



K-12 STUDENT/PARENT HANDBOOK 2023-2024

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 | 10 |
| F. | Affiliation & Accreditation | 10 |
| G. | Organizational Structure | 10 |
| H. | Board and Administration Meetings..... | 10 |
| II. | NORTH HILLS COMMUNITY..... | 10 |
| A. | Statement on Gender and Sexuality | 10 |
| B. | Nondiscrimination Policy | 11 |
| C. | Anti-Harassment Policy..... | 11 |
| D. | Bullying..... | 11 |
| E. | Safety and Security | 13 |
| F. | Employee Interactions with Pupils | 13 |
| G. | Parent/Guardians Interactions | 14 |
| H. | Social Media (parent/guardians use)..... | 15 |
| I. | Contributions | 15 |
| J. | Family Service Hours Program | 16 |
| K. | Parent Teacher Fellowship (PTF) | 16 |
| III. | ADMISSIONS..... | 16 |
| A. | Application | 16 |
| B. | Enrollment | 16 |
| C. | International Student Program..... | 16 |
| D. | Part-Time Students | 17 |
| IV. | ATTENDANCE | 17 |
| A. | Absences | 17 |
| B. | Tardies..... | 18 |
| V. | ACADEMIC LIFE | 18 |
| A. | School Hours | 18 |
| B. | Grade Reporting..... | 18 |
| C. | Grade Point System..... | 19 |
| D. | K-8th Academic Expectations | 20 |
| E. | Academic Contracts | 20 |
| F. | EAGLE Support | 20 |
| G. | HS Graduation Requirements | 21 |
| H. | Advanced Placement (AP) Courses..... | 22 |
| I. | Dual Credit Classes (11th-12th grade) | 23 |
| J. | Class Changes..... | 23 |
| K. | Honors and Awards..... | 24 |
| L. | Homework..... | 25 |
| M. | Homework Policy (6th-12th grade) | 25 |
| N. | Testing..... | 26 |
| O. | Renaissance (STAR & Accelerated Reader)..... | 26 |
| P. | Physical Education | 27 |
| Q. | Textbooks..... | 27 |

| | | |
|-------|---|----|
| R. | Academic Integrity Policy..... | 27 |
| VI. | STUDENT LIFE | 28 |
| A. | Chapel Services | 28 |
| B. | Uniform Dress Code (discuss process and procedures) | 28 |
| C. | Non-Uniform Dress | 29 |
| D. | Physical Education Uniform (Middle/High School)..... | 30 |
| E. | Field Trips | 30 |
| F. | Lockers (Middle/High School) | 30 |
| G. | Playground Rules (Elementary)..... | 31 |
| H. | Playground Equipment Rules (Elementary)..... | 31 |
| I. | Student Council (Middle/High School) | 31 |
| J. | Technology Acceptable Use Agreement..... | 32 |
| VII. | ATHLETICS | 32 |
| A. | Sports Offered..... | 32 |
| B. | Eligibility | 32 |
| C. | Sports Credit | 33 |
| D. | Athlete of the Year | 33 |
| VIII. | SERVICES | 33 |
| A. | Extended Care..... | 33 |
| B. | Library | 33 |
| C. | Lost & Found | 34 |
| D. | Lunches | 34 |
| E. | On Campus Snack sales..... | 34 |
| F. | Supplies | 34 |
| G. | Tutoring..... | 34 |
| H. | Transcripts..... | 35 |
| I. | Transportation | 35 |
| J. | Work Permits | 35 |
| IX. | SAFETY/HEALTH | 36 |
| A. | Health Forms..... | 36 |
| B. | Communicable Diseases | 36 |
| C. | Accident or Illness | 36 |
| D. | Medications | 36 |
| E. | Emergency Preparedness | 37 |
| X. | CAMPUS OPERATIONS / POLICIES | 37 |
| A. | Communication..... | 37 |
| B. | Secured Campus | 37 |
| C. | One-Way Traffic Pattern | 37 |
| D. | Student Drop-Off and Pick-Up | 38 |
| E. | Search Policy/Drug & Alcohol Testing | 39 |
| F. | Social Media (student use) | 40 |
| G. | Telephone Use/Cell Phone Agreement | 40 |
| H. | Withdrawals..... | 40 |
| XI. | FINANCE | 41 |
| A. | Tuition Discounts | 41 |
| B. | Incentives..... | 41 |
| C. | Tuition Procedures..... | 41 |
| D. | Delinquent Accounts..... | 42 |

| | | |
|------|-------------------------------|----|
| E. | Unpaid Tuition | 42 |
| F. | Returned Payments | 42 |
| G. | Sending Money to School | 42 |
| XII. | DISCIPLINE..... | 42 |
| A. | Philosophy..... | 42 |
| B. | Behavior Contracts..... | 43 |
| C. | Demerit System..... | 44 |
| D. | Discipline Offense Chart..... | 44 |
| E. | Demerit Accumulation | 45 |

I. NORTH HILLS – ABOUT US

A. *Mission Statement*

Love God. Serve Others. Change the World.

North Hills Christian School is committed to providing 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/guardians, students, and staff to enable students to fully realize their God-given potential.

The staff at North Hills 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/guardians to develop future leaders who will bring a biblical worldview to their home, workplace, church, and community.

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

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

North Hills Church and K-12 School embrace 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" (New International Version).

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 from 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

North Hills is a Bible-believing church affiliated with the Southern Baptist Convention (National), the California Southern Baptist Convention (State), and the Redwood Empire Baptist Association (Local). Since North Hills Church and all staff affirm the Baptist Faith & Message 2000, we ask that you read what it says below. Any additional and/or contrary statements of belief to those below will not be promoted or taught on the North Hills campus.

Section 1: The Scriptures

The Holy Bible was written by men divinely inspired and is God’s revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union,

and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Section 2: God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. GOD THE FATHER - God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men. GOD THE SON - Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord. GOD THE HOLY SPIRIT - The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Section 3: Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Section 4: Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord. REGENERATION, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through

conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour. JUSTIFICATION is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God. SANCTIFICATION is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life. GLORIFICATION is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Section 5: God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Section 6: The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Section 7: Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Section 8: The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Section 9: The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men

enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Section 10: Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Section 11: Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Section 12: Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Section 13: Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Section 14: Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation

involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Section 15: The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Section 16: Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Section 17: Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Section 18: The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents

are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

E. *History*

North Hills Christian School (NHCS) is a ministry of North Hills Baptist Church (NHBC). 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 beginning 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, the growth caused the school to use the facilities of Emmanuel Baptist Church. In 1976, NHBC was organized as a new work to continue providing Christian education to the Vallejo community. In 1978, NHBC finished the construction of its first building and moved into its present location. In 2005, NHCS was accredited by Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC). The Lord continues to move mightily at North Hills and we praise Him for it.

F. *Affiliation & Accreditation*

NHCS is a member of ACSI. NHCS is also accredited with ACSI and WASC.

G. *Organizational Structure*

North Hills Senior Executive Pastor is responsible for oversight of the organization that includes NHBC, NHCS, and North Hills Christian Preschool (NHCP). The Senior Executive Pastor (who functions as the K-12 Superintendent as a part of his overall duties and responsibilities) is responsible for ensuring that the K-12 Administrative Council (Principal, Vice Principal, School Counselor, Student Life Director, and Senior Executive Pastor) fulfills the mission and vision as outlined in the Student/Parent Handbook. The K-12 Administrative Council, as well as faculty and support staff, are responsible for the day-to-day planning and implementation of the mission and vision. The Vice Principal and School Counselor report to the Principal, the Student Life Director reports to the Congregational Pastor, and the Congregational Pastor, Principal, Preschool Director, and Business Manager report to the Senior Executive Pastor.

H. *Board and Administration Meetings*

NHCS is a private educational ministry of NHBC. The church elects members to serve on the School Board for the express purpose of making and/or approving school policy. Implementation of all school policies is the responsibility of the K-12 Administrative Council which has complete authority within the parameters of the adopted policy. School Board meetings are held in an open session. School parents/guardians are encouraged to communicate their suggestions for policy adoption and other related matters to the K-12 Administrative Council. School Board meetings are generally held monthly and are open to the North Hills community. Individuals who wish to place an item on the agenda for the next School Board meeting can submit their request by going to school.north-hills.org/resources/parent-links.

II. NORTH HILLS COMMUNITY

A. *Statement on Gender and Sexuality*

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines. (*Association of Christian Schools International 2015*)

B. *Nondiscrimination Policy*

NHCS 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 the administration of its educational policies, admission policies, loan programs, and athletic and other school-administered programs.

C. *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. NHCS 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 of staff, expulsion of students, and repercussions for parents/guardians.

