



**North Hills Christian Schools**  
**Handbook**  
(Grades K-12)

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INTRODUCTION TO NORTH HILLS

A. GOALS

1. To teach that the Bible is the only inspired Word of God and that it is practical and important.
2. To present the curriculum in a Christian atmosphere with a Christian attitude by a qualified Christian staff.
3. To seek to meet and exceed the State of California school requirements.
4. To teach from the point of view that all true knowledge comes from God.
5. To teach moral and personal responsibility.
6. To teach and administer discipline for the purpose of helping the student in his relationships with God and others.
7. To encourage each student to achieve to the best of his ability.
8. To provide a high quality Christian education at a reasonable cost.
9. To teach our American heritage and a Christian view of the current problems facing our country and the world.
10. Teach a complete curriculum that prepares the student to face the world in which he or she lives with efficiency and a sense of responsibility.

B. STATEMENT OF FAITH

Policy 140

We Believe In

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

C. SCHOOL HISTORY

Policy 140

The ministry of North Hills Christian School is a remarkable story that can only be attributed to God's grace and love manifested through a group of parents, teachers, administrators, and Board members dedicated to the propagation of a Christian model of education. The School had its "Genesis" in 1971, as an extension of Castlewood Baptist Church with an enrollment of nine.



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

H. BOARD AND ADMINISTRATION/BOARD MEETINGS Policy 220-280

North Hills Christian School is a private educational ministry sponsored by the North Hills Baptist Church. The expressed purpose of the School Board is to make and/or approve School policy. Implementation of all School policy (i.e., the detail) is the responsibility of the Principals who have complete authority within the parameters of adopted policy. Board meetings at North Hills are held in an open session; however, School parents are encouraged to communicate their suggestions for policy adoption and other related matters to the School's administration. Regular Board meetings are held each month. Advance request must be made to be included on the agenda.

I. DEVELOPMENT Policy 310

North Hills has established a Development Program to help support various programs and activities that are not covered in the regular budget. Funds for the Development Program are generated through fund raisers scheduled during the school year.

We encourage you to participate in our Scrip Program, which can be purchased anytime during the year. This program helps generate funds. We trust that your support of these programs will cause great improvements in both the programs and facilities of North Hills. You can register all your credit and debit cards on-line at [www.escrip.com](http://www.escrip.com). There is a \$10.00 registration fee when you sign up.

Additionally, it is the Development Program's responsibility to oversee classroom fund-raising activities which generate funds for various class activities; camp trips, Washington D.C. trips, Senior trips, etc.

J. PARENT-TEACHER FELLOWSHIP (PTF) Policy 300

Parent involvement is essential to the success of every student. North Hills provides one level of involvement: PTF. PTF (Parent-Teacher Fellowship) is designed to meet the needs of teachers and parents on a classroom level. We encourage everyone to attend all scheduled PTF meetings to give support. See newsletter or online calendar for meeting dates.

## ADMISSION REQUIREMENTS

### A. ADMISSION POLICY

Policy 905

The following criteria must be met for a student to be admitted to North Hills Christian School:

1. Parents and students must support the Statement of Faith, educational objectives, goals, and the standards of the School as set forth by the Board and Administration.
2. An enrollment application form is to be filled out and returned to the School with the registration fee.
3. A personal interview between administration, parents, and student will take place.
4. A Parent's Financial Agreement must be signed by the person(s) responsible for payment of the account. All financial records from previous years at North Hills must be clear.
5. New students are to be tested to determine their emotional maturity and academic achievement for grade placement.
6. The health history form MUST be returned to the School. A physical examination is required for all students enrolling for the first time, and is recommended as a yearly routine for all students. Evidence of all state required immunizations must be met at time of enrollment.
7. The student MUST NOT have a record of disruptive behavior or poor attitude toward authority from a former School. Middle & High students shall be required to submit any criminal offenses and two (2) letters of recommendation (one from previous school attended the other from a pastor or character reference.)

### B. DRESS CODE

Policy 935

Simplicity and modesty in dress are expected. A Christian institution has a unique responsibility in this area. We are often judged by our appearance. We must be conscious of changing styles and fads which are trademarks of segments of society decidedly ungodly in their influence. Therefore, with these Biblical principles, we have established the following guidelines for School dress:

Biblical Principles:

1. Make a distinction between the sexes.
  - A. Hair - 1 Corinthians 11:14-15. Men and boys hair should be short in relation to women and girls hair.
  - B. Dress - Deuteronomy 22:5. This verse admonishes against dressing like the opposite sex.

2. Maintain a dedicated heart attitude toward God. Modesty comes from a heart attitude and desire to please God rather than man.

The School Board has decided that it is in the best interest of all parties to simplify the dress code by adopting a uniform policy for the students in K-12.

An itemized list of uniform clothing is available in the School office. White shirts, blouses, polos, and turtlenecks in the same style offered by Dennis Uniform may be purchased at department stores. Plaid jumpers and skirts, navy blue twill (K-12) and khaki twill (9-12) slacks are required to be purchased from Dennis Uniform Company, J.C. Penney Uniform catalog. NOTE: High School students (9-12) are permitted to wear Dickies brand in approved uniform colors.

