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school contact information

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vision statement

Students from North County Christian School will acquire wisdom, knowledge, and a biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship.

mission statement

The mission of North County Christian School is to work in partnership with the home and church to provide quality education rooted in Biblical truths and to nurture students as they embrace a personal relationship with Jesus Christ, discover their God-given gifts, seek His plan for their life, and serve Him with their mind, body and spirit.

philosophy of education

The philosophy of education at North County Christian School is really a theology of education because it is built on Biblical principles. Pertinent passages of Scripture are Deuteronomy 6:5-7, Ephesians 4:11-16, and Romans 12:1-2.

According to Deuteronomy 6:5-7, all education, and especially Christian education, begins in the home. Parents are the primary developers of their child's education. This responsibility cannot be taken from them, nor can they give it away.

Ephesians 4:11-16 teaches that God has given some the gift of teaching. Their responsibility is to "equip the students for works of service." They do not take the parent's place; but they become "Para-parents" for the students.

Our ultimate goal in Christian education is found in Romans 12:1-2. To help the students be transformed by the renewing of their minds, so they will be able to test and approve what God's will is for them. This renewing is always based on a student's submission to the Lordship of Jesus.

The academic requirements at North County Christian School are secondary to the fact that we are first Christians. This does not mean that academics are of little importance. We have a higher academic standard than many schools because Christians should exemplify only the highest standards. With this in mind, the school has several primary objectives for the students.

spiritual objectives

We desire to see a spiritually discerning student, who is mighty in spirit and Christian character, and who is willing to serve the Lord Jesus Christ in whatever capacity that God may call him/her. We desire that each child have an independent walk with Christ in a self-governing way so that the student does not need external controls.

academic objectives

We desire to produce a well-rounded and disciplined student in the area of academic understanding, knowledge, and skills. We want the student to be an independent thinker capable of researching, reasoning, relating, and applying biblical principles to every area of life, particularly the area to which the student has been called.

social objectives

We want to help train a student to be socially stable and able to go into the vocation of his/her choice, to be a responsible citizen and conduct himself/herself capably among peers. We want each student to know our nation's heritage, recognize and appreciate the sacrifices that have been made to provide our freedoms, understand the responsibility of maintaining civil liberty, and be able to relate Christian moral values to an ever changing world and society, so they can bring biblical answers to the world and not be part of its problem.

physical objectives

We want to produce a child who is physically fit to serve the Lord, who has a good knowledge of health and hygiene, and who has the ability to be a servant and care for his/her body as the temple of the Holy Spirit.

expected students outcomes

As students complete their experience at North County Christian School, it is expected that graduates

1. are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. are proficient in mathematics and science.
3. have a knowledge and an understanding of people, events, movements in history and the cultures of other peoples and places.
4. appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. have a critical appreciation of languages and cultures of peoples, dispelling prejudice, promoting interethnic harmony.
6. know how to utilize resources including technology to find, analyze, and evaluate information.
7. are committed to lifelong learning.
8. have the skills to question, solve problems, and make wise decisions.
9. understand the worth of every human being as created in the image of God.
10. can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
11. understand and commit to a personal relationship with Jesus Christ.
12. know, understand and apply God's Word in daily life.
13. are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
14. treat their bodies as the temple of the Holy Spirit.
15. are actively involved in a church community, serving God and others.
16. understand, value, and engage in appropriate community and civic activities.
17. embrace and practice justice, mercy, and peacemaking in family and society.
18. have an appreciation for the natural environment and practice responsible stewardship of God's creation.
19. are good stewards of their finances, time and all other resources.
20. understand that work has dignity as an expression of the nature of God.

doctrinal statements of faith

1. We believe in one eternally existent, infinite God. We believe in the Trinity; God has revealed Himself as Father, Son and Holy Spirit. (Genesis 1; Deuteronomy 6:4-5; Matthew 28:19-20)
2. We believe Jesus is divine and was fully God and fully man at the same time. (Matthew 1:20-25; 16:15-16)
3. We believe the Holy Spirit is active today, convincing the world of sin, giving new life to those who repent and believe, sanctifying believers, and guiding them into all truth. (John 7:39; 14:15-26; 16:7-15)
4. We believe the Bible was inherently inspired by God and reveals the will of God in all matters of faith and salvation. (Luke 24:44-47; 2 Tim. 3:15-17; 1 Peter 1:10-12)
5. We believe original sin, the corruption of man by Satan, continues to exist in a Christian's life until cleansed by the Holy Spirit. (Genesis 3; Romans 5:12-14; 7:7-8,9; Galatians 5:16-25)
6. We believe salvation started in God's loving heart, and is grounded in Jesus' sufferings, shedding of blood, death on the cross, and resurrection. (Luke 24:46-48; John 3:14-17; Romans 3:21-26, 4:17-25)
7. We believe man is morally responsible for his use of free will and that God never takes his freedom of choice from him. (Genesis 1:26-27; Romans 2:1-16; 3:10-12; 5:6-14; 6:15-16; 7:14-25; 10:6-8)