D. *Bullying*

How we treat others matters to God. The table on the next page explains how we should strive to treat others and ways we should be careful not to treat others. Following the table are applicable passages from God's Word, the Bible. Please take the time to consider what each passage says. When a student persists in treating others in a manner that is contrary to how Scripture directs, and it is deemed DELIBERATE and REPEATED, it will be addressed as bullying.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (stopbullying.gov)

To learn the difference between bullying and conflict, student families are to go to the school website and click on the special presentation found at [school.north-hills > Resources > Understanding and Addressing Bullying](#). Whereas conflict is an incident that occurs once with a person who does not have power over the other, bullying is ongoing and power is held by the aggressor. By watching the special presentation, student families are introduced to **Bully Dog** and **Conflict Cat**. If bullying occurs, students are to report it immediately to a teacher or school administrator and the matter will be addressed promptly (and the parents/guardians will be notified). If a student does not tell a teacher or school administrator and instead tells a parent/guardian he or she is being bullied, the parent/guardian is to report it to school administration by going to FACTS Family Portal and submitting the online form titled **Student Well-Being at NHCS**.

| | | |
|---|---|---|
| VERBAL | How to treat others (includes, but is not limited to) | Build others up ▪ Encourage others ▪ Use kind words ▪ Speak well of others Not participate in gossip ▪ Use helpful words |
| | How not to treat others (includes, but is not limited to) | Tease others ▪ Name-calling ▪ Use foul or obscene words ▪ Harass others ▪ Taunt others ▪ Speak poorly of others ▪ Hurt others with words ▪ Threaten another person (whether real, implied, or joking) ▪ Using certain words in place of bad words (implied swearing) ▪ Mock someone ▪ Lie to someone or about someone |
| SOCIAL | How to treat others (includes, but is not limited to) | Be respectful ▪ Be cooperative ▪ Be sensitive to other's feelings ▪ Although it is not possible to include everyone in everything, it is important not to exclude anyone all the time ▪ Be helpful ▪ When you see someone by themselves, consider how you can reach out to him/her with God's love ▪ Pray for others ▪ Welcome new students |
| | How not to treat others (includes, but is not limited to) | Deliberately hurt someone's reputation ▪ Spread rumors ▪ Tell someone not to be friends with another person ▪ Intentionally do something you know bothers another person and is unwanted ▪ Interfere with another person's ability to do something ▪ Cheat from others or let others cheat from you ▪ Take any item that does not belong to you ▪ Say something that is demeaning to others ▪ Embarrass someone in public ▪ Making mean/rude gestures using one's face or hands |
| PHYSICAL | How to treat others (includes, but is not limited to) | Keep your hands to yourselves ▪ Treat school property and other's possessions with respect ▪ When someone falls down, offer to help him/her up ▪ Play according to the rules when playing games and be mindful of your strength Keep proper distance from others (arm length) when in line ▪ Be respectful of other people's personal space |
| | How not to treat others (includes, but is not limited to) | Fight with others (or give the appearance of such behavior) ▪ Hit someone Kick someone ▪ Push someone ▪ Trip someone ▪ Poke someone ▪ Pinch someone Spit on someone ▪ Take or break something that belongs to someone else Touch someone inappropriately ▪ Intimidate others with force ▪ Break any item that does not belong to you ▪ Provoke someone to anger ▪ Block someone Forceful hugging ▪ Any unwanted contact |
| CYBER with permission from a parent/guardian | How to treat others (includes, but is not limited to) | Use electronic communication (i.e., internet, social media, texting, etc.) to: Encourage others in the Lord ▪ Build healthy relationships with other people |
| | How not to treat others (includes, but is not limited to) | Use electronic communication (i.e., internet, social media, texting, etc.) to: Insult people ▪ Spread rumors ▪ Post inappropriate and/or unflattering pictures/videos of someone without his/her permission ▪ Post anything that damages someone's reputation ▪ Send inappropriate and/or threatening messages |

“Do to others as you would have them do to you” (Luke 6:31).

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:29).

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. In your relationships with one another, have the same mindset as Christ Jesus: Who, being in very nature God, did not consider equality with God something to be used to his own advantage; rather, he made himself nothing by taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross” (Philippians 2:3-8)!

“Be devoted to one another in love. Honor one another above yourselves” (Romans 12:10).

“My command is this: Love each other as I have loved you” (John 15:12).

“Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you” (Ephesians 4:31-32).

“Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails...” (1 Corinthians 4-8).

“Do everything in love” (1 Corinthians 16:14).

“Do not be overcome by evil, but overcome evil with good” (Romans 12:21).

“But I tell you, love your enemies and pray for those who persecute you” (Matthew 5:44).

“My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires” (James 1:19-20).

“So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets” (Matthew 7:12).

E. *Safety and Security*

A safe and secure climate on campus is a priority for North Hills. In 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. We hope 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, vaping, and other nicotine-based products.
- North Hills prohibits anyone under the influence of drugs or alcohol from entering or remaining on campus.
- Should anyone see behavior or a situation that does not look right, they are to immediately report it to a staff member. In doing so, it 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”)

F. *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/guardians of enrolled students. This section may be found at school.north-hills.org/resources/parent-links.

Child Abuse Prevention

It is the policy of NHBC and its ministries to provide a caring, safe, and secure environment for children in all phases of life. Our community seeks to prevent abuse and to minister to victims of abuse and their families. Child abuse is defined as a mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child. NHCS staff has responsibility for and is trained in the prevention and reporting of suspected

child abuse and sexual molestation. Child abuse and neglect are against the law in California, and so is the failure to report it.

Appropriate Professional Boundaries with Children

Keeping children safe and providing a secure environment for students is an essential part of our responsibility as employees. North Hills employees are expected to conduct themselves professionally 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, texting, or any other digital platform not associated with NHCS. Violation of professional boundaries with children and incidents of misconduct involving children are taken seriously and are addressed in a prompt, confidential, and thorough manner through the school, the School Board, and/or the appropriate local authority.

North Hills expects all employees to limit the opportunities for all forms of abuse or inappropriate behavior by responding quickly and appropriately to suspicious situations and taking action, and/or filing a report when warranted. Employees are expected to adhere to the following guidelines:

- There are occasions when employees may be alone with a child. If this is 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 to a member of the K-12 Administrative Council or the appropriate authorities (see below).

Reporting Procedure:

Any employee 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 are 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/guardians, 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 a Live Scan background check on all employees as part of our hiring practices. Overnight chaperones also undergo Live Scan background checks (cost covered by NHCS). Volunteers who drive for field trips undergo background checks (cost paid by volunteer, which can be credited toward Family Service Hours). We receive notice should a background check history change in any way. When using a personal vehicle to drive students, the Volunteer Driver Information Online Form must be submitted in advance. The form can be accessed at school.north-hills.org/resources/parent-links.

G. Parent/Guardians Interactions

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/guardians 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/guardians are students' most significant role models and NHCS is honored that parents/guardians allow teachers and administrators to partner with them in the education of children.

Accordingly, a high standard of personal behavior from parents/guardians when they are on school grounds, attending events, or communicating with staff or other students is expected. Parents/guardians 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/guardians 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, and insulting or violent behavior to anyone on school grounds or at any school-related event is not appropriate.

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

- Request that the parent/guardian cease their inappropriate communication to allow respectful communication to proceed.
- Inform the parent/guardian 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.
- Submit a formal complaint against the offending parent/guardian to the Principal.
 - A parent/guardian may be asked to meet with the School Board if inappropriate actions persist

H. *Social Media (parent/guardians use)*

Despite the range of positive uses for social media, there are also many ethical and legal issues associated with its use. Parents/guardians should be aware that many potential legal liabilities are possible, particularly with issues of reputational damage, and defamation. Parents/guardians can ensure they abide by the laws and the school's expectations of its parents/guardians, by complying with the following:

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

I. *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/guardians and the community who have an interest in helping further the Lord's work here in Vallejo. We firmly believe that all contributions to NHCS represent an investment in the lives of young people.

- The Gene and Virginia Dodson North Hills Scholarship Endowment was created in 2017. Giving to this endowment allows for additional funds to be available for student scholarships. All donations are tax-deductible.

- North Hills has fundraisers throughout each school year. Proceeds from these fundraisers help support various programs and activities that are not covered in the regular budget.
- All North Hills families are encouraged to participate in our ShopWithScrip 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 North Hills. This program generates funds on an ongoing basis. Also, grocery loyalty, debit, and credit cards may be registered online at www.escrip.com. Your support of these programs helps fund improvements in the programs and facilities of North Hills.

J. *Family Service Hours Program*

Research shows that parent/guardian involvement can help improve the quality of schools and their child's education experience. The Family Service Hours Program is designed to engage parents/guardians in school operations and foster an increased sense of community. Each family registered at NHCS is expected to participate and fulfill a minimum of 10 service hours per school year. Each family signs a Family Service Hours Contract as part of the enrollment packet. Hours over and above are most certainly appreciated but are not required to be tracked. Completed Family Service Hours forms are due by the spring announced deadline. Families who do not fulfill volunteer hours are billed through their FACTS Tuition Management account in June for missing hours at the rate of \$20 per hour.

K. *Parent Teacher Fellowship (PTF)*

The PTF acknowledges that parents/guardians have an active and joint responsibility with the staff for the education and upbringing of their children. The PTF is advisory and participatory in nature, seeking to be problem solvers and partners in the education of children and the overall success of NHCS. The PTF deals with school-wide issues and areas that benefit the whole school even if it involves only a portion of the school program or population.

III. ADMISSIONS

A. *Application*

An online application for new students is accessed through the school website at school.north-hills.org/admissions/enrollment. 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 the administration and/or teacher, parent(s)/guardian(s), and the 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/guardians are required to re-enroll students annually with updated information submitted through FACTS Family Portal which includes the annual enrollment fee.

C. *International Student Program*

The International Student Program is for students from outside the United States interested in a 6-month or multiple-year program. NHCS welcomes applications from international students and values the cultural diversity and individual gifts students bring to our student body. Application and enrollment information specific to international students is accessed at school.north-hills.org/admissions/international-students.

D. ***Part-Time Students***

NHCS partners with homeschool families by offering part-time enrollment (three or fewer classes) for 6th-12th grade students. Students are eligible to enroll in classes at NHCS provided admission and eligibility requirements as outlined in the Student/Parent Handbook are met. Students who participate in part-time enrollment are ineligible to graduate from North Hills.

IV. ATTENDANCE

It is a privilege, not a right, to attend NHCS. This privilege should be highly regarded and recognized by all students and parents/guardians. Enrollment at NHCS includes a commitment to regular, punctual daily attendance. NHCS 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. After the student has been absent for 9 days, parents/guardians will receive a courtesy notice and/or be asked to meet with a member of the K-12 Administrative Council to inform them that their child is in jeopardy of violation of the absent/tardy policy. If a student is absent more than **10% (18 school days)** of the instructional days in a school year, the student's enrollment may be terminated. If a student is allowed to continue at NHCS, students and parents/guardians will be required to agree to the terms of an Attendance Contract and may be denied re-enrollment for the following school year.