#### ADDITIONAL DRESS CODE REGULATIONS:

- Fads in dress code or hairstyle are not permitted. Unnatural hair coloring, extreme coloring, and extreme cuts are unacceptable. Administration has final say as to what is considered inappropriate dress code issues.
- Boys hair needs to be neatly trimmed and not extend beyond the ear lobe, shirt collar, or beyond the eyebrow in front. **No “lines” are permitted.** Facial hair must be short and neatly trimmed.
- Girls hair styles and colors should be natural and practical, not extreme.
- **No hats are allowed on campus.**
- Visible body piercing and tattooing are not permitted. Girls may have their ears pierced; boys may not. **Only post or small hoop (thumb nail size) earrings are allowed, no dangles or large hoops (Girls only).**
- Jewelry should be kept simple, conservative and small.
- Secondary girl’s make-up should be moderate and appropriately inconspicuous; make-up for Elementary girls should be lip-gloss/chapstick only.
- Students may not wear dark glasses without a written prescription from their physician.
- Pants will be worn at the waistline and secured to the waist so as to prevent undergarments from being exposed. **All shirts must be tucked and secured with a belt. The belt can be black, brown, navy or white with a plain buckle. No baggy “sagging” pants. Pants cannot be rolled up or tucked into boots.**
- Undershirts are not required but if worn must be solid white, without logos.
- Skirt hems are to extend at least to the knee in a standing position, for playground purposes it is suggested that shorts be worn under dresses/skirts.
- Shoes and socks/hosiery must be worn at all times. No sandals or flip flops allowed.
- A uniform jacket is available to purchase throughout the school year.
- Only NHCS uniform outer wear or NHCS logo wear will be allowed to be worn in the classroom. This includes jackets, vests, and sweatshirts bearing the NHCS logo and uniform sweaters. All other outer wear must be hung up or placed in lockers during class. **The only sweatshirts allowed on campus are NHCS logo sweatshirts and they must be zip up the front only. No jackets of sweatshirt material are allowed on campus.**

- A physical education uniform will be required for Secondary students enrolled in the PE program. Contact the School office for purchase information.
- Staff has the final say on all matters related to the dress code. Illegal clothing and accessories will be confiscated. It may be collected from the office by the student with payment of a fine of \$1.00 per item. Items will be held only one week before being given to charity.

Non-uniform dress days will be allowed twice a month. Modestly worn clothing will not reveal the torso or undergarments in either a sitting or standing position. Logos, pictures, and symbols on all shirts must be consistent with positive, Christian principles. All additional Dress Code Regulations listed above will apply.

***Students who are inappropriately dressed will be sent to the office and/or sent home until they are properly dressed. (This is your 1<sup>st</sup> warning, a second verbal warning will be given the 1<sup>st</sup> day of school; therefore no additional warnings will be given.)***

#### C. ACADEMIC TESTING

Three types of tests may be given at North Hills: 1.) Entrance tests (a basic screener) to determine proper grade placement. 2.) Diagnostic tests at the beginning of each semester to determine individual student strengths and weaknesses. 3.) Standardized Achievement Tests (SAT 10) given in the spring each year to provide both parents and teachers with an evaluation of the students' achievement and progress. These tests are in addition to the normal subject tests that occur throughout the school year.

#### D. TEXTBOOKS

Policy 980

Textbook purchase is the responsibility of the student. The annual book fee is due anytime after July 1 and before August 15. Yearly fees will be determined and published by February 15 of each year based on next year curriculum needs. No buy back program will be provided.

Books will be issued by teachers on or before the first day of school. They will not be issued if the fee is not paid. All curriculum will be the student's responsibility during the school year and their property to do with what they want after the school year is over. If any textbook needs to be replaced, replacement cost will be charged. Please put student's name on all textbooks.

If a student has textbooks currently being used passed down from a sibling or previous NHCS student, that student can present those textbooks between July 1 and August 15 to receive credit towards curriculum purchase price which will be applied to tuition account. No refunds will be given for textbooks once school starts. Teachers will be provided details to assist in distribution of appropriate curriculum.

E. HEALTH FORMS Policy 940

State Law mandates that copies of birth certificate, current immunization record and emergency card must be on record in student files. **Please remember to keep all contact information current.**

F. WITHDRAWALS Policy 495

It is the policy of North Hills Christian School to enroll students for a full school year. Our budget is based on the receipt of a full year's tuition. However, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. In the event that you must withdraw your student during the school year, you must notify the office, in writing, seven (7) days in advance; tuition will then be prorated to the last day of attendance. If notice is not given in advance, the balance of the month's tuition will be prorated to seven (7) days after last day of attendance. Your tuition account will be adjusted accordingly and a final billing will be sent, or if overpaid, a refund will be processed. Registration and materials fees are not refundable.

G. COMMUNICABLE DISEASES Policy 927

North Hills Christian School is committed to providing a strong Christ-centered instructional program. Students admitted to NHCS shall be protected from influences negatively affecting their well being and educational progress. Students with communicable diseases can adversely affect others. Please be sure to keep your student at home whenever he/she is experiencing sign of illness.

**Some General Guidelines to follow are:**

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

FINANCIAL

A. TUITION PROCEDURES Policy 470

The yearly registration fee is collected and will cover processing, yearbook, student records, ACSI membership, insurance, and the purchase of disaster relief supplies. A \$35.00 testing fee is included for new students.

Tuition at North Hills Christian School is an annual fee. Payment in full of the annual fee will be accepted in the finance office and must be made before July 15<sup>th</sup>. To make monthly tuition and daycare payments, each family is required to set up an automatic

payment account with FACTS, a tuition management company. (See school website for details.) These payments will be automatically withdrawn on the 20<sup>th</sup> of each month, commencing on June or August 20<sup>th</sup>, depending on which payment plan selected, and continuing each and every month until the final payment on May 20<sup>th</sup>. A late fee of \$150.00 will be charged if an automatic withdrawal payment does not occur. This fee will not be waived. If an automatic withdrawal payment did not occur because of insufficient funds, FACTS will attempt to withdraw payment again on the 5<sup>th</sup> and 20<sup>th</sup> of the following month. If payment withdrawal is still not successful, NHCS will notify the responsible party and dismiss the student until the account, including late fees, is brought current.