8. We believe repentance involves a sense of personal guilt and a voluntary turning away from sin. (Mark 1:14-15, Luke 3:1-14)
9. We believe in salvation; God sees a person as if he had never sinned, is given a new life beginning, and is adopted into God's family. (John 1:12-13; 3:3-8; Romans 3:21-26, 4:5-19, 8:1-17)
10. We believe God gives a pure heart to those who are brought into complete devotion to God and that this work of God's grace is complete sanctification. (John 7:37-39, 14:15-23, 17:6-20; Romans 6:11-13, 8:1-14, 12:1-2)
11. We believe Jesus will come to earth again and those who are His will go to live with Him eternally. (Matthew 25:31-46; John 14:1-3; Revelation 1:7-8, 22:7-20)
12. We believe those who are not His, when Jesus returns, will spend eternity in Hell. (Genesis 18:25; John 3:16-18, 5:25-29, 11:21-27; Romans 2:1-16, 14:7-12)
13. We believe Christian baptism shows acceptance of Jesus. (Matthew 3:1-7, 28:16-20)
14. We believe communion is a sacrament that declares Jesus' sacrificial death. (Matthew 26:26-29; Mark 14:22-25; Luke 22:17-20; John 6:28-58)
15. We believe God can and does heal body, mind, and emotions. We believe God allows providential agencies and persons to aid in the healing process. (Matthew 4:23-24, 9:18-35; John 4:46-54; James 5:13-16)
16. We believe a person receives the fruit of the Spirit (Galatians 5:22-25) when he becomes a believer. We believe the gifts of the Spirit (Romans 12:6-8; 1 Corinthians 12:1-31; Ephesians 4:11-12) are given by God's will alone. We believe no gift to be superior to any other and that none is universally given to all believers.

school sponsorship and affiliation

North County Christian School is a ministry of Ferguson Church of the Nazarene and therefore the NCCS School Board's authority falls directly under the Church Board of Ferguson Church of the Nazarene. The Church Board shall be responsible for approving the hiring of school administrators and the annual school budget. It shall be the fundamental purpose of the School Board to act as a legislative body in formulating policy for the conduct of the school. The primary function of the School Board is to seek the will of God and to serve as His instrument in matters concerning NCCS. In practice, the School Board will confine itself largely to setting of policy; approve awarding of diplomas, adoption of the school calendar, annual approval of the budget, the control of money funded under the budget and the responsibility to raise money or to see that it is raised. The School Board shall report quarterly to the Church Board of Ferguson Church of the Nazarene. Further, the School Board is available to the School Administrative Team to assist in other matters, or to make other decisions at the request of the School Administrator or Senior Pastor.

spiritual life

Included in the curriculum of all grades is a daily Bible class. Chapel is held weekly, giving students an opportunity to accept Christ as their personal Savior.

We are not endeavoring to establish Nazarene doctrine in our students. The purpose of our Bible classes and Chapel is five-fold:

1. We are concerned that our students have a faith in God to meet the needs in their life.
2. We are concerned that the Bible becomes THE guidebook for life, and that we accept God's Word as absolute truth.
3. We promote prayer as a daily habit, not just a ritual.
4. We train our students that God hears us when we pray and really cares about our needs.
5. Most of all, we pray that every student will accept Jesus Christ as their personal Savior.

health & medication

An Immunization and Physical Examination form, completed by your family physician, must be submitted at the time of admission. Absences due to illness shall be explained in a written statement or phone call from the parent or guardian. A student who is ill, running a temperature, or not fully recovered from an illness shall not be admitted. Any student wishing to play sports at NCCS must turn in a completed athletic physical (to the office) for the year before they will be allowed to practice or play.