- **Excused absence:** granted for illness, doctor or dental appointments, required quarantine, family bereavement (death in the immediate family), or administratively approved.
- **Unexcused absence:** if the student is absent for any reason other than the above-mentioned. This includes any upcoming trip or vacation during school days.
- **Truancy:** a student's absence without the knowledge or consent of parents/guardians or school officials is considered an unexcused absence, or truancy.
- **Failure to attend all scheduled classes/activities:** student is present on campus, but fails to attend a class ("cutting class"), chapel, EAGLE Support, pep rally, special activity/program, elementary recess, etc. without authorization will result in demerits assigned.

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).

Student/Parent Absence Procedure:

- The parent/guardian must phone (707) 644-5284 or email school@nhcsvallejo.org to inform the office of the student's absence before 10:00 a.m. on the day of the absence.
- If no phone call or email is received, a written excuse from the parent/guardian may be submitted to school office personnel. The written excuse must include the student's name, date, days of absence, the reason for absence, and parent/guardian signature. Students must present the excuse to the office on the first day back to school.
- Student absence is marked unexcused without one of the above communications.
- If a student is absent due to illness for 3 (three) or more consecutive days, a doctor's note is required upon return to school.
- Students who are absent due to a vacation during finals week will not be allowed to make up end of semester exams or finals.

B. ***Tardies***

Students arriving late must report to the school office accompanied by a parent or with a written note. Written excuses must include the date, time, student name, reason, and parent/guardian signature. Tardy behavior is recognized as a disruption to the educational process and is an indicator of poor work ethic and will result in reduced grades and/or possible failure in any single course/subject. Teachers may have further consequences associated with excessive tardy behavior as noted in course guidelines. First arrival tardies (student arrives after the start time) are classified differently than school-day tardies (student arrives on time for school, but is late to class during the school day). The office staff will identify the tardy as an (A)-Arrival Tardy or (D)-School Day Tardy. See Discipline Offense Chart.

- **Elementary students** are considered tardy when the student arrives after 8:30 a.m. inside the Worship Center for morning assembly.
- **Middle/High School students** are considered tardy if not seated in the classroom when the bell rings signaling the beginning of school or for each class period or not present for the class setting (such as Dodson Hall or Worship Center).
- **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.

V. **ACADEMIC LIFE**

A. ***School Hours***

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

| | |
|-------------------------------|------------------------|
| Kindergarten - 3rd grade | 8:30 a.m. to 2:45 p.m. |
| 4th - 5th grade | 8:30 a.m. to 3:00 p.m. |
| Middle/High School (6th-12th) | 8:15 a.m. to 3:15 p.m. |

Wednesday - Early Release Schedule (for K-12 Professional Development):

| | |
|-------------------------------|------------------------|
| Kindergarten - 3rd grade | 8:30 a.m. to 1:30 p.m. |
| 4th - 5th grade | 8:30 a.m. to 1:45 p.m. |
| Middle/High School (6th-12th) | 8:15 a.m. to 1:15 p.m. |

Minimum Day Schedule:

| | |
|--------------------------|-------------------------|
| Kindergarten - 3rd grade | 8:30 a.m. to 11:45 a.m. |
| 4th - 5th grade | 8:30 a.m. to 12:00 p.m. |
| Middle/High School | 8:15 a.m. to 11:30 a.m. |

B. ***Grade Reporting***

FACTS Family Portal: Student progress should be monitored by visiting the [FACTS Family Portal login](#). FACTS is available for families to check grades, homework assignments, and provides email contact with a teacher(s). To learn how to navigate FACTS Family Portal, go to the school website and look under the Resources tab.

Middle/High School Academic Progress Reports: Mid-Quarter Progress Reports will be emailed to parents/guardians and students approximately four weeks after the start of each quarter.

K-12 Quarter Grades: First quarter grades will be given to parents/guardians who attend Parent/Teacher Conferences.

Semester grades are calculated at the end of the 2nd and 4th quarters and indicate a student's cumulative progress for the two preceding quarters. Quarter grades are archived in FACTS for K-8th grade. Semester grades for the 9-12th grade are listed on the student's permanent transcripts (quarter grades are not seen). Transcripts may be requested through FACTS Family Portal.

Incompletes: Students with an Incomplete on a semester Report Card will consult with the School Counselor and the teacher. Students will have two weeks to complete work directed by the teacher to receive a passing grade.

C. **Grade Point System**

| KINDERGARTEN | | |
|---------------------------------------|--|--|
| Students receive a skill-based report | | |

| 1ST-12TH 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* |
| D- | 60-64 | 1.0* |
| F | Below 60 | 0 |

**9th-12th grade = not awarded any credit (0)*

| 9TH-12TH 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 | 0 |
| D | 65-66 | 0 |
| D- | 60-64 | 0 |
| F | Below 60 | 0 |

D. *K-8th Academic Expectations*

NHCS teachers and administrators partner with parents to support the growth of the whole child. In this structured and loving environment, students, when provided with the necessary tools, are expected to participate and be successful in completing classwork, homework, and assessments. Students in grades K-8 receive instruction and are assessed for mastery in core subjects such as Bible, Language Arts (Reading, Spelling, English, etc.), Math, Science, and Social Studies. All subjects are taught through the lens of a biblical worldview. Most, but not all, of the textbooks used in grades K-8 are produced by Christian publishers. Teachers integrate a biblical worldview into instruction when textbooks/materials published by secular companies are used.

Kindergarten students are regularly evaluated to verify phonics/reading progress. Kindergarten quarterly progress reports are skills-based rather than letter grade based. Parents/guardians provide support by reviewing phonetic skills as directed by the teacher and guiding the child through the completion of weekly homework packets. Communication between parents/guardians and teachers is critical to the progress of the young learner. The teacher may recommend or the administration may require tutoring if a student is not mastering content at the required pace. Notification of possible retention is provided to parents/guardians in January. Goals that need to be met to ensure promotion to the next grade are prepared by the teacher and communicated to parents/guardians.

1st-8th grade students receive letter grades in all core classes. Teachers post grades weekly in FACTS. 1st-5th music and physical education are noted as pass/fail. 6th-8th grade non-core subjects such as physical education, computer lab, fine arts, etc. receive letter grades to reflect student achievement and participation. 1st-3rd grade students receive weekly homework packets that should be completed and returned to school on the day designated by the teacher. 4th-8th grade students have daily homework that is recorded in FACTS and students should also write daily homework in the planner provided by NHCS.

E. *Academic Contracts*

Should a student exhibit academic difficulty, the teacher may recommend an Academic Contract between the student, parent/guardian, teacher, and school administration. If a student fails to maintain a 2.0 GPA for one (1) quarter, the student will automatically be placed on an Academic Contract. 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.

The purpose of the Academic Contract is to provide the learner with academic structure. The contract's goal is to support struggling learners by having them pledge to engage in specific, positive study and learning behaviors. It serves as a vehicle to bring teachers and students into agreement on what course goals are important and how to achieve them. Tutoring may be a condition of the contract to help support student achievement. Any tutoring is the financial responsibility of the parent/guardian. Contracts with students and parents/guardians are developed by the School Counselor and all stakeholders (student, parents/guardians, teacher(s), and administrator) are advised and sign the contract so that students might be encouraged to demonstrate improved academic achievement. By the end of the second semester, should the terms of the academic contract be unfulfilled, it may result in retention.

F. *EAGLE Support*

All students in grades 6-12 who have fallen behind academically due to absences, late/missing work, or difficulty understanding assignments are required to attend EAGLE Support. EAGLE Support is supervised by a staff member who will assist students in all academic courses. Students who have under 70% in 2 or more classes are required to attend EAGLE Support every Wednesday after school from 1:20 - 3:15 p.m. Academic

reports are reviewed weekly to determine student attendance in EAGLE Support. Emails are sent to both parents/guardians and students on Sunday to inform of attendance at EAGLE Support for the upcoming Wednesday. Students who miss EAGLE Support will be considered cutting EAGLE Support and assigned 15 demerits. Once a student no longer has 70% in 2 or more classes, the student will no longer be required to attend EAGLE Support (i.e., if an email is not received on Sunday night, the student does not need to come on Wednesday).

During the structured time, students will work on the following priorities:

- 1) homework/studying for tests/quizzes that are **imminent** (i.e., due the following day, test within a day or two, etc.)
- 2) missing assignments within the acceptable time frame for 50% credit or incomplete assignments that have been returned to the student within the timeframe for credit
- 3) absent work due to appointments/illness
- 4) AR reading
- 5) completing chapters/anticipatory chapters of current work to get ahead
- 6) communicating with teachers
- 7) organizational skills

NOTE: Students can only be excused from EAGLE Support by the School Counselor if the student has an excused absence (illness, doctor or dental appointment, required quarantine, family bereavement of immediate family member, or administratively approved).

