.0
F	Below 65	1.0

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

## F. Class Changes

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

## G. Honors and Awards

Award recipients are recognized at an Awards Ceremony. Parents will receive notification of date and time, and location of the presentation of applicable awards at the end of the first semester and at the end of the

year. Students receiving 30 or more demerits are not eligible for awards. Awards are given based on the criteria listed below:

1 <sup>ST</sup> GRADE THROUGH 5 <sup>TH</sup> GRADE	
<b>A/B Honor Roll</b>	All A's or B's per semester
<b>A Honor Roll</b>	All A's per semester
<b>Dean's Award</b>	All A's for entire year
<b>Accelerated Reading Award</b>	Highest points earned per grade/per semester and for the entire year (2 <sup>nd</sup> through 5 <sup>th</sup> grade are eligible)

6 <sup>TH</sup> GRADE THROUGH 12 <sup>TH</sup> GRADE	
<b>Honor Roll</b>	3.5 or higher per semester (no D's or F's)
<b>Academic Distinction</b>	3.7 or higher per semester (no D's or F's)
<b>Dean's List</b>	3.85 or higher for the entire year (no D's or F's)

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE	
<i>Students who receive this award must qualify in both of the categories listed below</i>	
Reading composite or Math composite <i>Scores evaluated based on most current test available</i>	High Achievement on a nationally-normed test
<b>5<sup>th</sup> grade</b> - each semester of 4 <sup>th</sup> grade and 1 <sup>st</sup> semester of 5 <sup>th</sup> grade	3.5 GPA
<b>8<sup>th</sup> grade</b> – each semester of 6 <sup>th</sup> grade thru 1 <sup>st</sup> semester of 8 <sup>th</sup> grade	3.5 GPA
<b>12<sup>th</sup> grade</b> – each semester of 9 <sup>th</sup> grade thru 1 <sup>st</sup> semester of 12 <sup>th</sup> grade	3.5 GPA

GRADUATING SENIORS	
<i>GPA's for all honors are calculated on the date in May noted on the school calendar.</i>	
<i>Honors for high cumulative GPA's are based on 8 semesters of cumulative grades and are awarded at graduation as follows:</i>	
<b>Honors with Distinction</b> (blue and gold cord)	4.0+ GPA
<b>High Honors</b> (gold cord)	3.5 to 3.99 GPA
<b>Honors</b> (white cord)	3.0 to 3.499 GPA
Longevity Award	
<i>Awarded to graduating seniors who have attended NHCS since Preschool or Kindergarten.</i>	
Valedictorian/Salutatorian	
<p><b>Valedictorian</b> is the senior with the highest cumulative GPA in the class as noted below.</p> <p><b>Salutatorian</b> is the senior that has the second highest grade average.</p> <p>In order to be named Valedictorian or Salutatorian, minimally, students must have attended NHCS at least six semesters, have taken courses in the college prep track and attained a cumulative GPA of no less than 3.5. Ranking of seniors is based on four years of full credit courses. The following criteria, in the order listed, is used to break ties in class ranking:</p> <ul style="list-style-type: none"> <li>• Number of Advanced Placement classes taken in grades 9-12;</li> <li>• Highest cumulative numerical average in Advanced Placement classes taken in grades 9-12.</li> </ul> <p><i>International student eligibility requires that recipients attend NHCS all four years.</i></p>	

## H. Homework

Homework is designed to help the student establish good study habits at home and to reinforce concepts taught during the school day. The amount of time a student spends on homework depends on grade and

subject matter, and student diligence in completing assigned work. Parents are encouraged to check homework assignments regularly on ParentsWeb.

Students in 4<sup>th</sup> through 12<sup>th</sup> grade receive a Student Planner. Students are expected to use the planner daily to track assignments. Planners can also assist parents in keeping track of assignments. All students are required to complete late or missing assignments. Homework turned in late is assigned at 50%.

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

### ***I. Homework Make-Up Policy***

When absent, it is the student's responsibility to check ParentsWeb for homework. Parents may contact the office by email or phone to request the pickup of missed assignments or textbooks needed. This work will be available for pick up after 3:30pm on the day of request.