Please do not send your son/daughter to school if any of the following conditions exist:

1. A temperature of 100 degrees or more - (Must be fever-free for 24 hours before returning to school)
2. Any inflammatory eye condition
3. More than one bout of diarrhea
4. Sore or inflamed throat
5. Discharge from ears
6. Pediculosis (head lice): must be nit-free before returning to school (inspection by the school nurse is required)
7. Skin diseases: exclude until cured, or submit a statement from student's physician stating that the condition is not contagious.

medication guidelines

Below are guidelines, which must be followed when students need medication at school:

1. All medication should be sent directly to the nurse's office.
2. STUDENTS MAY NOT CARRY MEDICATION OR SELF-ADMINISTER ANY MEDICINE. (Exception: Inhalers in case of life-threatening asthma, and epi-pens, and only with written permission of physician.)
3. All prescription medication should be in the original container, labeled with the student's name, instructions, and the physician's name.
4. All non-prescription medication should be in the original container, labeled with the student's name. Written instructions and the physician's signature must be in the main office for medication to be administered. Physicians may send a standing order for non-prescription medications, to be kept on file in the office.
5. Directions on the medication bottle, whether prescription or non-prescription, and the doctor's directions, must be in agreement with parent's written directions in order for the medication to be administered at school.
6. Parents are welcome to come to school to administer medication to their son/daughter.
7. When a student becomes ill, it is imperative that we have current home, work, pager numbers, etc. Ill students **must be picked up promptly** so as not to jeopardize the health of others.

academic program

Learning in the middle school is different from elementary school. Homework and study becomes a real part of everyday life. At this time, students should be learning to reason through problems, rather than plugging numbers into formulas. Persistence and determination are very important. The students will be faced with much new information, and it will take concentration and effort to be able to assimilate and use it. The foundation is laid during elementary school, and is built upon in the secondary school.

academic labs

Academic labs are treated as regular classes for attendance purposes. Students are required to bring working materials with them (pencils, paper, books, etc.) If the student does not have class assignments to complete, he/she may read for enjoyment. Students will be expected to use these periods for constructive purposes.

academic probation and intervention program

This policy is designed to facilitate the success of all students attending NCCS by providing a mechanism for improvement of the student's grades and communication among administration, teaching staff, the student, and their parent(s)/guardian(s).

All students must maintain at least a 1.67 GPA (C- average: 74%) and not be failing any class over the evaluated grading period. The principal or his/her designee will inform any student that does not meet this requirement when grades are posted in the high school office. Failure to meet this established academic standard would result in academic probation. **Students on academic probation are ineligible to participate in extracurricular activities, although athletes may attend ½ of the practices of their athletic team.** All students, even those not involved in extracurricular activities, will be expected to support and uphold the academic standard.

If a student does not meet this requirement, the following procedure will be in place:

1. A form will be mailed home with the grade cards. This form needs to be filled out by the parent(s)/guardian(s) and student. The purpose of this form is to begin developing a plan for the student to improve his/her grade(s). This informal plan will be returned to the school by the Friday following grades being posted in the office. The plan should state specific actions to be taken by the student with time commitments identified.

Examples:

- I will outline the assigned reading before attending class each day (30 minutes)
- I will rewrite my notes after each class session (30 minutes)
- I will meet with my difficult subject teacher on Mondays and Wednesdays (TBA) from 3:00-3:45 for extra help.
- I will make note cards for new vocabulary or concepts described in the assigned reading or in class (15 minutes).
- I will complete all homework assignment and turn them in by the due date.

2. Parents need to call the secondary office or email the teacher(s) to schedule a meeting with the class teacher(s) and the principal for which the student is performing below the above standard. The purpose of this meeting will be to formalize the academic intervention plan that will be implemented to promote the student's learning process.
3. The (I)ndividual (A)cademic (I)ntervention (P)lan will be followed and grades will be evaluated two weeks after the original grade posting in the office. If the student's grade(s) are at or above the established standard, the student will be removed from academic probation. If the student's grade(s) are still under the established standard, the academic plan will continue to be followed until the next grading period.