B. TUITION DISCOUNTS

Policy 445

Tuition discounts for multiple children (grades K-12) of the same family or guardianship living in the same dwelling shall be determined as follows:

The oldest child will pay full rate. Second oldest child will receive a 5% discount, third oldest child -10%, fourth oldest child - 15%, fifth oldest and additional child/ren - 20%.

C. RETURNED CHECKS

Policy 425

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

1. The parties involved must be notified that their accounts contain insufficient funds for collection.
2. A service charge (\$25.00) will be assessed for each returned check as approved by the Board.
3. Payment in the future must be made by cash or money order.

D. UNPAID TUITION

Policy 490

All accounts must be paid in full by May 20<sup>th</sup> of each fiscal school year or the next school year registration fee and placement in the School will be forfeited.

Report card grades will be withheld if the account shows a balance due.

E. DELINQUENT ACCOUNTS

Policy 410

The person responsible for the account will be notified that student(s) will be dismissed if account becomes thirty (30) days delinquent.

Two (2) notices will to be sent to those who have delinquent accounts. If no action is taken to bring the account current the balance of the account will be turned over to a collection agency.

If delinquent account is due to returned check, collection will be turned over to Solano County District Attorneys' Bad Check Restitution Program.

F. SENDING MONEY TO SCHOOL

All money or checks sent to School should be sealed in an envelope, upon which the following information is recorded:

1) student's name, 2) amount and purpose and 3) grade and teacher's name.

G. CONTRIBUTIONS

The cost of operating a quality, educational ministry is an expensive undertaking that is not supported exclusively by tuition and fees; we must rely on the generosity of parents and the general public who have an interest in helping further the Lord's work here in Vallejo. We firmly believe that all contributions to North Hills Christian School represent an investment in the lives of young people - OUR FUTURE! Remember: ALL donations are tax deductible!

ATTENDANCE

A. ATTENDANCE

Policy 910

It is a privilege, not a right, to attend North Hills Christian School. This privilege should be highly regarded and recognized by all students and parents. Our students should realize that they are responsible at all times to conduct themselves in a manner which brings credit to the name of Christ, their family, their School, and to themselves. Each student will conduct himself/herself in accordance with these standards on and off campus. This means that the School's standards of conduct apply 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.

B. ABSENCES

Policy 915

By law we are allowed to consider as a legally excused absence only the following: illness, doctor or dental appointments, or family bereavement (death in the immediate family).

In the event of an excused absence:

1. Have parent or guardian phone the School and inform the office of the student's absence before 10:00 am of the day of the absence. (644-5284)
2. Have parent or guardian write an excuse giving student's name, date, days of absence, reason for absence, and signature.

3. Student must present excuse to office on the first day back to school, and a pass will be issued for admittance to class.
4. Ask all teachers for make up assignments. Assignments not made up will reflect negatively on student's grade.
5. If a student is absent due to illness more than five (5) consecutive days, it is necessary for him/her to bring a note from the doctor upon returning to campus. A student will not be re-admitted without a doctor's note indicating the student is sufficiently well to re-enter School. The exception would be normal childhood diseases such as chicken pox, etc.

Examples of unexcused absences are as follows: willful absence without parental knowledge, routine work at home, errands, unnecessary shopping trips, hunting trips, ball games, etc. For unexcused absences see Discipline Offense Chart.

Truancy, a student's absence from School without knowledge or consent of parents or School officials, is considered an unexcused absence. The student forfeits any opportunity to make up missed school work and will receive a zero for each assignment missed.

There are, however, limited circumstances where parents may arrange a "pre-arranged" absence with the School. Parents should keep the "prearranged" absences to an absolute minimum in order to maintain educational continuity for the student. It is also essential that the School be notified at least two weeks in advance using a form available in the school office to enable teachers to give assignments. If such notification is not given, the absence will be considered unexcused. ***Repeated excused/unexcused absences may result in the assignment of a Saturday School, at the discretion of the administration.***

### C. TARDINESS

Policy 975

The tardiness policy was established in consideration of the following:

1. When students are late coming to class, it causes a disruption of the class.
2. It takes additional teacher time to explain or catch the student up with the rest of the class.
3. It is the parents' and students' responsibility for the student to be here at the proper time.
4. It is not necessary to determine whose fault it is for being late. The fact that a student is late and has missed classroom time is sufficient to justify that lost time must be made up.

Students are expected to be at School on time. Students arriving late should report to the School office with a written excuse. Written excuses need to include date, time, student name, reason, and parent signature.

**Tardies:** A student is considered tardy to class when he/she is not in his/her seat when the bell rings. Students are expected to attend class fully prepared with the materials needed for the class. Students will be considered tardy if they must return to their lockers for materials. Elementary students will be considered tardy when they are not lined up when attendance is taken before school.

- Excused Tardy: family emergency with parent note, doctor or dentist visit with a doctor's note, or an administratively approved tardy. ***Students who accrue more than three excused tardies within a month may receive a detention for every subsequent tardy within that month.***
- Unexcused Tardy: All other excuses / reasons for tardiness.

**The administration will have final determination if a tardy is excused or unexcused for all students.**

- Excessive tardiness will result in detention, parent/teacher/student conference and, under extreme circumstances, may result in possible expulsion. See Discipline Offense Chart.
- **Secondary students who accrue 3 unexcused tardies may receive a Saturday Work detail at a cost of \$25.00.**
- **Any NHCS student accumulating eight (8) tardies to any class per semester may be excluded from the course with a semester grade of FAILURE ("F") for disruptive behavior and will be sent to the School Board.**

#### D. HOURS

Regular school hours for Kindergarten students will start at 8:30 a.m. and end at 2:50 pm. Regular school hours for Elementary School students will start at 8:30 a.m. and end at 3:00 p.m. Secondary School students will start at 8:15 and end at 3:15. Some elective courses may be scheduled before or after regular school hours.