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

### ***J. Testing***

Testing at North Hills includes: 1) Diagnostic evaluation at time of application; 2) Measure of Academic Progress (MAP) to assess student achievement and progress throughout the year; 3) STAR reading assessment (Renaissance Learning) each quarter; and 4) the PSAT for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students in October as preparation for college entrance SAT.

### ***K. Academic Probation***

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

Students on academic probation will not be allowed to participate in extra-curricular activities. Eligibility to participate is based on the grading period prior to the extra-curricular activity. Students must maintain at least a 2.0 GPA and not have missing assignments during the course of the activity. Details regarding academic expectations for student athletes are noted in section VII.B. of this handbook.

Any student receiving a "D" or "F" as a Semester grade is required to complete the course work with a passing grade before the beginning of the next school year.

### ***L. Retention***

Students must maintain satisfactory progress and/or grades for promotion. A student may be retained in a grade if the student has maintained a GPA below 2.0 for the entire year or more than one final F. Students who may be potentially retained in primary grades (particularly kindergarten) will be advised in January of concerns with final notice of retention no later than the beginning of fourth quarter.

### **M. Renaissance Learning Reading Program** *(Star Assessment & Accelerated Reader)*

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

### **N. Physical Education**

Students receive specialized instruction in physical education.

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

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

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

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

### **O. Textbooks**

Our textbooks are a valuable and expensive asset of our school. All non-consumable textbooks are checked out to students through the library system and books must be covered for protection and easy identification. Textbooks must be returned in reasonable condition at the end of the school year or when determined by the teacher. If textbooks are lost or severely damaged, parents are billed for replacement books through their FACTS Account.

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

## **VI. STUDENT LIFE**

### **A. After School Activities Program**

North Hills offers an After School Activities Program (ASAP) in addition to the daily Extended Care program. Parents receive notice of available classes each semester along with open registration dates. Most classes are provided through outside vetted vendors and are offered at an extra charge. Classes span 6 - 8 weeks (one 45 minute session per week). BAND is also offered for 4<sup>th</sup> – 12<sup>th</sup> grade students. This group meets

two/three times per week. Information regarding cost and participation expectations is available through the School Office.

### ***B. Behavior***

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

### ***C. Chapel Services***

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

### ***D. High School Community Service***

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

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

### ***E. Dress Code***

Modesty, neatness and cleanliness are emphasized at NHCS. The following dress code promotes the mind-set that school is a special place with high expectations and projects a positive image to the community. Uniform dress helps to eliminate the pressure of "dress competition" and the influence of changing styles and fads. Students are expected to adhere to dress code guidelines whether in the classroom or participating in school activities. Dress code violations after the first quarter will result in demerits as noted on the Disciple Offense Chart.

#### **Authorized uniform company:**

Dennis Uniform Company

Phone 800.854.6951

Order online at [www.dennisuniform.com](http://www.dennisuniform.com)

School code: N73NOR

#### **K-8th Grade Dennis Uniform**

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

#### **9th-12 Grade Dennis Uniform**

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

***Students out of uniform will be sent to the office and a parent called to bring appropriate clothing.***

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

#### **F. Dress Code (Additional Attire Guidelines)**

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

#### **G. Non-Uniform Dress Days**

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

- Logos, pictures, and symbols on non-uniform clothing must be consistent with our Core Values.
- Gym wear, sweatpants, leggings, basketball shorts, clothing with holes (i.e. ripped jeans), hats or immodest items (spaghetti straps, sheer clothing, tank tops) are not acceptable *on campus or at North Hills events*.

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

***If necessary, Administration makes the final decision regarding acceptable dress.***

***It is expected that students and parents will comply.***

## ***H. Physical Education Uniform – (6<sup>th</sup> – 12<sup>th</sup> Grade)***

All 6<sup>th</sup> – 12<sup>th</sup> grade students enrolled in PE are required to wear a North Hills PE uniform purchased from Dennis School Uniforms. A sports-type shoe and socks are required. Uniforms should be washed weekly. Clothing must be purchased through [www.dennisuniform.com](http://www.dennisuniform.com).