If a student fails to follow through with the IAIP, the student will remain on academic probation until the posting of grades for the next grading (quarter or mid-quarter grading reports).

achievement tests

Each spring, standardized achievement tests are given to all seventh grade school students. The testing is accomplished over a scheduled three or four day period. Please check the school calendar for the dates.

final semester exams

An Exam Week at the end of each semester is scheduled in all classes for grades 7-8. The schedule is cited in the back of this handbook. Each exam will count for 10% of the total semester grade for that class, with the exception of Alg.1, which will count for 20%. All students must take first semester exams. **A student may be exempt from the second semester exam if the following criteria are met*:**

1. The student has an overall minimum grade of a 93% or above in the class for the whole year.
2. The student has no zeros in the class in the second semester.
3. The student has no more than five (5) excused absences and no unexcused absences per class in the second semester (school sponsored activity absences not included)

A student that is exempt from their second semester exam may take the exam at no risk to their present grade. The student may only improve their standing in the class.

*Students in a semester only class (i.e. Intro. to Spanish) cannot be exempt from the second semester final.

There will be penalties for missing final exams. Vacation and appointments are examples of unexcused absences. There will be a 10% reduction in student's test grade for non approved absences during finals.

grading system

The purpose of grades is to indicate progress throughout the year. Academic grades are reported on a nine-week basis by letter grades. The grading scale is as follows:

100	A+	4.33	81-83	C+	2.33
96-99	A	4.00	77-80	C	2.00
93-95	A-	3.67	74-76	C-	1.67
90-92	B+	3.33	71-73	D+	1.33
87-89	B	3.00	68-70	D	1.00
84-86	B-	2.67	65-67	D-	.67
			64-below	F	

Mid-quarter progress reports will be sent to the parents. If a parent has a question concerning a grade, they should first contact the teacher before going to the administration. Parents are asked to call the office to arrange an appointment with a teacher.

homework

Homework is an essential part of the school program. Homework, designated to meet individual pupil needs, is assigned for drill, practice, remedial purposes and special projects. Parents should see that homework is completed on time. 1 ½-2 hours of homework per night is common in grades 7-8. Though each student works at his own pace, some may take longer than others.

teacher webpages

All secondary teachers will post daily and weekly homework assignments – including upcoming tests, quizzes, and projects – on their webpages. Students and parents are encouraged to check these webpages often in order to ensure academic success. The homework pages can be accessed through the school's website: www.nccsedu.org under the "Academics" tab.

Wednesday homework policy

Students may have up to a maximum of one-and-a-half hours of homework on Wednesday night. Quizzes may be given on Thursday. No tests will be given on Thursdays - semester exams/nine week exams are an exception.

incomplete grades

All quarter/semester incomplete grades must be made up and submitted to the secondary office within the first two (2) weeks of the following marking period. Students not finishing the make-up work on time will receive zeros and the grade computed.

parental help and encouragement

The primary items needed by a secondary school student are parental support, love and stability. While everything about the student's life is changing, he needs to know that his parents are going to consistently support him. However, supporting him and condoning all his new ideas and interests are two entirely different things.

It is most important that you help your student build his self-esteem. Self-esteem is the most vital building block in the architectural structure of human success. Your child may not be born with a good feeling about himself. He learns how to feel by noticing how you respond to him. While peer pressure and peer opinion is very important to the secondary school student, it can never equal the opinion of a parent. While it may seem that your student does not care about your approval, when it is missing, he is devastated, and peer approval at that time cannot really make him feel good about himself. This is a time in his life when his self-concept is likely to constantly be up and down. Supporting your child will not guarantee success, but his chances are better than without your support.

Parental involvement in what he is doing at school lets him know that you are interested in math, science, English, social studies, etc. He needs to feel that he is not alone in the educational process.

Parental direction is necessary in helping him be responsible for his actions. A time must come when he/she faces the consequences of the decisions made. If he learns there are consequences to minor decisions, he will realize there are greater consequences to greater decisions. When he is faced with a crisis, he will have a greater chance of making good decisions.

We encourage parents to closely monitor all computer and cell phone activity including web pages such as facebook and myspace and text messages.

program course of study (projected offerings) by subject area

<u>Bible</u>	<u>Mathematics</u>	<u>English</u>
7 Character Quest	Saxon Course II	7 Gr & Comp 1/Sp & Vocab/Of People Lit.
8 Survival Quest	8 Algebra 1/2 8 Algebra 1	8 Gr. & Comp 2/Sp & Vocab/ Of Places Lit.