- **North Hills Christian School is a "closed" campus. As such no students will be allowed off campus during regular school hours unless participating in a school sponsored activity.**

#### E. STUDENT DROP OFF AND PICK UP

Students should be dropped off no more than 15 minutes before their first class begins and must be picked up no later than 20 minutes after their last class. **Parents are to drop off Kindergarten/ Elementary students by Dodson Hall. Secondary students are to be dropped off in upper/back parking lot. Kindergarten students should be picked up in front of Dodson Hall, all other students are to be picked up in the upper/back parking lot. Please note: The traffic flow is one way only. No elementary or secondary students should be picked up in front of the school because this area is unsupervised and puts students at risk.**

- **Students in grades 9-12 are not permitted to remain on school grounds, after school hours unless involved in school sponsored activities.**

F. DAY/TEEN CARE

Supervised Day/Teen care is available before and after School hours from 6:00 a.m. to 6:00 p.m. for students of North Hills Christian School on a yearly basis, including School holidays (with the exception of legal holidays as indicated on the School calendar). Each student must be signed out by the adult (18 or older) who is picking up the student. EVERY student must be under contract with the Pre-School/Day Care Office in order to receive monthly rates. Students in grades 6-8 not picked up by 3:35 p.m. will be placed in day care and billed at a drop-in rate. Please see School office for Day/ Teen Care contracts.

G. REST & NUTRITION

Proper rest and nutrition are vital to learning. We urge you to make sure that your child gets sufficient rest each night. Please make every effort to provide a well-balanced breakfast every school day so that your child will be alert and ready to learn when he/she begins the day.

ACADEMIC REQUIREMENTS

Policy 938

A. SECONDARY GRADUATION REQUIREMENTS

North Hills High School students meet or exceed the CSU requirements for admission as follows:

- **Bible**, 4 years (exceptions for transfer students) 40 credits
- **English**, 4 years (English 9, 10, 11, 12) 40 credits
- **Math**, 3 years (Alg I, II, Geometry or a combination of math classes) 30 credits
- **Social Studies**, 4 years including: Geography (9<sup>th</sup> grade), World history (10<sup>th</sup> grade), U.S. history (11<sup>th</sup> grade), and Government/Economics (12<sup>th</sup> grade) 40 credits
- **Science**, 3 years including 1 year with laboratory: Earth Science, Biology, Chemistry and/or Physics 30 credits
- **Foreign Language**, 2 years same language (3 years for University entrance) 20-30 credits
- **Visual and performing arts**, 2 years: art, drama/theater, choir or band 20 credits
- **Physical Education**: 2 years 20 credits
- **Elective Options**: Computer, Yearbook, Leadership, Keyboard, Choir, Band

Please note: Bible Class is considered the backbone of the curriculum and foundation of our philosophy. Failure in Bible may result in Board review of continued attendance. 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, be placed on Academic Probation, and are required to make up the units in Summer School. (See: Academic Probation.) Students need a minimum of 220 credits to graduate. Graduation eligibility will be determined based on courses completed or in progress as of May 15th.

B. GRADE REPORTING

Policy 955

- **Semester grades** are recorded on the second and fourth quarter report cards. The semester grades indicate a student's cumulative progress for the two preceding quarters. Semester grades for High School students are listed on the student's permanent transcripts.
- **Report Cards** are issued four times during the school year. The first quarter report cards will be given during the Parent-Teacher Conferences. The second and third quarter report cards will be sent home with the students. Final report cards will be mailed home. Please check your School Calendar for the dates when report cards are to come home.
- **Edline:** For the 2009-2010 school year, student progress can be monitored by visiting [www.edline.net](http://www.edline.net). There is a portal (access point) set up on the North Hills website for your convenience. For security purposes, every parent will be given a unique login and password at the beginning of the school year. You may use **edline** to check grades, homework assignments, as well as contact your child's teacher(s).
- **Incompletes:** Students who receive an Incomplete on a Report Card have two weeks to make up the grade. It is the student's responsibility to check on all missing work.

C. GRADING AND GRADE POINT SYSTEM

Letter grades at North Hills Christian School are computed on the following scale:

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

Please note that Secondary students will not receive credit for "D" and "F" grades.

D. HONOR ROLL

- Honor Roll = All A's and/or B's for one semester;
- Honor Society = All A's for one semester;
- Principal's Award = All A's for entire year.

Award recipients will be recognized at an Awards Ceremony. Parents will receive notification of date and time, and location.

E. HOMEWORK

Policy 945

All students K - 12 will receive and are expected to complete homework assignments. Homework is assigned primarily for the purpose of helping the student establish good habits at home and reinforcing learned material. Generally, homework time will depend on grade and subject matter, and student diligence in completing assigned work. Parents are encouraged to check homework assignments. We also offer a Student Assignment Book to assist students and parents in keeping track of assignments. Late homework is marked down 10% per day. Elementary students will be required to complete late or missing assignments. Secondary students may receive detention for undone or incomplete homework assignments. (See DETENTION below) Elementary students may be assigned work detail at lunch or loss of recess as a consequence of missing homework. A parent conference may be required if the problem is not corrected.

F. HOMEWORK MAKE-UP POLICY

Policy 947

When a student is absent, he/she should work carefully with the teacher to get the work made up as soon as possible. The School allows one school day for each school day missed plus one. For example, if absent two days, student has three days to make up the missed work. However, such work is the responsibility of the student, not the teacher. When an absence is excused, the student shall receive full credit for make-up work unless it is turned in past the deadline stated above.