## ***I. Field Trips***

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

### ***Drivers for School Events***

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

All drivers must have on file:

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

### ***Driver Safety and Security Agreement***

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

## ***J. Lockers – (6<sup>th</sup> – 12<sup>th</sup> Grade)***

Lockers are issued as a privilege. This privilege may be revoked if the lockers and surrounding area are not kept clean. Anything in lockers that is deemed offensive or inappropriate is not acceptable and must be removed. Students may not switch lockers or give out their combinations to other students at any time. Locker privileges may be terminated at the discretion of the administration. The School does NOT assume liability for articles left in lockers. The School Administration may inspect lockers without notice with due cause.

## ***K. Playground Rules (K – 5<sup>th</sup> grade)***

- When the whistle blows 3 times students must immediately stop playing, look at the attending adult and listen for instructions. When the whistle blows again students are to follow the instructions given.

- Students are to keep hands and feet to themselves at all times. The “hands off” policy is enforced at all times, includes pulling and tugging at clothing, play fighting, and wrestling.
- Game rules must be followed at all times. If there is a disagreement, use a strategy to solve it (take a vote, rock-paper-scissors), or seek the help of the attending adult on duty.
- Students must play designated games in the designated areas.
- All food must be eaten at the lunch tables. Playing or climbing on tables is not permitted.
- Always walk to and from the bathroom area.
- Rock and bark must stay on the ground.

**L. Playground Equipment Rules (K – 5<sup>th</sup> grade)**

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

**M. Student Council (6<sup>th</sup> – 12<sup>th</sup> grade)**

Student government opportunities are offered to students in 6<sup>th</sup> – 12<sup>th</sup> grade. Student Council members represent North Hills Christian School as leaders within the school and in the community. The Council is the “voice” of the student body in planning and making decisions about school life activities, events and service projects. Students running for office must be in good standing both in academics (3.0 GPA for officers; 2.5 for all other positions) and behavior. Applications are available from the Student Council Advisor.

**N. Technology Use Agreement**

Students and parents are both required to sign a current Technology Use Agreement for North Hills Chromebooks and computer equipment as well as all personal devices used on campus. The [Technology Use Agreement](#) is linked here or may be accessed through ParentsWeb.

**VII. ATHLETICS**

**A. Sports Offered**

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

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

## ***B. Eligibility***

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

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

- Students are eligible to participate in sports if they have maintained a minimum of 2.0 GPA, on a 4.0 scale, (CIF Handbook, Pg. 12, and Rule 205); No F's and no more than two D's in the previous grading quarter. If a student fails to meet this standard, she\he is put on a probationary contract for six weeks. The student may not participate in games during that period.
- Students must be in attendance at least five periods of the day in order to participate in games or practices the same day.
- A replacement fee is charged if the uniform is not returned.
- North Hills participation requires school athletes to submit an annual physical examination, or a statement by a medical practitioner certifying that the student is physically fit to participate in athletics before a student is eligible to try out, practice, or participate in interscholastic athletic completion.
- Student Athlete contracts provide more information regarding other requirements.
- All athletes are required to have insurance coverage before they participate in any sport.

Physical Education (PE) graduation requirement includes four semesters of PE. Every high school student is required to participate in at least two semesters of class PE. Student athletes may opt out of the additional two semesters and substitute participation in inter-varsity sports. The student may receive up to five (5) credits for participation in one sport or up to ten (10) credits for participation in two or more sports per year. Credit is assigned based on attendance at practice and events. Documentation verifying student participation and coach signature must be submitted to the registrar for credit no later than five days after the end of the quarter of participation. Withdrawal from class PE and request to substitute with sports participation must be submitted to the school counselor no later than one week after the sport's season has begun. Requests submitted after this time will not be considered.

## ***C. Athlete of the Year***

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

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

## **VIII. SERVICES**

### ***A. Extended Care***

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

Contracts are month to month and no refunds are made for early withdrawal. EVERY student must be under contract in order to receive a monthly rate. Children left after the program time are billed an overtime rate of \$20 for every 10 minutes or part thereof. Each student must be signed out when picked up by a contract designated adult (18 or older).