<u>Practical Arts</u>	<u>Fine Arts</u>	<u>Science</u>
7 Keyboarding	7-8 Choir	7 Glencoe
8 Word Processing	7-8 Art	8 Matter & Motion
8 Spanish	7-8 Band	

<u>Social Science</u>	<u>Physical Education</u>
7 History of the World	7-8 Girls PE
8 America: Land I Love	7-8 Boys PE

promotion policy

Students must pass seven of the eight semesters of the four core courses: English, Math, Science or Social Studies; failures in these subjects must be made up in summer school. Summer school grades will be added to a student's file but will not affect a student's NCCS GPA. A student who fails to meet these requirements following summer school will not be promoted.

schedule change procedure

Students in grades 7-8 will be permitted to drop or add a class within the first two weeks of the term. Students must have approval from the teachers involved, their parents, and the principal. A schedule change form must be obtained at the secondary school office and filled out.

school records

The school maintains cumulative academic, attendance, and health records for each student enrolled. **Records will not be released if accounts are not current.** Material in each student's cumulative file is confidential and shall be accessible only by permission of the school administrator or principal. Information on the student's permanent record will be given out to the following:

1. To the parents and students upon request or the parents.
2. To prospective employers upon receipt of parent/student authorization.
3. To colleges, universities and military services upon the parent/student's request.

study habits

Studying is a conscious effort to learn. It requires:

- Concentration both during class and when working at home.
- Listening carefully (this skill needs a great deal of attention as student embarks upon a Middle School education).
- Asking questions to clarify information not fully understood.
- Reading material carefully. This usually means reading the material more than once. The first reading helps the student to get a general concept of the information and discover any new vocabulary. The second reading should be for picking up details. The third reading should be a review.

student expectations

Your enrollment at North County Christian School means you are interested in getting a quality "Education with a Christian Perspective." You are agreeing that you want that education to be complete and include guidance in Christian principles. You are agreeing that you want that education to be guided by those equipped to be teachers who have a personal, growing relationship with God.

Because of your agreement, it is expected that you will live by the Biblical principles of behavior as defined below.

biblical principles of behavior

We urge our students, and their families as much as possible, to live by Biblical principles of behavior. We believe that those who profess to be children of God will earnestly desire to live by these principles.

things to do:

1. Love God with all your heart, soul, mind, and strength and your neighbor as yourself. (Exodus 20:3-6, Mark 12:28-31)
2. Press upon the attention of the unsaved the claims of the gospel. (Matthew 28:19-20, Acts 1:8)
3. Be courteous to all persons. (Ephesians 4:32, 1 Peter 2:17)
4. Be helpful to all in love, bearing with each other's personalities. (Romans 12:13, Galatians 6:2,10)
5. Seek to do good to the bodies and souls of all. Feed the hungry; clothe the naked, visit the sick and imprisoned, minister to the needy as opportunity and ability are given. (Matthew 25:35-36, 2 Corinthians 9:8-10)
6. Contribute to the support of the ministry of the local church where you are a member, with regular tithes and offerings. (Malachi 3:10; 2 Corinthians 9:6-10)
7. Attend the services of your church regularly. Develop a personal devotional life that reflects your devotion to God and the Lordship of Jesus in your life. (Hebrews 10:25; Acts 17-11; 2 Timothy 2:15, 3:14-16)
8. Keep Sunday a "holy" day as opposed to a "holiday." (Exodus 20:8-11; Mark 2:27)
9. Be honest in all matters, refusing to take advantage of another. (Leviticus 19:10-11; 1 Corinthians 6:7-10)
10. Dress in Christian simplicity and modesty. (1 Timothy 2:8-10; 1 John 2:15-17)
11. Participate only in those entertainments, music, and literature that will aid you in representing Jesus. You are His representative to your world. (1 Corinthians 10:31; 2 Corinthians 6:14-17)

things to avoid:

1. Do not take the name of God in vain. (Exodus 20:7; James 5:12)
2. Do not participate in sexual immorality, such as premarital or extramarital relations or sexual perversion of any form. (Exodus 20:14; Matthew 5:27-32)
3. Do not participate in habits or practices known to be destructive to physical or mental well-being. (Proverbs 20:1, 23:1-3; 1 Corinthians 6:17-20)
4. Do not quarrel or return evil for evil. Do not gossip or slander the good names of others. (2 Corinthians 12:20; Ephesians 4:30-32)

assemblies and chapel behavior

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Each student is personally responsible for the impression made by the school as a whole, whether or not guests are present. Whistling, inappropriate clapping, boisterousness and talking during

a program, are examples of inappropriate behavior. See the Assembly and Chapel schedules at the back of the handbook.

standard of conduct

Our objective in establishing standards of conduct is to maintain an environment consistent with Christian values and in line with the desires of the majority of our parents. We are aware that in this pursuit we may seem stricter than the society of which we are a part. Despite our best efforts to predict inappropriate behaviors in this guideline, the administration has the responsibility to respond in an appropriate manner to offensive activities other than those listed.

infraction levels - Infractions are categorized in four levels, with increasing severity of consequences for each.