Work or tests assigned before the absence, which are due during the absence or the following day, should be turned in or taken on the day the student returns to school. The test could be delayed providing the parent writes a note stating that the student was physically unable to study during his/her illness. Reminder that “pre-arranged” absences require that work be completed prior to absence.

G. TESTS

Tests are designed to be taken and completed within the regular classroom time. Check with your student’s teacher for a test schedule.

## H. ADD/DROP CLASSES

High School students may add or drop classes provided there is an opening in the requested class. The student must obtain an "Add/Drop Class Change" form which is available in the office. This form must be filled out, returned to the office, and approved by the Principal before the student may attend the new class. Students may not add or drop classes after the third week of the semester (or quarter if the class is only a quarter long).

## I. PHYSICAL EDUCATION

Policy 810

All High School students at North Hills participate in P.E. to meet the High School requirement of two (2) years of P.E. A note from parents is needed if a student is to be excused for a day. A physician's note is REQUIRED if a student needs to be excused from P.E. for more than five School days, or for physical reasons. **Students will wear approved North Hills P.E. uniforms to PE class.** Not wearing the proper uniform will result in a dress cut and adversely affect the student's grade. Uniforms are to be washed at least once each week. A sports-type shoe is required.

## J. STUDENT ATHLETES

Participation in athletic teams or cheerleading is a privilege that is earned by the student by meeting criteria established for all extracurricular activities. Participation further requires a recent physical on file, acceptable scholastic standards and payment of any required fees.

Each student will conduct himself/herself in accordance with these standards on and off campus. This means that the School's standards of conduct apply 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.

- Students are eligible if they have maintained a minimum of 2.0 GPA, on a 4.0 scale, (CIF Handbook, Pg. 12, Rule 205) with no F's and a maximum of 2 D's in the previous grading quarter.
- If a student fails to meet this standard, she/he is put on a probationary contract for six weeks. The student may not participate in games during that period.
- Students must be in attendance at least five periods of the day and have received no referral in order to participate in games or practices the same day.
- Athletic uniforms must be returned to the coach after the last game of the season. A replacement fee will be charged to replace the uniform if not returned.

All athletes are required to have insurance coverage before they participate in any sport. A student may already be covered through the parent's insurance. In any case, parents must provide proof of insurance to the School Office. The School does not offer an

insurance plan for students. Parents must take full responsibility for investigating their insurance coverage.

A student athlete may opt out of the regular Physical Education Class for the time of participation in inter-varsity sports. The student will receive PE credit for the duration of participation. A student who completes 2 or more sports in one year will receive 1 year of academic credit for PE (10 credits maximum).

K. CHAPEL SERVICES

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

L. ACADEMIC PROBATION

Policy 900

Any student maintaining below a 2.0 GPA or with more than one F (failing grade) may be asked to appear before the School Board to give an accounting of their actions. They will be placed on academic probation at that point. This is to call attention to the fact that efforts need to be made to find ways to increase achievement or determine where specific guidance is needed. 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.

Any student receiving a "D" or "F" as a Semester grade will be required to attend Summer School to raise the grade as a contingency for re-enrollment.

It is therefore essential that close contact is kept with the classroom teacher(s) to ensure that each student passes each class.

Students on academic probation will not be allowed to participate in extra-curricular activities. Probation will be based on previous grading period.

M. RETENTION

Policy 960

Students must maintain satisfactory progress and/or grades for promotion. A student may be retained in a grade if the student has maintained a GPA of below 2.0 for the entire year or more than one final F.

## N. SUPPLIES

Students must furnish their own binders, notebook paper, spiral notebooks (when required), pencils and pens. Parents are responsible for lost or damaged materials. All students must have a copy of the New International Version of the Holy Bible. Elementary students are encouraged to use the “Adventure Bible”. The Bible is used in all classes for Bible homework, class assignments and for Bible memory work.

## DISCIPLINE

### A. DISCIPLINE PHILOSOPHY

Policy 930

North Hills Christian School believes that discipline is an integral part of the learning process and is necessary for the welfare of the student as well as the entire School. Each teacher is given the authority of making and enforcing classroom regulations within the policy parameters established by NHCS for student discipline. The classroom teacher will handle most of the discipline.

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

### B. BIBLICAL FOUNDATION FOR BEHAVIORAL GUIDELINES

Policy 970

**Personal responsibility** “...that each of you should learn to control his own body in a way that is holy and honorable...” (1 Thessalonians 4:4)

- The rights and property of others are to be respected at all times.
- The School facilities, books, desks, lockers, etc. are provided for the use of the students. Damaging and defacing of such property is unacceptable. Students and their parents are responsible for damage incurred to School property whether willful or accidental.
- Proper rest and nutrition are vital to learning. We urge you to get sufficient rest each night. Please make every effort to have a well-balanced breakfast every school day so that you will be alert and ready to learn.
- NHCS strictly enforces a hands-off policy which includes horseplay, pushing, and grabbing.

- Public displays of affection - Boy-girl relationships and friendships are important and can be enjoyed without display of public affection. Kissing, frontal hugs, lap sitting and cuddling are not appropriate behaviors.
- Sexual immorality in any context and in any form is not permitted.