### ***B. Lost & Found***

Articles found on school grounds are placed in the Lost & Found area located in the School office. Students are encouraged to check often for lost items. To avoid losing personal items, please make certain all student property is CLEARLY MARKED with his/her name. Articles which cannot be identified and/or are unclaimed are donated to charity at the end of each quarter.

### ***C. Lunches***

Lunch arrangements are the responsibility of the parent and student. Students may bring a sack lunch. Microwave service is not available. Parents planning to deliver lunch after the start of the school day must direct their student to pick up their lunch (labeled with name) in the school office. In the event a student comes to school without a lunch, office personnel will contact the parent and they will be asked to make provision for a lunch.

North Hills has partnered with Choice Lunch, an online lunch provider. To create your family account, please visit ParentsWeb. Lunches are prepared and delivered daily for students. Choice Lunch provides a wide variety of meals each day including vegetarian and gluten-free options. Parents should note that only they can adjust lunch delivery with due notice in the event your child is off campus for field trips, etc. Ordered lunches for sick students will be available in the school office until 4:30pm on day of delivery only. Parents will not be contacted about unclaimed lunches.

### ***D. Supplies***

School supply lists are published annually. All students, 1<sup>st</sup> – 12<sup>th</sup> grade, must have a copy of the New International Version of the Holy Bible. K – 5<sup>th</sup> grade students are required to purchase the NIV Adventure Children's Bible published by Zonderkidz. 6<sup>th</sup> – 12<sup>th</sup> grade students are required to bring a study Bible to class. They may choose from the HCSB Study Bible, ESV Study Bible, Ryrie NAS Study Bible or ESV, NASB, or NIV Life Application Study Bible.

### ***E. Library***

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

## ***F. Tutoring***

North Hills does not offer tutoring services however, teachers may choose to provide these services to NHCS students requiring additional instructional support. Teachers who choose to tutor are encouraged to arrange small groups (5 – 7 students) as a means to provide a cost-effective service to families.

## ***G. Student Store (6<sup>th</sup> – 12<sup>th</sup> grade)***

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

## ***H. Transcripts***

Students requesting official transcripts are provided three (3) transcripts annually at no charge. The 4<sup>th</sup> transcript or more will be available for \$5.00 each. Request forms are available through the school registrar.

## ***I. Work Permits***

All work permit requests must be made through the School Office and are subject to approval by a school administrator. Approval is based on the ability of the student to manage school as well as work. Students requesting a Work Permit must first provide the “Intent to Work” form issued by the workplace. This form will be signed by parents and school administrator verifying that the student is able to work. Once this form is completed the student can ask for North Hills to provide a “Permit to Employ and Work” form. (Form B1.4). Please allow a minimum of two business days to receive a completed form.

# **IX. SAFETY/HEALTH**

## ***A. Health Forms***

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

## ***B. Communicable Diseases***

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

### **Some General Guidelines to follow are:**

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

### ***C. Accident or Illness***

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

### ***D. Medicine***

The School will not administer over-the-counter medication or prescription medication without parental and/or doctor's instructions. Prescribed medication must accompany the NHCS Authorization to Administer form.

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

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

### ***E. Emergency Preparedness***

The safety of our students and staff is a top priority at North Hills. We have current and updated emergency procedures along with regular staff training. All students participate in monthly emergency drills (evacuate and shelter-in-place drills). Fire Alarm pulls and fire extinguishers are located in multiple locations and are serviced regularly in compliance with the Fire Marshall's requirements. An AED is located in DH on the stage. In the event of a major disaster or emergency a web-based emergency call system is used to communicate with parents and guardians. Please make sure your phone and email contact information is current on ParentsWeb.

Emergency Snack Pack - Parents are asked to provide an emergency snack pack for their student(s) to be stored and used only in the event of an emergency. Contents for the snack pack are listed in the class supply list posted on ParentsWeb.