G. **HS Graduation Requirements**

| HIGH SCHOOL SUBJECT AREA <i>*CORE SUBJECT</i> | GENERAL EDUCATION TRACK <i>** EXCEEDS CA/UC/CSU REQUIREMENTS</i> | COLLEGE-PREP TRACK <i>** EXCEEDS CA/UC/CSU REQUIREMENTS</i> |
|---|---|---|
| *English | Four years | Four years |
| *Mathematics | Three years including: Algebra 1, Geometry, Business/Consumer Math | **Four years including: Algebra 1, Geometry, Algebra 2, and 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 | Three years Including: Earth Science, Biology, and Chemistry | **Three years Including: Earth Science, Biology, and Chemistry (with an optional 4th year of 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 V.P.)</i> | Two years <i>(two semesters required attendance in PE class. See Section V.P.)</i> |
| *Theology | Four years <i>(Students are exempt for years not in attendance at NHCS)</i> | Four years <i>(Students are exempt for years not in attendance at NHCS)</i> |
| Total Courses | 20 (+ 4 yrs. Theology) | 21 (+ 4 yrs. Theology) |

| HIGH SCHOOL SUBJECT AREA <i>*CORE SUBJECT</i> | GENERAL EDUCATION TRACK <i>** EXCEEDS CA/UC/CSU REQUIREMENTS</i> | COLLEGE-PREP TRACK <i>** EXCEEDS CA/UC/CSU REQUIREMENTS</i> |
|--|---|--|
| Total Credits | 240 | 250 |
| Community Service | 10 hours annually as an NHCS student | 10 hours annually as an NHCS student |

- **University of California A-G requirements:** All core classes at NHCS are approved by the University of California and posted on the “a-g” list. The “a-g” subject requirements intend 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, problem-solving, and laboratory work and show serious attention to analytical thinking, factual content, and developing students’ oral and listening skills. For more information, go to hs-articulation.ucop.edu/agcourselist. This approval ensures that NHCS 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, Grand Canyon University, and other private universities and colleges.
- **Theology:** The study of the Bible, God’s Word, is the foundation of our philosophy and curriculum. Students receive specific instruction in Theology classes and, additionally, a biblical worldview is the lens through which all other subject matter is taught. If a student transfers into NHCS, he/she is not responsible to make up or complete missing Theology credits.
- **Community Service:** High School students are required to complete 10 hours of community service for each year of enrollment at NHCS.
 - Community Service Verification Forms must be obtained from the School Counselor.
 - When issuing the form, the School Counselor will pre-authorize the proposed community service
 - Community Service Verification forms must be verified with a signature by the Community Service supervising adult upon completion.
 - It is the student’s responsibility to turn in completed forms to the School Counselor.
 - All verified community service hours are recorded on the student’s high school transcript.
- **Grading Policy:** 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 are placed on an Academic Contract. (See: Academic Contract V.M.)
- **Graduation eligibility** is determined based on courses completed or in progress as of May 1.
- **Credit transfers:** If a student needs to take a NHCS required course from another educational institution, the following steps need to be followed:
 - Before registering at another school, the student must meet with the School Counselor;
 - Upon completion of the course, an official transcript must be submitted to the School Counselor within 30 days of completion for inclusion on the NHCS transcript; and
 - All fees incurred for this course will be the responsibility of the student family.

H. **Advanced Placement (AP) Courses**

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

- 1) Student must be on the college-prep track;

- 2) STAR reading test score above grade level;
- 3) A or B grades in the same content courses in all previous high school years;
- 4) Passing grades in previous AP courses; and
- 5) Two (2) recommendations from NHCS high school teachers.

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 the approval to earn college credit. The exam and payment information is distributed by the course instructor and/or School Counselor.

I. *Dual Credit Classes (11th-12th grade)*

California Community Colleges provide the opportunity for high school students to take classes for a reasonable cost through the colleges and receive high school and college credit. NHCS in cooperation with Solano Community College offers dual credit courses for 11th and 12th grade students. In consultation with the School Counselor students are allowed to enroll in dual credit classes. The following guidelines are established for enrolling in these courses:

- NHCS will reimburse up to \$16 per semester for juniors and seniors who are California residents.
- Any student who is not a resident of California will pay the excess for the course above the \$16 per semester as noted above.
- All purchases of books (and materials, if needed) are the responsibility of the student.
- Students are responsible to attend weekly check-in appointments with the School Counselor to provide support for successful course completion.
- The student must provide the School Counselor with student login information.
- Once the course is completed the students are responsible to request that an official transcript is sent to NHCS.
- If a student withdraws from the class, whether due to student choice or instructor drop (the student hasn't attended and/or completed required work), will not receive reimbursement for the above fees.

NHCS is not responsible for monitoring student work completion and cannot intervene on the student's behalf with any Solano Community College professor.

J. *Class Changes*

Schedules are determined based on student selections through course interest surveys completed at the end of the prior academic year or through meetings with the School Counselor (new students).

If a student changes his/her schedule two weeks into the semester, the student is already behind and this results in a loss of learning. To promote academic success at North Hills Christian School, no changes will be allowed unless they are deemed necessary by the school. Students in year long academic courses must remain in those courses for the entire school year. Students will also remain in the elective courses they are placed in at the beginning of the school year. There will be designated times during the first week of school for schedule changes. Students must come to the school office during those times to request schedule changes. Schedule changes will not be processed outside of the designated times. Schedule changes must be completed within 5 (five) school days of the first day of classes.

Below are the only approved reasons for a schedule change:

1. Student has been placed in a course previously passed
2. Student has been placed in a course out of sequence (i.e., Spanish 3 before Spanish 1)

3. Student did not pass a class that was a prerequisite for another
4. Student has an incomplete schedule (i.e., there is no class scheduled for a specific period)
5. Senior is missing a requirement for graduation
6. School administration must balance class sizes
7. K-12 Administrative Council grants approval based on extenuating circumstances

K. **Honors and Awards**

NHCS proudly recognizes students who excel as Academic Achievers. Academic award ceremonies are held after the close of each semester. Award ceremony date, time, and location are posted on the NHCS calendar. Students receiving 30 or more demerits in the current school year are not eligible for awards.

Awards are given based on the criteria listed below:

| 1ST THROUGH 5TH GRADE | |
|----------------------------------|--|
| A/B Honor Roll | All A's and B's per semester |
| A Honor Roll | All A's per semester |
| Superintendent's Award | All A grades for the entire school year |
| Accelerated Reading Award | Highest points earned per grade/per semester and for the entire year (2nd through 5th grade are eligible) |

| 6TH THROUGH 12TH GRADE | |
|-------------------------------|---|
| Honor Roll | 3.5 or higher per semester (no D or F) |
| Academic Distinction | 3.7 or higher per semester (no D or F) |
| Superintendent's Award | 3.85 or higher for the entire school year (no D or F) |

| PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE | |
|--|--|
| <i>Students who receive this award must qualify in both of the categories listed below</i> | |
| MAP Reading or Math test. <i>Scores evaluated based on the most current test available</i> | High Achievement on a nationally-normed test 82% or above |
| 5th grade - each semester of 4th grade and 1st semester of 5th grade | 3.5 GPA |
| 8th grade - each semester of 6th grade through 1st semester of 8th grade | 3.5 GPA |
| 12th grade - each semester of 9th grade through 1st semester of 12th grade | 3.5 GPA |

| GRADUATING SENIORS | |
|--|------------------|
| <i>Honors for high GPAs are based on 8 semesters of cumulative grades and are awarded at graduation as follows:</i> | |
| Honors with Distinction (blue and gold cord) | 4.0+ GPA |
| High Honors (gold cord) | 3.5 to 3.99 GPA |
| Honors (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 | |
| NHCS seniors placing number 1 and number 2 in the class ranking based on cumulative GPA are awarded the title of Valedictorian and Salutatorian respectively. Student eligibility is determined based on the following criteria: | |
| <ul style="list-style-type: none"> Attend NHCS high school for at least six semesters. International student eligibility requires eight semesters of attendance. | |

- Complete requirements for the college prep track.
- Attain a cumulative GPA of no less than 3.5.

The 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:

- Number of Advanced Placement/Dual Credit classes taken in 9th-12th grade;
- Highest cumulative numerical average in Advanced Placement/Dual Credit classes taken in 9th-12th grade.

L. Homework

Homework is designed to reinforce concepts taught during the school day, practice good study habits outside of the classroom, and develop needed skills for the next academic level. The amount of time a student spends on homework depends on grade and subject matter, and student diligence when given time during class to complete. Parents/guardians are encouraged to check homework assignments regularly on FACTS Family Portal.

K-3rd grade

Younger elementary students are assigned a weekly homework packet that is to be completed and returned as directed by the classroom teacher. Independent reading or being read to is also a nightly expectation.

4th-8th grade

Teachers regularly provide time in class for older elementary and middle school students to work on assignments. All students should engage in independent reading and math concept review daily. Students who do not complete assigned work in class must finish the assignment at home.

NHCS provides a Student Planner for each child in 4th-12th grade to use to track assignments.

9th-12th grade

High school students receive daily homework in most subjects. Students enrolled in AP or Dual credit courses should expect to spend additional time outside of class for work completion.

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.

M. Homework Policy (6th-12th grade)

When absent, it is the student's responsibility to check FACTS Family Portal or Google Classroom for homework. Parents/guardians may contact the office by email or phone to request the pickup of missed assignments or textbooks as needed. This work is available for pick up in the office after 3:30 p.m. on the day of request.

FACTS Gradebook Codes:

P - Pending: Indicates an assignment has been received but is not yet graded.

M - Missing: Assignment was not submitted or assignment was due during an excused absence. An "M" will calculate as a "0" in the gradebook.

- Students are given 10 school days (following the date the assignment was due) to turn in missing work for up to 50% credit.

I - Incomplete: Assignment was not graded because it was not done completely or so poorly that the teacher ceased grading. Incomplete assignments are returned to the student to redo. An "I" will calculate as a "0" in the gradebook. When the assignment is turned in, it will appear as a "P" until graded. *Note: to qualify as incomplete, substantial effort must be apparent to the teacher*

- Students are given 10 school days (following the date the assignment was returned to the student as incomplete) to turn in incomplete work for up to 70% credit.
- A - Absent:** Student was absent on the day the assignment was due. An “A” will calculate as a “0” in the gradebook until the assignment is submitted. Only applies to excused absence(s). Students who have unexcused absences will receive no higher than 50% on all assignments submitted.
- Students receive one school day for each school day missed plus an additional school day to turn in work for full credit.
 - If absent 1 day, the student has 2 school days to make up missed work.
 - EXAMPLE: a student had work due on a Monday but was absent. The student returned to school on Tuesday. The work must be turned in on Thursday for full credit.
 - If absent 2 days, the student has 3 school days to make up missed work.
 - EXAMPLE: a student had work due on a Monday but was absent. The student returned to school on Wednesday. The work must be turned in on Monday for full credit.
 - If absent 3 days, the student has 4 school days to make up missed work.
 - EXAMPLE: a student had work due on a Monday but was absent. The student returned to school on Thursday. The work must be turned in on Wednesday for full credit.
 - Work not turned in when due (as detailed above) will be considered missing.
 - Tests which are assigned before the absence, and are due during the absence or the following day, must be taken on the day the student returns to school. The test could be delayed providing the parent/guardian communicates with the teacher in writing stating the student was physically unable to study during his/her illness.
 - Projects that have an extended timeline (more than 5 school days) are due on the posted due date regardless of absence. Parents/guardians can turn projects in on behalf of their students.