**Respect for authority** “Remember them which have rule over you, who have spoken unto you the word of God; whose faith follow ...” (Hebrews 13:7 KJV)

- Demonstrate respect for God and His Word.
- Demonstrate respect for all authorities (teachers and staff). Students are expected to be prompt, prepared, willing, and cooperative in their obedience to teachers, staff, and parent helpers. Discussions with staff should be one-on-one (Matthew 18:15-17).
- Students should raise their hand in class to receive permission to speak.
- Students are permitted in a classroom only when a teacher is present.
- A student dismissed from class for any reason will be issued a written pass. This pass must be in the possession of the student at all times when out of class.

**God-honoring conversation** “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)

- Any form of unbecoming communication is unacceptable. This includes, but is not limited to, gossip, put-downs, name calling, profanity, vulgarity, and other offensive language, whether verbal, written or demonstrative.

**Cheerful obedience** “Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault ...” (Philippians 2:14-15)

- Littering is ill-mannered and prohibited. Students are expected to show respect for their School and others by keeping the campus clean.
- Radios, walkmans, CD players, **ipods, mp3 players, digital cameras**, electronic devices, toys or other non-instructional items are not allowed on campus. They will be confiscated and returned to the parent. **Electronic gadgets are expensive small and easy to conceal. They are a distraction and/or a temptation to some students. NHCS Staff is not responsible and is not obligated to take action for lost or stolen items that are not allowed on campus. See the Discipline Chart for procedures regarding inappropriate use of the above.**
- Cells phones and pagers are not to be visible or heard on campus. However, Secondary students may discreetly and privately check their messages only at lunch time, break time, or after School hours. **NHCS Staff recommends that**

**students do not bring cell phones or other expensive items on campus. They are a distraction in the classroom and students misplace them or leave them out. Teachers and administrators are not responsible for lost or stolen cell phones. See the Discipline Chart for procedures regarding inappropriate use of the above.**

- Gum chewing is not allowed on campus. A \$5.00 gum fine will be charged. Food is not allowed in the classrooms unless specifically permitted by the teacher for special events.
- Do not bring objectionable or illegal items to School: tobacco, alcohol, illegal substances, firearms, pornography, etc.
- No running in buildings, sidewalks, or through parking areas.

C. BEHAVIORAL PROBATION Policy 972

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

D. GENERAL PLAYGROUND RULES

Play in designated areas only

- Follow directions of supervisors
- No rock throwing
- No fighting: even in retaliation (pushing, hitting, biting, etc.)
- No rudeness to yard supervisors allowed

E. DETENTION Policy 931

Students receiving a detention will be expected to serve the assigned detention on the scheduled day. Detentions are in time increments of fifty (50) minutes. Failure to appear for an assigned detention may result in an additional detention being added and may have Saturday Work Detail assigned..

Detentions are to be served on scheduled day after School hours, unless there is a family emergency. Detentions **will not be deferred** for the sake of convenience. A detention will be deferred only by written parental permission prior to the time of detention. A deferred detention will be served the next assigned day.

F. WORK DETAIL

Students who break School rules may be placed in Work Detail. Work detail slips must be signed by a parent or guardian. Failure to return a signed slip will result in suspension or a Saturday Work Detail. Serving a Work Detail takes precedence over all non-

emergency activities. i.e. work, sports practice or game, martial arts, etc. Students who intentionally fail to show for Work Detail may be given Saturday Work Detail.

G. SATURDAY WORK DETAIL

Policy 990

Saturday Work Detail (SWD) will be scheduled on an as needed basis, and will cost participants \$25.00 (cash or check made out to supervisor) to cover the cost for supervision. See Discipline Offense Chart. ***Students who do not serve a SWD within a reasonable time period will be suspended. Failure to pay SWD fees may result in a student suspension until the fee is paid.***

H. REFERRAL DISCIPLINE POLICY

Referrals will generally be given because of serious misbehavior or because normal attempts to correct the problem on the part of the classroom teacher have been exhausted.

I. SUSPENSION POLICY

Policy 932

Suspension is to be considered the most serious discipline NHCS and will be treated as an unexcused absence. In the event that a student is suspended from North Hills, it is required that a parent and/or guardian attend a conference with the Administrator and/or Staff before the student will be allowed back in the School.

J. EXPULSION/MANDATORY WITHDRAWAL

Policy 933

The Principal will inform the School Board Chairman of pending student expulsions. The Chairman will call a special meeting to discuss the expulsion with Board members, administration, parent and student. The Principal may suspend the student until the Board meeting. The meeting will be held within one week after the notice of pending expulsion. A letter will be drafted from the Board to the parents of the student regarding the decision of the Board. See Discipline Offense Chart for more information.

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

PRIVILEGES

A. LOCKERS

Lockers are issued as a privilege. This privilege may be revoked if the lockers and surrounding area are not kept clean. Displaying on one's locker such items as pictures or

emblems which exalt groups or movements that are contrary to Biblical standards will not be accepted. Anything deemed offensive or inappropriate by the Administrator is not acceptable and must be removed.

Students are not to switch lockers or pass out their combinations to any other student at any time. If any of the listed conditions are not followed completely, the locker privilege will be terminated. Also, the School does NOT assume any liability for articles left in lockers. The School Administration may inspect lockers without notice.

B. STUDENT DRIVER GUIDELINES

Policy 983

All students who drive on the NHCS campus are required to fill out a Parking Permit form in the School office for a fee of \$5.00. This permit is required to park on campus. Failure to have a permit will result in a fine and/or loss of all driving privileges on campus.