Level 1 – Classroom Distractions may include, but are not limited to:

- Arriving late to class
- Not being prepared for the lesson, and in possession of all required materials.
- Classroom behavior that is not conforming to all school classroom rules as determined by the teacher
- Non-compliance of dress code
- Displaying bad manners
- Eating or drinking in the buildings outside the approved areas (outdoor athletic events excepted)
- Not maintaining an alert posture
- Talking and leaving one's seat without permission
- Students are expected to pay attention to the faculty members, secretaries, custodians, parents, visitors, and fellow students.
- Failure to turn in paper pack (second offense)

Infractions at this level will have a consequence of a 30-minute detention time.*

*Skipping out on scheduled detention and/or not returning a signed detention slip will result in a 60-minute detention.

Detention Guidelines:

Students will be expected to do cleaning/work during detention as assigned by the supervising teacher.

You may not bring food or drinks.

You will not be permitted to sleep, put your head down, or do written homework.

Level 2 – Minor Infractions may include but are not limited to:

- Inappropriate language (demeaning comments)
- Public displays of affection (holding hands, touching, etc.)
- Bringing annoying or hazardous items on school property (tape/cd/MP3 players, laser lights, etc.)
- Using a cell phone during school, texting, etc. (1st offense)
- Copying homework (1st offense)
- Drawing on desk or wall
- **Plagiarism:** The act of passing off as one's own (the writings, ideas of another). We are called to be honest and people of integrity. Producing work that is not your own and/or not giving appropriate credit (ie.citing) is a serious offense.

Grades 7 & 8

First Offense - Redo for credit and a phone call home.

Second Offense - receive '0', redo for no credit. (Level 2 infraction)

How can students avoid plagiarism? You must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- when quoting 3 or more words from any source, quotation marks must be used, and quote acknowledged.

Infractions at Level 2 have a consequence of a 60-minute detention time. Repeated Level 1 offenses will be treated as Level 2 infractions.

Level 3 – Major Infractions may include but are not limited to:

- Profanity, vulgarity or taking God's name in vain
- Public display of affection (kissing, inappropriate physical contact)
- Disrespect to faculty member or adult
- Fighting (with provocation)
- Cheating on a quiz/exam (first offense) or copying homework (second offense)
- Vandalism/destruction of school property (under \$50) Note: students will be charged for replacement and/or repair of all vandalism and negligent accidents. In the event a specific individual is not identified, charges will be made to the appropriate class fund(s) at the discretion of the principal.
- Disobedience of a direct instruction from a faculty or staff member
- Lying to a faculty or staff member
- Truancy or cutting class (skipping)
- 2nd use of cell phone during school hours
- Tolerance of Level 3 infraction (See "tolerance" pg. 13)

Infractions at Level 3 will have a consequence of 1-2 day suspension.* Repeated Level 2 offenses will be treated as Level 3 infractions.

Level 4 – Expellable Infractions

- Possession or evidence of use of alcohol or tobacco, at school or any school activity at any place or time
- Possession or evidence of use of recreational or illegal drugs at any place or time
- Extortion, intimidation, or threats against persons or property
- Threats or physical acts against a teacher or their property
- Stealing of personal or school property
- Vandalism/destruction of school property over \$50
- Cheating on a quiz/exam (second offense)
- Fighting (no provocation) that results in injury
- Speaking of or possession of weapons, firearms, or explosives of any type, or anything misconstrued as such
- Notes, comments, or possession of materials pertaining to inappropriate sexual content
- Sexual harassment as defined on the following pages under "student harassment"
- Tolerance of Level 4 infraction (See "tolerance" pg. 13)

Infractions at Level 4 have a consequence of a 3-5 day suspension* or expulsion. A second offense will result in expulsion. Repeated Level 3 offenses will be treated as level 4 infractions.