N. *Testing*

Testing at NHCS includes:

- Diagnostic evaluation at the time of application.
- Measure of Academic Progress (MAP) to assess student achievement and progress three times throughout the year.
- STAR reading assessment (Renaissance) quarterly.
- PSAT for 8th-11th grade students in October as preparation for college entrance SAT.
- SAT school day for 12th grade students.

O. *Renaissance (STAR & Accelerated Reader)*

NHCS provides access to Renaissance, an internet-based program to track and encourage student growth in reading. STAR tests, given quarterly, offer assessment data that translates into action steps for educators. Accelerated Reader recognizes student achievement and growth in reading and students discover new interests when a culture of reading through choice is created.

- K-1st grade students take STAR Early Literacy Diagnostic Test.
- 2nd-12th grade students take the STAR Diagnostic Test.
- 3rd-12th grade students include Accelerated Reading progress as a part of quarterly grades.

Parents/guardians receive user information from classroom/English teachers at the beginning of the school year and may access student progress with their child's username and password. The Renaissance Parent Portal is global-zone51.renaissance-go.com/welcomeportal.

P. *Physical Education*

North Hills Christian School's physical education program is designed to help students recognize the importance of regular physical activity. It is a process that helps in the physical, mental, emotional, and social development of every student. A variety of movement experiences will be provided to help all students develop the skills, knowledge, and attitudes necessary to function effectively in society.

Elementary students

- Attend PE two times a week
- Athletic shoes are required
- Students *do not* change clothing for PE

Middle/High School students

- 6th-7th grade attends PE three times per week.
- 8th grade attends PE five times per week.
- 9th-12th grade is required to complete four semesters of PE instruction.
- 6th-12th grade students enrolled in PE are required to wear an NHCS PE uniform. The uniform must be purchased from Dennis School Uniforms. Athletic shoes and socks are required. Uniforms should be washed weekly.
- Students are assigned a locker and need to bring a combination lock to secure their belongings. NHCS 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/guardian note is presented to the teacher. If a student needs to be excused from PE for more than five school days, a physician's note is required. The PE teacher will determine work to substitute for missed class time.

Q. *Textbooks*

Textbooks are distributed at the beginning of the school year. All non-consumable textbooks are checked out to students through the library system. Only hardback books must be covered. At the end of the school year students must:

1. Return the textbook assigned to them at the beginning of the school year (barcode must match the one in the library system)
 2. Return the textbook in reasonable condition (close to the condition it was received in).
- a. Students are not to draw or write in textbooks with the exception of their names.
 - b. Books that are lost or damaged are charged list price of the book plus a \$5 handling fee
3. Students who leave their textbooks in hallways, classrooms, or other unapproved locations may earn demerits.

R. *Academic Integrity Policy*

North Hills Christian School expects integrity, ethical conduct, and honesty in all areas of school life. Students are expected to exhibit honor and righteousness in both the academic and co-curricular aspects of school life.

Academic dishonesty includes, but is not limited to, the following:

Plagiarism: defined as the presentation of another person's ideas or writings as one's own, with or without knowledge of the other person. This includes not properly citing 1) sources in traditional written work, 2) sources taken from other written or electronic materials, or 3) using other people or sources to write work and submit as one's own. Submitting work generated by AI software is not permissible.

Cheating: defined as using unauthorized notes, materials, or resources of any kind (electronic devices, looking at another paper, help from another student, etc.) on any exam, quiz, paper, project, or other assignment, including classwork or homework. Allowing another student to cheat from one's own work is also considered cheating. There is no distinction made between cheating on homework and/or exams/quizzes/projects.

Students found to be academically dishonest face the following consequences:

1. Zero on the assignment
 2. Demerits - Category 7: Dishonesty
- a. Additional consequences may be applied based on number of demerits accumulated and number of offenses

VI. STUDENT LIFE

A. *Chapel Services*

The motto for NHCS is: Love God. Serve Others. Change the World. Our primary purpose is to share the Good News about Jesus and His great love for us. All of our students, preschool through 12th grade, are required to attend chapel throughout the school year. All students participate in these times of worship as part of the regular school day. Students learn and demonstrate proper courtesy and Christian hospitality to all speakers by listening carefully and behaving properly. Parents/guardians are welcome to attend chapel services. Offerings are not usually taken; however, if a need arises, parents/guardians are notified as to the nature of the offering and how the funds will be allocated.

- **Elementary** chapel on Wednesdays is from 8:30 - 9:15 a.m. These times of worship are focused on providing music (video or live worship band) and a message from God's Word, the Bible (video or live speaker).
- **Middle School** chapel on Wednesdays is from 10:10 - 10:50 a.m. A student-led band provides worship music and a variety of speakers are invited to speak and share biblical truths in presentations that challenge students to know God and deepen their personal faith.
- **High School** chapel on Wednesdays is from 10:55 - 11:45 a.m. A student-led band provides worship music and a variety of speakers are invited to speak and share biblical truths in presentations that challenge students to know God and deepen their personal faith.

B. *Uniform Dress Code (discuss process and procedures)*

Modesty, neatness, and cleanliness are valued at NHCS. The student dress code promotes the mindset that school is a special place with high expectations and projects a positive image to the community preparing students to enter the business world. Uniform dress helps to eliminate the pressure of "dress competition" and the influence of changing styles and fads. Parents/guardians are expected to support the Uniform Dress Code and students are expected to adhere to the guidelines whether in the classroom or participating in school activities. Dress code violations will result in demerits as noted on the Discipline Offense Chart.

Authorized uniform company:

Dennis Uniform Company

Phone (800) 854-6951

Order online at dennisuniform.com

School code: N73NOR

| K-8th Grade Dennis Uniform | 9th-12 Grade Dennis Uniform |
|---|--|
| <ul style="list-style-type: none">• Navy or Gray Polo• Navy pants/walking shorts• Plaid female skirts/jumpers• Navy cardigan or navy zip-up hoodie (see below) | <ul style="list-style-type: none">• Navy or Gray Polo <i>If students have a Columbia Blue Polo (with the NHCS logo on it) from previous school years, they can wear it</i>• Navy 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. Administration will address the issue and parents/guardians will be informed.

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 logo-free.

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 button-up in style. **ALL** students should have a sweater or sweatshirt as described here.
- Polo shirts must be properly fitted. If worn, undershirts must be solid navy, gray, or white 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.
- 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, Crocs (or similar footwear), flip flops, or boots. However, rain boots may be worn as protection on rainy days.
- Hats/head outerwear are not allowed inside the North Hills buildings.
- Hair should be neatly groomed, styled above the eyes and away from the face, of natural color, and not leaning to extremes or fads (i.e., no designs, logos, etc.). Boys' facial hair must be short and neatly trimmed.
- Jewelry and makeup should be kept simple, modest, and age-appropriate.
- Visible body piercing and tattooing are not allowed.

C. Non-Uniform Dress

Non-uniform dress days are scheduled and announced throughout the year and allow students the privilege of wearing street clothes if they choose. For example, Mission Dress Days, Spirit Week, etc.

- Logos, pictures, and symbols on socks and non-uniform clothing must be consistent with NHCS Core Values.

- Sweatpants, leggings, basketball shorts, clothing with holes (i.e., ripped, shredded, or similarly distressed jeans), hats, or immodest items (spaghetti straps, sheer clothing, tank tops) are not acceptable *at all North Hills events*.
- Non-uniform Dress code violations will result in demerits as noted on the Disciple Offense Chart.
- Students inappropriately dressed are sent to the office (or sent home), a parent/guardian is contacted, and a dress code demerit will be applied.
- Special occasions such as homecoming, prom, dances, and other events will have specific dress code guidelines.

***Administration makes the final decision regarding acceptable dress.
It is expected that students and parents/guardians will comply.***

D. *Physical Education Uniform (Middle/High School)*

All 6th-12th grade students enrolled in PE are required to wear a NHCS PE uniform purchased from Dennis Uniform. Socks and athletic shoes are required. Uniforms should be washed weekly. Clothing is to be purchased at: dennisuniform.com.

E. *Field Trips*

Students at every grade level at NHCS have the opportunity to participate in enrichment experiences through attending field trips. These may be in-house or off-campus. Off-campus field trips meet and depart from the front of Dodson Hall. Classroom teachers notify parents/guardians in advance of scheduled field trips or other special activities. Students in grades 6-12 must be present in school the day before a field trip to attend. Students with an unexcused absence on the day before a field trip will not be allowed to attend the field trip.

Drivers for School Events

To maintain the highest level of safety and security for the transportation of our students, volunteer drivers are asked to complete a Driver Form. The form can be accessed at school.north-hills.org/resources/parent-links.

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 an insurance company (Minimum \$100,000 Personal Liability; \$300,000 Liability-Others; \$100,000 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.
- Children seven years old and younger must be secured in a car seat or booster seat in the back seat (California Vehicle Code section 27360).

F. *Lockers (Middle/High School)*

A personal locker is provided for each 7th-12th grade student (6th grade students are given designed space in their classroom). Textbooks, school supplies, and personal items may be stored in the locker. Locker

assignment and combination are printed on individual student schedules which are distributed at the beginning of the school year or upon enrollment. Students are prohibited from using any locker other than the one assigned to the student or giving out their combinations to other students at any time. Lockers are issued as a privilege. This privilege may be revoked if the lockers and surrounding area are not kept clean. The K-12 Administrative Council may inspect lockers without notice with due cause. Anything in lockers that is deemed inappropriate must be removed. Disciplinary action (for example, assigning demerits) or possible termination of locker use is at the discretion of school administration. NHCS does NOT assume liability for articles left in lockers.