## **X. CAMPUS OPERATIONS / POLICIES**

### ***A. Communication***

Success and partnership is most likely to occur when students, parents and staff cultivate a healthy, open line of communication. This type of partnership creates a strong support system for student learning. Parents/Guardians are required to supply one or more avenues of contact for the School to provide information. Communication takes many forms such as email, phone calls, classroom news, flyers, postings on ParentsWeb, etc. Whether the School is disseminating information regarding events, news, student specific information such as grades/behavior concerns, enrollment information or emergency contacts, it is

the responsibility of the parent/guardian to read and/or respond (as needed). It is expected that students will deliver to parents all school information distributed for this purpose. It is not the student's decision to determine whether the information handed out is useful to parents.

All students in grades 5<sup>th</sup> – 12<sup>th</sup> are assigned a Google email address as part of our Google for Education program. This email will be used for class communication and to access classroom Google documents. These student emails are recorded in our School database. Parents will be cc'd in any emails sent to students from the school office.

### ***B. Secured Campus***

North Hills Christian School is a secured campus. Security personnel are on staff to monitor the campus during school hours and to ensure everyone is in compliance with safety policies. All visitors (including alumni) must report to the school office, sign in and receive a visitor pass which must be displayed at all times while on campus.

### ***C. One Way Traffic Pattern***

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

### ***D. Student Drop Off and Pick-Up***

North Hills provides supervised loading and unloading of children 15 minutes before and after school start/end times. This allows drivers to remain in the car as children walk safely to the designated location. Students must be dropped off at designated supervised locations no more than 15 minutes before the first class begins and picked up no later than 15 minutes after the last class. Parents are responsible for students left before or after supervised times. *Students left after scheduled pick-up times will have the current Extended Care Late Pick Up charges applied to their tuition account.*

#### ***Drop-Off Locations with supervision:***

Kindergarten through 5<sup>th</sup> grade: Front of Dodson Hall (Building A) beginning at 8:00am

High School & Middle School : Upper/back parking lot lunch cover (rear of Building C) 8:00am

#### ***Pick-Up Locations:***

Kindergarten: Front of Dodson Hall (Building A) 2:50pm

1<sup>st</sup>- 5<sup>th</sup> grade: Upper/back parking lot LEFT lane (rear of Building B) 3:00pm

6<sup>th</sup> – 12<sup>th</sup> grade: Upper/back parking lot lunch cover RIGHT lane (rear of Building C) 3:15pm

- Students (other than K) should not be picked up in front as the area is not supervised and puts students at risk.
- NHCS is a "closed" campus. Students are not allowed off campus during school hours unless participating in a school sponsored activity.
- Students must be signed out by a parent in the school office if leaving prior to dismissal times. Students will only be released to adults approved by the parent/guardian and on file in ParentsWeb. Parents must personally contact the school office to request an exception.
- Students in grades 9-12 are not permitted to remain on school grounds after school hours unless involved in school sponsored activities.

## ***E. Search Policy/Drug & Alcohol Testing***

North Hills Christian School (“NHCS”), a part of North Hills Baptist Church (“NHBC”), is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs (applicable to all enrolled students regardless of legal age), other controlled substances, non-prescription or non-prescribed prescription drugs, alcohol, stolen goods, wearing apparel which may be connected with gang identification, and other contraband (“Contraband”) by NHCS students on NHCS and NHBC premises and at school activities (including off-campus activities). As necessary to protect the health and welfare of students and staff, NHCS officials may search students, their property, and/or NHBC and NHCS property under their control and may seize illegal, unsafe, or otherwise prohibited items. The administration and staff of NHCS reserved the right to conduct searches as follows:

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

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

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

## ***F. Social Media***

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

- To recognize that employees of NHCS may not “friend” students until they are graduates of our school.
- Students may not “friend” staff or administrators of NHCS.
- Social networking sites may not be used to discuss students, employees or school issues.
- Online interactions between parents and school administration and staff are to be no different than interacting face-to-face.

- Good judgment, sensitivity, and discretion shall be used when posting about others in the North Hills community including photos and comments.
- Once something is posted to a social networking site, parents and students are to remember that the postings (1) may remain available online even if you think it is removed, and (2) may be far-reaching.
- Inappropriate social media activity, whether in or outside of school, may have school disciplinary consequences.
- Failure to comply with the above policy can result in further actions taken by school administration.