*** When a student is suspended, he/she is not to be on the school grounds during the suspension, including attending extra-curricular activities, regardless of location.**

The North County Christian School disciplinary code contains various disciplinary responses to student misconduct typical of any Christian educational institution. Prayer, reproof, correction, guidance, counseling, parental contacts, detention, and suspension are among the most common of these disciplinary responses. Expulsion, too, is utilized in a case of serious misconduct. In addition to these actions, however, is a need to deal with habitual student offenders and/or those who demonstrate attitudes and actions contrary to their best interest and the best interests of North County Christian School.

appeal procedure

In the event of expulsion and a parent feels the administration has made an unjust decision, the parent should request in writing a meeting with the School Board to appeal the decision. To provide complete background, the written request should clearly indicate those factors, which in the opinion of the parent have not been duly considered. The School Board will carefully consider these factors, and a meeting time suitable to both parents and the committee members for further discussion will be scheduled.

notification of disciplinary action

Secondary students are assigned extra work and detentions. Teachers and/or administration via telephone, email, or mail will notify parents. In case of suspension or expulsion, parents will have a conference with the secondary school principal.

school jurisdiction

Students are considered under the school's jurisdiction as follows:

1. When car or students arrive on school grounds in the morning until they leave the grounds in the afternoon;
2. When students are in attendance at a school activity whether on the NCCS campus or at another location.
3. Students may be held responsible for web page accounts or text messaging (whether at school or another location) which threaten another student, faculty member, faculty member's property or NCCS property.

It is also remembered that students whose behavior directly conflict with school standards (criminal activity, vulgarity or immorality, use of alcohol, tobacco, or recreational drugs, offensive actions toward a faculty or staff member) whether under school jurisdiction or not, are subject to disciplinary action by the school as long as the student is enrolled. Off-campus behavior is not irrelevant. While NCCS makes no effort to "police" its' students off-campus, certain behaviors are of such an offensive nature to a Christian school that they must be addressed.

tolerance

Students are expected to take an active role in the preservation of the standards of North County Christian Secondary School. Therefore, students possessing information regarding the perpetrators of a Level 3 or 4 infraction will be requested to pass such information on to the staff or the administration.

Students shown to have knowledge of a Level 3 or 4 infraction and who fail to bring the information forward, or those who lie during the course of an investigation, will be subject to consequences also.

student harassment

North County Christian School is committed to maintaining a school environment in which all individuals treat each other with dignity and respect, and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to, and including expulsion.

definition of harassment

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates, or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability, or age, made by someone from, or in the work setting, under any of the following conditions:

- The conduct has the purpose or effect of having a negative impact on the individual's school environment
- The conduct has the purpose or effect of unreasonably interfering with an individual's school performance, or otherwise adversely affects and individual's educational opportunities
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through North County Christian School

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where to report harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment.

- | | | |
|------------------|-------------------------|-----------------------|
| • Garalyn Farmer | Middle School Principal | 314-972-6227 ext. 455 |
| • Tom Pflederer | Secondary Counselor | 314-972-6227 ext. 454 |
| • Mary Hart | School Business Manager | 314-972-6227 ext. 108 |
| • Sheryl Dampf | Director of Operations | 314-972-6227 ext. 106 |
| • Wayne Moss | Elementary Principal | 314-972-6227 ext. 220 |

confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

dress code

Because our students are expected to dress and act like ladies and gentlemen, dress and grooming guidelines have been established. There shall be nothing about the apparel, worn by either ladies or gentlemen, which will draw unnecessary attention to the person wearing it. All such apparel will conform to commonly accepted standards of Christian modesty.

Due to the lack of air conditioning throughout our campus, students will be allowed to wear shorts and capris during all school months at the discretion of the parents.

The goals of this addition to our dress code is:

1. Continue our modest dress code,
2. Administer the dress code easily at school.

The **shorts** worn by the young men and women must meet the following criteria:

- They must be a "Docker" style UNIFORM short
- They may be bought from the uniform line of clothing of the following stores: Target, Kohl's, Old Navy, Sears, JC Penny, K-Mart, Fischers or Value City. Each of the stores carries a line specifically for school uniforms. Shorts must be worn from that or any comparable store's School Uniform line of clothing.
- The shorts must be navy blue, tan or black cotton/polyester blend or cotton.
- The shorts must be modest in length and not tight fitting.
- No skorts, holes/rips, frayed edges or cargo pockets.