- Locker reassignment will only occur when a student reports to the school office their current assigned locker is no longer functioning properly. School administration will not accommodate student locker preference.

G. *Playground Rules (Elementary)*

- 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 their hands and feet to themselves at all times. The “hands-off” policy is enforced at all times which 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, Peace Path, etc.), 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, climbing, or sitting on tables is not permitted.
- Always walk to and from the bathroom area, watching for traffic when crossing at the crosswalk.

H. *Playground Equipment Rules (Elementary)*

- 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, corkscrew 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 on the blacktop play area and for their intended purpose only.

I. *Student Council (Middle/High School)*

Student government opportunities are offered to students in 6th-12th grade. Student Council members represent NHCS 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 will be made available in Google Classroom. Selection procedures for High School Student Council begin toward the end of the school year (for positions the following school year). Selection procedures for the Middle School Student Council will begin at the start of the school year (for positions that school year).

J. ***Technology Acceptable Use Agreement***

Students and parents/guardians are both required to sign a current Technology Acceptable Use Agreement for NHCS Chromebooks and computer equipment as well as all personal devices used on campus. The Technology Use Agreement may be accessed through FACTS Family Portal Resource Documents.

VII. **ATHLETICS**

A. ***Sports Offered***

North Hills Christian School's physical education program is designed to help students recognize the importance of regular physical activity. It is a process that helps in the physical, mental, emotional, and social development of every student.

A variety of movement experiences will be provided to help all students develop the skills, knowledge, and attitudes necessary to function effectively in society.

| 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 | | | Softball | Flag Football | |

Sports may be added based on 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. Each student will conduct himself/herself following 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 (see CIF Handbook, Rule 205, for High School athletes); and
 - Before the season, no F's and no more than two D's in the previous grading quarter.
 - During the season, if a student is required to attend EAGLE Support, he or she cannot participate in games that week (i.e., if parent/guardian and a student are notified Sunday night the student is required to attend EAGLE Support the upcoming Wednesday, the student cannot participate in games Monday, Tuesday, Wednesday, Thursday, or Friday that week).
- NHCS participation requires school athletes to submit a 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.
- Athletic sport fees must be paid in full before receiving a uniform. A replacement fee is charged if the uniform is not returned.
- All athletes are required to have insurance coverage before they participate in any sport.
- Student-Athlete contracts signed by both parent/guardian and student at enrollment provide information regarding other requirements. This contract may be viewed on FACTS Family Portal Resource Documents.

- Students must be in attendance at least three (3) hours of the school day to participate in games or practices the same day. Exceptions are only at the discretion of the Athletic Director.

C. *Sports Credit*

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.

D. *Athlete of the Year*

Students eligible for the 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 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 another significant role – 6th man, libero, etc.) and/or to the success of the team
- 5) Must display all/some of these positive qualities on and off the court: leadership; teamwork; communication; commitment and loyalty; work ethic; ambassadorship (good representative of the sport, NHCS, and most importantly of God); respect for the coach, teammates, opponents, and officials; fair play; sportsmanship; and understands the balance between academics and athletics.

VIII. *SERVICES*

A. *Extended Care*

Extended Care for K-8th grade students is available August through May, before and after school, between the hours of 6:00 a.m. to 6:00 p.m. Attendance 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 available. It is expected that all NHCS rules and procedures, including enforcement of behavioral guidelines, are followed in Extended Care.

The Summer Extended Care program is available for students enrolled in the upcoming school year for 1st-6th grade. Summer hours are 7:30 a.m. to 6:00 p.m. and require an enrollment fee and two equal payments based on the program selection.

Contracts are month-to-month and no refunds are made for early withdrawal. 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. *Library*

Students are encouraged to use the school library. Students may take books home from the library following checkout procedures. Books are due on or before the due date and must be returned to the library. A fine is assessed on all late books. Families are notified that privileges are suspended until fines are paid. The

student's FACTS account is charged (list price plus a \$5 handling fee) for books that are lost or damaged. Final grades are withheld until delinquent fines are paid.

C. *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 marked with his/her name. Articles that cannot be identified and/or are unclaimed are donated to charity at the end of each quarter.

D. *Lunches*

Lunch and snack arrangements are the responsibility of the parent/guardian and student. Healthy food choices are encouraged. In the interests of safety, no food deliveries including services such as DoorDash, UberEats, Instacart, etc. will be accepted on campus. This prohibition on food deliveries includes before and after school, as well as during any school sporting events or other on campus activities. All deliveries will be turned away.

- **Sack lunch:** Students may bring a sack lunch. Microwave service is not available. Parents/guardians planning to deliver lunch after the start of the school day must direct their child to pick up their lunch (labeled with name) in the school office. In the event a student comes to school without lunch, office personnel will contact the parent/guardian to make arrangements for their child's lunch.
- **Choicelunch** is our online lunch provider. To create your family account, visit the FACTS Family Portal. Lunches are prepared and delivered daily for students when ordered in advance according to the Choicelunch program. Choicelunch provides a wide variety of meals each day including vegetarian and gluten-free options. Adjustments to a child's lunch delivery must be arranged by the parent/guardian with Choicelunch. Ordered lunches for sick students are available in the school office until 4:30 p.m. on the day of delivery only. Parents/guardians will not be contacted regarding unclaimed lunches.

E. *On Campus Snack sales*

1st-5th grade Ice Cream is sold at lunch recess on various Wednesdays as noted on the school calendar and North Hills News. The music department sponsors this fundraiser and proceeds go to assist the North Hills High School Concert Choir with expenses for the spring ACSI Musicales held out of town.

6th-12th grade The NHCS Student Store is managed by the senior class to raise 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.

F. *Supplies*

School supply lists are published annually. 1st-5th grade students are required to purchase the NIV Adventure Children's Bible published by Zonderkidz. 6th-12th grade students are required to purchase the ESV Student Study Bible (different from the ESV Teen Study Bible).

G. *Tutoring*

NHCS 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.

H. ***Transcripts***

Alumni requesting official transcripts are provided two (2) transcripts at no charge. The third transcript or more will incur a charge of \$5 each. Request forms are available through the school registrar or on the resource tab of the school website.

I. ***Transportation***

Student Shuttle Service

North Hills provides daily transportation to and from the El Sobrante area for enrolled students at NHCS. A single semester fee is charged to the student's FACTS account. Go to school.north-hills.org/admissions/transportation for information about cost and pick-up points (along Interstate 80) and to sign up for this service.

Drive/Walk Waiver

A Drive/Walk Waiver must be completed before any student may use any of these options:

- walk
- take the bus
- ride-share (18 years and older)
- drive to and from school

This permission form is available in the school office and found in FACTS Family Portal: Resources.

Student Driver Guidelines

Driving a vehicle to and from campus is a privilege. Student drivers who plan to drive to and from the NHCS campus must register their vehicle information including make, model, and license number in the school office every school year. Students must park in designated parking areas and obey all traffic routes and speed limits. Student drivers may not transport other students to and from school nor to any school-sponsored events. Students who fail to adhere to these guidelines may be prohibited from driving to and from campus.

Unaccompanied Students

Students arriving or departing campus without an adult need to have written permission from the parents/guardians on file at the school office. Skateboards, roller blades, electric scooters, hoverboards, Onewheel (other similar electric boards), and roller skates are expressly prohibited on campus. The school assumes NO liability for any personal items brought onto campus.

Public Transportation

The Solano County Transit (SolTrans) 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 Solano County Transit for exact schedule times.

J. ***Work Permits***

All work permit requests are submitted to the School Counselor and are subject to approval. Approval is based on the ability of the student to manage school work as well as employment. Students must have a minimum of a 2.0 GPA. In addition, No F's and no more than two D's in the previous grading semester. Students requesting a Work Permit must first provide the "Intent to Work" form issued by the workplace. This form must be signed by parents/guardians and the School Counselor verifying that the student can work. Once this form is completed the student will request a "Permit to Employ and Work" form (Form B1.4) from the School Counselor. Allow a minimum of two school 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. These documents must be received by the school office before enrollment is considered complete. Emergency information must be on record in the student file.

Please remember to keep all contact information current using FACTS Family Portal or by contacting the school office with all updates or corrections.

B. *Communicable Diseases*

Students with communicable diseases can adversely affect others. Be sure to keep your child at home if exhibiting signs of illness. If a student is found to have a communicable disease while at school, the parent/guardian 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, parents/guardians of students who have been in contact with a communicable illness may be advised by paper notice or email as to the severity of the illness. Confidentiality will be maintained in all communications.

Some general guidelines to follow for student return to school:

- The student must be fever-free (lower than 100.4 degrees), without fever-reducing medication, and/or no upset stomach (vomiting) for 24 hours before returning to school.
- Any student diagnosed with strep throat or pink eye (conjunctivitis), must be on antibiotics for 24 hours before 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 following an extended illness may be required before returning to school.
- For COVID-19 guidelines, go to school.north-hills.org/welcome/COVID-19.

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/guardians will receive an email regarding minor accidents. If the injury or illness warrants, the parent/guardian is called to take the student home for further care. If the office is unable to reach a parent/guardian, emergency contacts are called. Accident reports are accessible through FACTS Family Portal.

Changes may be made in FACTS Family Portal > Family > Family Home > Online Filing Cabinet. Up-to-date contact information is the responsibility of the parent/guardian.

D. *Medications*

The school will not administer over-the-counter medication (such as Advil, Tylenol, Benadryl, Midol, cough syrup, etc.) or prescription medication without instructions from the parents/guardians and/or doctor.

Parents/guardians must submit a completed NHCS Authorization to Administer Medication form.