- Requirements

- All student drivers must possess a valid California Driver's License and sufficient insurance coverage as required by law to operate a motor vehicle. Students should register their vehicle information with the school office.
- **Students are to park in the lower front parking lot only. Students may not drive around the back of the campus.** Failure to comply will result in loss of campus driving privileges.
- All laws related to the State Vehicle Code are to be obeyed.
- The speed limit on the NHCS campus is 10 miles per hour at all times.
- Noise from car radio is to be confined within the vehicle on School grounds at all times.
- Once the student has arrived at School, the parking lot is off limits. **Students may not eat lunch in or around any parked vehicles.**
- No student drivers can be used to transport other students to any School-sponsored events.
- Violations of any parking provisions may result in fines, tow away, or revocation of the parking permit. Consequences for violation of the above regulations will vary according to the severity of the infraction. Discipline will be at the discretion of the administration.

### C. FIELD TRIPS

Our teachers are encouraged to conduct several well-planned field trips during the school year. The registration form used at North Hills includes permission for all students to attend off-campus field trips. Classroom teachers will notify parents in advance of scheduled field trips or other special activities. We always encourage parent/guardian adult drivers. Any parent who would like to drive on any/all of the scheduled field trips should contact the classroom teacher, and provide school with copy of valid car insurance if transporting students other than their own. We also have a School van that may be used on field trips. NHCS requires any parent/volunteer staying with students on an overnight field trip must have valid fingerprint clearance on file. Contact the Finance Office for more information.

### D. HOT LUNCH PROGRAM

Policy 301

North Hills Christian Schools participates in a lunch program which starts August 24, 2009 (first day of school) provided by Children's Choice. They are able to provide a choice of 12 nutritional cold and hot entrees, salads, snack, fruits and drinks daily and deliver for a reasonable, competitive price. Any family wanting to participate will be required to go online and register at [www.ChoiceLunch.com](http://www.ChoiceLunch.com).

### E. STUDENT PORTRAITS & CLASS PICTURES

School photographs will be taken in time for Christmas. Generally, an envelope is sent home the day before the photographer comes; various combinations of prints are usually made available. Payment for the plan you select must be enclosed in the envelope and returned to School on picture day.

### F. YEARBOOKS

A portion of your registration goes towards the purchase of a School Yearbook. These colorful yearbooks reflect the activities of the school year. Parent involvement in the creation of the yearbook is always welcome. If interested, contact the school office.

### G. TELEPHONE CALLS

The School has a telephone available for student EMERGENCY use only. Students MUST obtain permission and a hall pass from their teacher to use the phone. Students may NOT use the kitchen phone for any reason. There will be a charge of 50 cents for non-emergency office telephone calls; 75 cents for long distance. Students may use personal cell phone **in office** after being given permission to do so.

### H. TRANSPORTATION

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

NHCS encourages all parents to car pool. This cuts down on congestion in the parking lot and helps make a quicker and safer drop-off area for our students. The office does not organize car pools but we can pass your number on to other parents in your neighborhood who might be interested.

## MISCELLANEOUS POLICIES

### A. SECURED CAMPUS Policy 925

North Hills Christian School maintains a secured campus for all students. Students are NOT permitted to leave during school hours except as follows:

1. On School sponsored and supervised field trips, sports events, or special privilege days.
2. By written permission of a parent or guardian and providing that the parent or guardian accompanies the student. Written permission MUST be cleared through the School office. NO EXCEPTIONS.

### B. CAMPUS SAFETY / VISITORS Policy 926

Safety is an important part of North Hills Christian School. As society continues to change, we must make safety a priority on our campus.

#### 1. Philosophy

- a. North Hills is a secured campus. All visitors (anyone except staff/students) will be issued a proper visitor pass from the office which must be displayed at all times while on campus. North Hills alumni and students from other schools are not allowed on campus during school hours.
- b. Entrance doors will remain locked to assure all visitors will report to the office.
- c. ***Parents may not discuss issues/concerns with other students without the expressed permission of the administration and other parent(s).***

#### 2. Identification

- a. Proper I.D./Visitor passes must be displayed at all times while on campus.
- b. All secondary students must carry valid North Hills I.D. on their person while on campus.

#### 3. Video Surveillance/Safety Personnel

- a. Video cameras covering all entrances along with signs notifying all visitors that the premises are under surveillance.
- b. Safety personnel will be on staff to monitor the campus during school hours and to insure everyone is in compliance with safety policies.

4. Enforcement

- a. To encourage compliance with safety policies and parking/traffic regulations, fines will be assessed to violators verified by photographic or video evidence.
- b. Fines for violations will be assessed on monthly account of the responsible person.

C. LIBRARY

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

D. ACCIDENT OR ILLNESS AT SCHOOL

Policy 903

Whenever a student becomes ill or is involved in an accident at School, he/she is sent to the office for minor first aid. Accident reports are filled out and kept on file for parent or insurance viewing. If the injury or illness warrants it, the parent is called and requested to take the student home for further care. Students are never sent or taken home unless there is some supervision or care at home for the student. If home supervision is not available, the emergency number is called. **\*Please inform the School regarding any change in phone numbers. Emergency information is the responsibility of the parent and should be kept up to date.**

E. CLASS SIZE

Secondary classes are limited to twenty eight (28) students. Exceptions to class size may be made at the discretion of the administration.

F. MEDICINE

The School cannot be responsible for administering medication to students. We can, however, keep prescription medication with your doctor's written instructions in our office. Students must take their medication in the School office during school hours. Medication may not be shared with other students. All non-prescription medicines that are brought to school needed to be labeled with student's name and given to Office personnel. These will **ONLY** be given out by School personnel upon parent approval.

If your child has a special problem or a medical history which might affect school performance, please notify us so that we can work with you and be prepared if an emergency should arise.

NOTE: If it is desired that a child stay in the building during recess or lunch, the student must bring a note from his/her parent guardian. This would also apply to Secondary students taking P.E., with the understanding that missed class time will need to be made up.