### ***G. Telephone Use/Cell Phone Agreement***

The School office has a telephone available for student's to make necessary calls to parents in keeping with our Cell Phone Policy. Students must obtain permission from their teacher and the office staff to make a call. Parents should be aware of the daily class schedule and refrain from calling or texting their child during the school day.

NHCS has a Cell Phone Agreement specific to Elementary, Middle School and High School students. Students and parents are both required to sign a current Cell Phone Agreement. The [NHCS Cell Phone Agreement](#) is linked here or may be accessed through ParentsWeb.

Employees of NHCS are not financially responsible for damaged, lost, or stolen electronic devices.

### ***H. Transportation***

#### ***Student Driver Guidelines***

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

#### ***Unaccompanied Students***

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

#### ***Public Transportation***

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

### ***I. Withdrawals***

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

- Families must contact the School office to obtain and complete a Withdrawal form and questionnaire. This form must be submitted to the School office before withdrawal will be initiated. Withdrawal requests may take between 5-7 business days to process.
- Tuition is due through the end of the month withdrawn.
- School records such as report cards, transcripts or cumulative files may be delayed pending clearance by the Business Office.
- Textbooks and library books checked out to the student must be returned or a fee will be assessed on the final bill. Consumable books will be collected by the teacher/administration.

## **XI. FINANCE**

### **A. Tuition Discounts**

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

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

**Pre-paid Tuition:** A 3% tuition discount is offered to families who prepay their annual tuition by August 1<sup>st</sup>.

**Pastoral Discount:** Fulltime pastors may be eligible for a discount. Applications and guidelines are available in the Business Office.

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

### **B. Tuition Procedures**

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

- Full payment of the annual program cost. A 3% discount available if paid before August 1<sup>st</sup>.
- Monthly tuition and Extended Care payments are made through automatic payments with FACTS Tuition Management Company (access through ParentsWeb). These payments are withdrawn automatically on the 20<sup>th</sup> of each month, beginning on June 20 and continuing each and every month until the final payment on May 20.
- A late fee of \$35.00 is applied to any tuition account met with insufficient funds on the contracted due date. If an automatic withdrawal payment did not occur because of insufficient funds, FACTS will make a second attempt 15 days later and a final attempt another 15 days later.

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

### **C. Delinquent Accounts**

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

### **D. Unpaid Tuition**

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

## ***E. Returned Payments***

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

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

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

## ***F. Sending Money to School***

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

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

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

# **XII. DISCIPLINE**

## ***A. Philosophy***

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

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

## ***B. Behavioral Probation***

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

## ***C. Demerit System***

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

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

## D. Discipline Offense Chart

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

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

## **E. Demerit Accumulation**

<b>DEMERITS: KINDERGARTEN – 12<sup>TH</sup> GRADE</b>	
<p>The following consequences will occur based on the accumulation of demerits:</p> <p>20 demerits = loss of student activity privilege</p> <p>40 demerits = 1-day suspension; behavior contract with notice to School Board</p> <p>60 demerits = 2-day suspension; meet with School Board</p> <p>75 demerits or more may result in expulsion, termination of enrollment or rejection of application for re-enrollment, subject to the discretion of the school board.</p>	<p>Additional consequence for Athletes:</p> <p>20 demerits = sit out 1 practice</p> <p>40 demerits = sit out 1 practice and 1 game</p> <p>60 demerits = sit out 2 practices and 2 games</p> <p>75 demerits or more will result in dismissal from team</p>
<b>SUSPENSIONS</b>	
<ul style="list-style-type: none"> <li>• Suspensions may be in-house or at-home at the discretion of the Superintendent.</li> <li>• Work missed due to a suspension is due the day the student returns to school.</li> <li>• Additional consequences may be applied as they relate to the infraction such as but not limited to confiscation, restitution, behavioral contract, loss of privileges, grade of zero on assignments, report to local authorities, report entered into student permanent record, etc.</li> <li>• A student is not permitted to attend any school function or to participate in any extracurricular activity on the day of suspension.</li> </ul>	

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

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

*Updated 06/2019*