- All medications brought to school must be in the original container and labeled with the student's name and given to office personnel.
- Medication will **ONLY** be given by office personnel with written parent/guardian 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.
- All medications are administered in the school office.
- Medication may not be shared with other students.

If your child has a medical history/health problem that might affect school performance, arrangements may be made for these medical needs such as an inhaler or EpiPen. Notify the school office so that we can work with you and be prepared if an emergency should arise. In the event a student's medical needs change during the school year, an updated NHCS Authorization to Administer Medication form must be submitted.

E. *Emergency Preparedness*

The safety of our students and staff is a top priority at NHCS. We have current and updated emergency procedures along with regular staff training. All students participate in monthly emergency drills (evacuation 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 are current on FACTS Family Portal.

X. CAMPUS OPERATIONS / POLICIES

A. *Communication*

A successful partnership is most likely to occur when students, parents/guardians, 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 FACTS Family Portal, 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/guardians all school information distributed for this purpose.

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 is referred to the teacher by the 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.

All students in K-12 are assigned a Google email address as part of our Google for Education program. This email is used for class communication and to access classroom Google documents. Student emails are recorded in our school database. Parents/guardians are cc'd in any emails sent to students from the school office. All parents/guardians of elementary students are required to sign up for **Remind** and join their child's class (accessed at remind.com or by downloading the app). The teacher will provide the class code.

B. *Secured Campus*

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

C. *One-Way Traffic Pattern*

NHCS roadways are primarily a one-way traffic pattern. Safety is always of the highest concern. Drivers should follow lanes to the right when entering the campus. 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 5 mph. The topmost exit from the North Hills campus is a “Right Turn Only” exit onto Admiral Callaghan Lane. Please use this exit as directed to help ensure safe traffic flow.

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

NHCS 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/guardians are responsible for students left before or after supervised times. *Students left after scheduled pick-up times must be picked up in the school office and will have the current Extended Care Late Pickup charges applied to their tuition account.*

- Students must be picked up at designated locations to ensure the safety of all.
- Student families will be given student name placards to expedite car pick-up. You will display the name placard in the driver’s side windshield before pick up.
- 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/guardian in the school office if leaving before dismissal times. Students will only be released to adults approved by the parent/guardian and on file in FACTS Family Portal. Parents/guardians must personally contact the school office to request an exception.
- Students in 9th-12th grade are not permitted to remain on school grounds after school hours unless involved in school-sponsored activities.

Drop-Off Locations with supervision:

K-5th grade: Front of Dodson Hall (Building A) beginning at 8:00 a.m.
6th-12th grade: Upper/back parking lot lunch cover (rear of Building C) 8:00 a.m.

Pick-Up Locations:

Monday, Tuesday, Thursday, and Friday

Kindergarten - 1st: Upper/back parking lot LEFT lane (rear of Building E) 2:45 p.m.
2nd - 3rd grade: Front of Dodson Hall (Building A) 2:45 p.m.
4th grade: Front of Dodson Hall (Building A) 3:00 p.m.
5th grade: Upper/back parking lot LEFT lane (rear of Building E) 3:00 p.m.
6th-12th grade: Upper/back parking lot lunch cover RIGHT lane (rear of Building C) 3:15 p.m.

Wednesday:

Kindergarten - 1st: Upper/back parking lot LEFT lane (rear of Building E) 1:30 p.m.
2nd - 3rd grade: Front of Dodson Hall (Building A) 1:30 p.m.
4th grade: Front of Dodson Hall (Building A) 1:45 p.m.
5th grade: Upper/back parking lot LEFT lane (rear of Building E) 1:45 p.m.
6th-12th grade: Upper/back parking lot lunch cover RIGHT lane (rear of Building C) 1:15 p.m.

Minimum Day:

Kindergarten - 1st: Upper/back parking lot LEFT lane (rear of Building E) 11:45 a.m.
2nd - 3rd grade: Front of Dodson Hall (Building A) 11:45 a.m.
4th grade: Front of Dodson Hall (Building A) 12:00 p.m.
5th grade: Upper/back parking lot LEFT lane (rear of Building E) 12:00 p.m.
6th-12th grade: Upper/back parking lot lunch cover RIGHT lane (rear of Building C) 11:30 a.m.

If parents/guardians have children in elementary and middle/high school, they are to pick up their child(ren) in elementary first. After this, they are to pick up their child(ren) in middle/high school (except on Wednesday and a Minimum Day; on these days it is reversed). If parents/guardians have children in different elementary grades, they are to pick up all of their children at the later pick up time/location. For example, if parents/guardians have one child in 1st grade and another in 4th grade, they are to pick up both of their children in front of Dodson Hall at the designated time (the child in 1st grade will be brought to the front of Dodson Hall by a North Hills staff member).

E. *Search Policy/Drug & Alcohol Testing*

NHCS, a part of North Hills Baptist Church, 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, vape products and delivery methods, alcohol, stolen goods, wearing apparel which may be connected with gang identification, and other contraband (“Contraband”) by NHCS students on North Hills 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 North Hills property under their control and may seize illegal, unsafe, or otherwise prohibited items. The administration and staff of NHCS reserve the right to conduct searches as follows:

- Random searches of facilities for contraband including any canine detection (a method that has become a more common and effective practice for schools).
- Specific searches of facilities or at school activities including canine detection 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 at the time of the search), that the search is 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 is conducted in private, if possible.
- Upon entrance to the North Hills property or attendance at a school-sanctioned event, at the discretion of the administration or staff where everyone entering is subject to such a search.
- School 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/guardian of a student who has been searched as soon after the search as possible.

School administration shall have the right to request that the parent/guardian provide drug testing for any student who is suspected to be under the influence of illegal drugs or substances while on North Hills property or at a school activity.

F. *Social Media (student use)*

Social media is part of our current culture and is utilized by students, parents/guardians, and staff regularly 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 is to be followed by our parents/guardians and students:

- To recognize that employees of NHCS may not “friend” or “follow” students until they are graduates of our school.
- Students may not “friend” or “follow” employees of NHCS.
- Social networking sites may not be used to discuss students, employees, or school issues.
- Online interactions between parents/guardians 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 NHCS community including photos/videos and comments.
- Once something is posted to any social networking site, parents/guardians 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 the school administration.

G. *Telephone Use/Cell Phone Agreement*

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

The use of cell phones on campus is a privilege. NHCS has a Cell Phone Agreement specific to Elementary, Middle School, and High School students. Students and parents/guardians are both required to sign a current Cell Phone Agreement. The [NHCS Cell Phone Agreement](#) is linked here or may be accessed through FACTS Family Portal.

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

H. *Withdrawals*

NHCS 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 Principal (for 6th-12th grade students withdrawing) and/or Vice Principal (for K-5th grade student withdrawing) to discuss the situation and obtain a Withdrawal Form and Questionnaire. This form must be completed and submitted to the school office before the withdrawal is 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 is assessed on the final bill. Consumable books are collected by the teacher/administration.

XI. FINANCE

A. *Tuition Discounts*

It was the vision of the founding pastor of North Hills, Gene Dodson, to provide a Christian education at an affordable cost to Vallejo and the surrounding communities. 45 years later, North Hills Christian School continues to pursue this vision so families can enroll their children in a quality Christian education program. In some cases, additional financial support is needed to make the dream of this type of education a reality. North Hills is pleased to provide the following discounts in support of families. Tuition Discounts are non-cumulative (families are awarded the highest discount for which they qualify) and do not apply to registration and any other fees.

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 in K-12th grade enrolled in the same school year: Second child \$300 discount; Third child \$600 discount; Fourth child \$900 discount; Fifth child 100% discount.

Pre-paid discount: A 3% tuition discount is offered to families who prepay their annual tuition by cash or check received in the Business Office before the end of the last business day before August 1.

Pastoral discount: Full-time senior or associate pastors may qualify for a 25% tuition discount for their child provided they are the financially responsible guardian and the child is living in their home. Contact the Business Office for an application.

B. *Incentives*

Referral Incentive: Families currently enrolled at NHCS are eligible for a referral credit by referring a new family to NHCS or NHCP.

- Credit for one per new family referral: \$250 for a Preschool family; \$500 for a K-12th grade family.
- The referring family name must be listed on the newly enrolled student application.
- Both the referring and new families' children must be enrolled for four months before the referring family can receive the referral incentive as a credit on their FACTS account.
- If the newly enrolled family has multiple children in preschool and K-12, then the higher earned incentive will be applied.

C. *Tuition Procedures*

Program costs at NHCS are an annual cost. Payment may be made in the following ways:

- Full payment of the annual program cost. A 3% discount is available if paid before August 1.
- Monthly tuition and Extended Care payments are made through automatic payments with FACTS Tuition Management Company (access through FACTS Family Portal). These payments are withdrawn automatically on the 20th of each month, beginning on June 20 and continuing every month until the final payment on May 20.
- A late fee of \$35 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/guardians are responsible for the tuition account and agree to pay, by May 20, all charges incurred while the student is attending NHCS. Accounts must be paid in full to receive grades or graduation diplomas.

D. ***Delinquent Accounts***

Notice is 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.

E. ***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.

F. ***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 of \$35 is assessed for each returned check.
- Payment in the future must be made by cash or money order.

G. ***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 the exact change, we thank you in advance for your donation.

XII. **DISCIPLINE**

A. ***Philosophy***

Key Principles of Discipline:

"As educators and administrators, we must include disciplining students as a component of loving them. Establishing a school environment in which rules are fair, reasonable, and consistently enforced, an environment that makes it easier for students to follow rules can result in a harvest of righteousness and peace in the lives of our students.

Romans 8:38-39 testifies that it must have been the love of God that was in Christ, and presumably not in the Pharisees, for those around Him that made the difference in His earthly ministry. Likewise, a love for the students to whom we minister must be evident in our disciplinary approach. Students, weary of being told what to do, desire to be shown what to do. They are not interested in whether we are perfect or not, but rather whether we are real. If they perceive that the love we show them is not genuine and if we consistently show no regard for common emotions such as embarrassment or for other factors such as what may or may not be going on at home, then our respective ministries will be dead. Students will perceive that we only act as if we love them out of necessity.