#### G. BICYCLES & SKATEBOARDS

Bicycles may be ridden to and from School only when written permission from the parents is on file at the School office. They are not to be ridden on campus at any time. Skateboards, roller blades, and roller skates are NOT to be brought on campus. The School assumes NO liability for any personal items brought onto campus.

#### H. LOST & FOUND

Articles which are left on the School grounds will be placed in the Lost & Found Box. Students are encouraged to check the box for lost items. Please make certain that all of the student's property is CLEARLY MARKED with his/her name. Articles which cannot be identified and/or unclaimed items will be discarded after one month.

## Discipline Offense Chart

This guideline is meant as a tool for students and parents to understand the serious consequences or violations, whether they occur on or off campus. The guide does not alter the School's right to determine what disciplinary action it will take, nor is this list inclusive of all standards of conduct or discipline.

Discipline Area	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Repeated Offenses
Gum chewing/Food  <b>(Elementary)--</b>	Warning/\$5.00 fine  1 day trash pick up	\$5.00 fine/ Detention  parent communication/ 3 days trash pick up	\$5.00 fine/ Work detail  parent communication/ 1 week trash pick up	Saturday Work detail  Referral/parent conference
Dress Code Violations (within one month)	Written warning/change clothing/student sent home	Written warning/change clothing/student sent home	Referral student sent home	Saturday work detail/ Loss of privileges
Excused Tardy	Warning	Warning	Warning/Detention	Detention/possible grade reduction  Note: cumulative monthly
Unexcused Tardy	Detention	Detention	<b>Parent conference/ Saturday work detail Note: every 3rd unexcused tardy may be SWD</b>	<b>School Board review, possible expulsion</b>
Unprepared for Class	Detention	Detention	Detention/parent conference	Behavioral contract
Disorderly conduct	Detention	2 Day Detention	Referral	Saturday Work Detail/Suspension
Cell Phones/CD players/ipods	Confiscate/return to parent	Confiscate/\$5.00 fine return to parent	Confiscate/\$5.00 fine return to parent	Referral/Confiscate/ return end of semester
Cheating/Lying/Plagiarism	Zero on assignment/ Referral	Zero on assignment/ Saturday Work detail/Suspension	Zero on assignment/ Saturday Work detail/Suspension	Zero on assignment suspension/possible expulsion
Disrespect/Defiance of Authority	Warning/Referral	Saturday Work detail/ Suspension	Saturday Work detail/ Suspension	School Board Review, possible expulsion
Profanity/Vulgarity	Warning/Referral	Saturday Work detail/ Suspension	Suspension/ parent conference	Suspension/Possible expulsion
Violation of "Hands-off" policy	Conference/warning possible detention	Parent conference/ Detention	Saturday Work detail/ Suspension	Suspension/Possible expulsion
Forgery/Altered Documents	Saturday Work detail/ Suspension	Saturday Work detail/ Suspension	Saturday Work detail/ Suspension	Suspension/Possible expulsion
Unexcused Absences/Truancy	Zero on assignments/ Saturday Work detail	Zero/Referral/ Saturday work detail/ possible detention	Suspension/Parent conference	Suspension/Possible expulsion
Cutting Class	Detention for each period missed	Referral/Parent Conference	Suspension/Parent Conference	Suspension/Possible expulsion
Reckless Driving/Parking violations	Warning/Possible detention/ Saturday Work detail/ Suspension	Fine/Detention	Fine/Revoke driving privileges/possible suspension	Fine/Revoke driving privileges
Damage/Destruction of Property/Vandalism	Reimbursement/Detention/Possible suspension/Possible Police / Expulsion	Reimbursement / Possible Police/ Expulsion	Reimbursement / Expulsion	Note: Reimbursement is cost of materials plus \$20/hr labor charge
Threatening Student / Staff	Parent Conference / Suspension	Parent Conference / Suspension/ Behavioral contract	Suspension/ Possible Expulsion	
Fighting	Referral / Saturday Work detail	Suspension / Saturday Work detail/ Behavioral contract	Suspension / Possible Expulsion	Note: premeditated fights will be considered as assaults.
Gambling	Referral / Saturday Work detail	Suspension / Behavioral contract	Suspension / Possible Expulsion	

## Discipline Offense Chart

This guideline is meant as a tool for students and parents to understand the serious consequences or violations, whether they occur on or off campus. The guide does not alter the School's right to determine what disciplinary action it will take, nor is this list inclusive of all standards of conduct or discipline.

Stealing	Restitution / Referral/ Saturday Work detail	Restitution / Suspension / Behavioral contract	Suspension / Arrest / Possible Expulsion	
Pornography/Offensive/Occult material	Suspension / Behavioral contract	School Board review, possible expulsion		
Harassment / Intimidation	Warning/ Official Documentation/ Parent Conference	School Board review, possible Expulsion		
Tobacco (possession/smoking)	Suspension / Behavioral contract	School Board review, possible expulsion		
Alcohol, controlled, illegal substances	School Board review, suspension/counseling/ behavioral contract / Arrest/Possible expulsion			
Sexual immorality	School Board review, suspension/counseling/ behavioral contract / Possible Expulsion			
Weapons / Explosives	Arrest / Expulsion			
Gang / Criminal activity	Arrest / Expulsion			
Striking School Personnel	Arrest / Expulsion			
Toys or other non-school item brought to school <b>(Elementary)</b>	taken/verbal warning/ returned at end of day	taken/ returned to parent/loss of privilege	taken until end of school year/ returned to parent	Suspension/parent conference/behavior contract
Throwing objects <b>(Elementary)</b>	loss of privilege/parent communication/referral/ suspension	loss of privilege/parent communication/referral/ suspension	loss of privilege/parent communication/referral/ suspension	School Board review/ possible suspension