If we choose to focus only on strict adherence to rules and their enforcement without any leniency at all, we run the risk of having a pharisaical disciplinary approach. If we choose rather to follow the example we find in the Bible of nurturing and loving discipleship, we come much closer to leading students in Christ's footsteps.

We should carry out discipline in such a way that explicitly shows students that both we and Christ love them, the ultimate goal being to restore students to right vertical and horizontal relationships through the refining and purification of their lives.” (ACSI: CSI Magazine)

These points guide our philosophy of discipline/correction at NHCS:

1. Out of our love for God, we love our students and their families
2. Relationship building
 - a. Love motivates true discipline. Even when students are corrected, they must sense that a consequence has been imposed because they are loved. (Hebrews 12:5-6)
3. Classroom order is necessary for learning.
 - a. Freedom, fun, and excitement all have their place in the NHCS classroom, but to ensure that all children have the opportunity to learn, order and organization must be maintained.
 - b. Any teacher’s classroom authority is given up if the teacher always expects someone else to provide correction.
 - c. Classroom management should be attainable for children and conducive to growing them to be appropriate independent decision makers.
 - d. When all strategies for correction are exhausted, contact an administrator.
4. Training and redirection are a normal part of the classroom. Just as we teach our students basic mathematics and language arts, we must teach them to obey and follow the teacher’s direction and classroom rules. Consistent training will produce consistent results over time. (Proverbs 22:6)
5. Behavior failures will happen. Students are humans and like the rest of us, are predisposed to fall short from time to time. We are not surprised when a failure occurs. Instead, we focus on the mission of restoration in love. (Romans 3:23)
6. Behavior failures reflect a heart issue. To simply focus on correcting behavior is to only treat symptoms while ignoring the deeper problem. Teachers understand that discipline must always go back to the heart. When the true nature of Christ is revealed to a child, that encounter will be transformative. (John 10:27-30)

NHCS 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 the authority to enforce NHCS behavioral guidelines.

NHCS expects full cooperation from both students and parents/guardians in the educational process. If at any time the school feels that this cooperation is lacking, parents/guardians may be asked to withdraw their students from the school. If the student’s or parent/guardian’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. *Behavior Contracts*

NHCS 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 the authority to enforce NHCS behavioral guidelines.

Behavioral contracts are a conditional period 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/guardian track progress toward improvement. The School Counselor will review the student’s progress during the term of the behavior contract.

C. **Demerit System**

Demerits are assigned following the Discipline Offense Chart below. They are recorded in FACTS Family Portal and are cumulative. Demerits are not punitive but merely reflect a student's choices, giving an opportunity for a behavior change; 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. It is understood that the responses in Categories 1-6 below usually occur only after an appropriate verbal warning from staff. Parent/guardian communication consists of personal contact by phone and email notification through FACTS Family Portal. Administration will communicate with parents/guardians regarding their child. Administration cannot communicate disciplinary action of other students. Administration will only communicate pertinent information to staff.

| DISCIPLINE AREA | K-5TH DEMERITS | MS/HS DEMERITS |
|---|----------------|----------------|
| CATEGORY 1: ATTENDANCE Arrival Tardy (A): Every 4th unexcused time School Day Tardy (D): Every unexcused time late to class (Middle/High School) | 1 | 1 |
| CATEGORY 2: DRESS CODE Dress/hair code violation (including non-uniform dress days) | 5 | 5 |
| CATEGORY 3: DISOBEDIENCE Food/beverages in class; gum; littering; cell phone, electronics, disallowed articles subject to confiscation | 5 | 5 |
| CATEGORY 4: DISRUPTION Disruptive talking/behavior; unprepared for class; | 5 | 10 |
| CATEGORY 5: DISRESPECT Disorderly conduct; profanity; vulgarity; defiance of authority; violation of "keeping hands to oneself"; public display of affection; throwing objects; leaving class without permission | 10 | 15 |
| CATEGORY 6: UNWARRANTED CONTACT Violation of "keeping hands to oneself"; throwing an object at someone; sitting on someone's lap; play fighting; public display of affection (including, but not limited to, kissing, holding hands, cuddling, lingering hugs, etc.) | 10 | 15 |
| CATEGORY 7: DISHONESTY Cheating; plagiarism; fails to attend class ("cutting class"); lying; not in approved area of campus; forgery | 15 | 25 |

| DISCIPLINE AREA | K-5TH DEMERITS | MS/HS DEMERITS |
|---|----------------|----------------|
| CATEGORY 8: MISUSE OF PROPERTY Misuse of computer; willful property damage; vandalism | 25 | 40 |
| CATEGORY 9: VICTIMIZATION Fighting; stealing; gambling; bullying; inappropriate sexual innuendo; intimidation/harassment; unauthorized video/photos of others on campus | 30 | 50 |
| CATEGORY 10: ILLEGAL ACTIVITY Threats; illegal drugs; weapons; tobacco; alcohol; immoral behavior; striking school personnel | 75 | 75 |

E. *Demerit Accumulation*

| DEMERITS: ELEMENTARY | |
|--|---|
| The following consequences will occur based on the accumulation of demerits: 10 demerits = disciplinary assignment to be completed at home and returned the following school day (signed by a parent/guardian) 20 demerits = loss of student activity <u>or</u> 1-day suspension 30 demerits = loss of student activity and a 1-day suspension 40 demerits = same as 30 demerits and behavior contract 50 demerits = loss of student activity; 2-day suspension; and notice to the School Board 60 demerits = same as 50 demerits, and meet with School Board 75 demerits or more may result in expulsion, termination of enrollment, or rejection of application for re-enrollment | The additional consequence for after school activities: 20 demerits = sit out 1 session, practice, etc. 40 demerits = sit out 1 session, practice, etc. and 1 performance, game, etc. 60 demerits = sit out 2 sessions, practices, etc. and 2 performances, games, etc. 75 demerits or more will result in dismissal from after school activities |
| DEMERITS: MIDDLE/HIGH SCHOOL | |
| The following consequences will occur based on the accumulation of demerits: 10 demerits = after school detention 20 demerits = same as 10 demerits + Saturday detention 30 demerits = same as 20 demerits + 1-day suspension and behavior contract 40 demerits = same as 30 demerits + additional 1-day suspension and behavior contract 50 demerits = same as 40 demerits + notice to the School Board 60 demerits = same as 50 demerits + student and parent(s)/guardian(s) meet with School Board 75 demerits or more may result in expulsion, termination of enrollment, or rejection of application for re-enrollment | The additional consequence for athletes: 20 demerits = sit out 1 practice 30 demerits = same as 20 demerits + sit out 1 game 40 demerits = same as 40 demerits + sit out an additional practice 50 demerits = same as 40 demerits + sit out an additional game 60 demerits or more = dismissal from team |

DETENTIONS

During all detentions, students are NOT allowed to do the following: be on electronic devices of any kind, work on academic assignments, eat or drink (unless for documented medical reasons), sleep, or communicate with other students. Instead, students are to reflect on their actions that led to disciplinary action. Detention may consist of rewriting applicable sections of the Student/Parent Handbook or other important documents. Detentions may also require some form of physical work. Some students may work with the maintenance department, office staff, church staff, or Student Care Team staff. The Administration will not require students to perform any work that is dangerous, beyond their physical abilities, or that requires extensive training.

AFTER SCHOOL

After School Detention is served after school with a staff member unless otherwise noted. After School Detentions will be 30 minutes long. Parent(s)/guardian(s) will be notified in advance of assigned detentions. Any student who misses an After School Detention or is more than 5 minutes late will have 10 additional demerits assigned resulting in an additional After School Detention. If a student is unable to attend After School Detention due to an excused absence (illness, doctor or dental appointment, required quarantine, family bereavement of immediate family member, or administratively approved), the After School Detention will be rescheduled.

SATURDAY DETENTION

If a student accumulates 20 or more demerits, the student will automatically also serve a 60 minute Saturday Detention. Date and time of the Saturday Detention will be sent to student and parent(s)/guardian(s) in advance to make arrangements. Students must wear clothing in accordance with non-uniform dress day guidelines. Any student who misses a Saturday Detention or is considered late will be 1) assigned 15 additional demerits; and 2) required to attend a rescheduled Saturday Detention of 2 hours. K-12 Principal will meet with parent(s)/guardian(s) and student for determination of further disciplinary action. If a student is unable to attend Saturday Detention due to an excused absence (illness, doctor or dental appointment, required quarantine, family bereavement of immediate family member, or administratively approved), the Saturday Detention will be rescheduled.

SUSPENSIONS

- Suspensions may be in-house or at-home at the discretion of school administration.
- Work missed due to a suspension is due the day the student returns to class. Specific assignments that may only be completed in class may receive a 0 for the day(s) of suspension.
- Additional consequences may be applied as they relate to the infraction such as but are not limited to confiscation, restitution, behavioral contract, loss of privileges, the grade of zero on assignments, report to local authorities, report entered into student permanent record, etc.
- A student is not permitted to attend any school function or to participate in any extracurricular activity on the day of suspension.

Expulsion – When it becomes apparent that a student’s influence and/or actions are detrimental to the progress of others, or if the student remains unsympathetic toward the educational objectives of NHCS, enrollment may be terminated by school administration and cooperation is required by the student and parents/guardians. If this occurs, parents/guardians will be notified in writing by the school administration and the School Board will be informed. Should the parents/guardians request a formal expulsion hearing, it may be granted at the discretion of the School Board.

There may be incidents that do not warrant an official expulsion (repeated disciplinary infractions, etc.) yet the parents/guardians may be asked to withdraw their student from the school. If parents/guardians elect not to withdraw their student, then the student will be expelled.