Capris may be worn if they are "Docker" style.

They must be navy blue, tan or black cotton/polyester blend or cotton.

No frayed edges, cargo pockets, or holes/rips.

Modest and not tight fitting.

Swimsuits- During 8th grade retreat and/or 7th grade lock-in, modest one-piece swimsuits are expected. Two-piece tankinis must be approved. Students may be asked to wear shorts and/or a tee shirt over their swimsuit.

NCCS students will be evaluated for proper dress and grooming each day. Students not in dress code will be allowed to go to class (so long as their clothing is appropriate), but will receive the following consequences:

Consequences for Dress Code Violations

- 1st Offense – 30-minute detention
- 2nd Offense – 60-minute detention
- 3rd Offense – 1-2 days suspension

Students are to change back into school clothes following P.E. classes.

Students with 7th hour P.E. may depart in athletic clothing if they leave the campus promptly.

The following guidelines are not intended to be exhaustive. They are only to give guidance in areas most commonly in need of guidance. Other guidance may be necessary during the course of a school year and students are expected to follow it in the same spirit of cooperation.

ladies' dress code

daily dress

1. Ladies may wear modestly fitting tan, black, or navy blue cotton/twill "Dockers" style pants. Pants, skirts, and shorts may have patched or stitched pockets; however, they **may not** have any holes/rips, cargo pockets, or be denim material.
2. Ladies may wear tan, black, or navy blue modestly fitting skirts that fall at or below the knee. Sheer or see-through material and/or leggings are not considered part of the skirt's length. Also, ladies need to be mindful of the height of a skirt's slit, especially when sitting. If it is not modest, the student will be considered out of dress code.

3. Shirts must be short or long-sleeved polos, button-up shirts with a traditional collar, or a turndown turtleneck. Shirts must be long enough that when they raise their arms above the head, or are sitting down or bending over, there is no skin showing between pants/skirt and shirt. In cold weather, a crew neck sweater or V-neck sweater may be worn over the shirts. Only NCCS and Joplin hoodies will be allowed. A tee shirt may be worn underneath these provided the hoodie stays on. If the student has a collared shirt on underneath, then the hoodie may be removed.
4. No tee shirts or tank tops may be worn over collared shirts.

ladies' chapel dress

Dresses and skirts may be worn in line with length guidelines stated above. Dress shoes are required-these do not include sandals, flips flops, or Birkenstock slip-on shoes. In case of cold weather (high of the day is 32° or below), ladies may wear pants and shirts in line with the daily dress code.

gentlemen's dress code

daily dress

1. Boys may wear tan, black, or navy blue cotton/twill "Dockers" style pants. Pants and shorts may have patched or stitched pockets; however, they **may not** have any holes/rips or cargo pockets.
2. Shirts must be short or long-sleeved polos, button-up shirts with a traditional collar, or a turndown turtleneck. Saddle cut shirts must be tucked in. Blocked shirts may be not tucked. In cold weather, a crew neck sweater or V-neck sweater may be worn over the shirts. Only NCCS and Joplin hoodies will be allowed. A tee shirt may be worn underneath these provided the hoodie stays on. If the student has a collared shirt on underneath, then the hoodie may be removed.
3. Shirts should fit correctly and be the appropriate length.
4. Pants should not sag.
5. No tee shirts over collared shirts.

gentlemen's chapel dress

Slacks and a button-up shirt with a traditional collar, including at least one of the following: tie, sweater, vest, or sport coat. Dress shoes are required.

dress code that applies to both ladies and gentlemen

1. All symbols on clothing must bear a positive message (ie no playboy bunnies, skull & cross bones, etc.)
2. Jackets and Sweaters: Only light jackets and sweaters may be worn in the classroom.
3. Athletic Wear: Only approved NCCS athletic uniforms are to be worn for P.E. and interscholastic sports.
4. After fall pictures are taken, students may be required to wear their school ID on a lanyard throughout the school day.

spiritwear guidelines

On most Fridays throughout the school year, students may wear Spiritwear to school.

1. Students may wear modestly fitting jean shorts, capris, or pants. Jeans may have patched or stitched pockets; however, they **may not** have holes/rips, cargo pockets, or frayed edges. Jeans should be blue denim material only – no plaid, colored denim, etc.
2. Students may also choose to wear school-designated Spiritwear pants.
3. Shirts must be school-designated Spiritwear. This includes class-created shirts for the entire class throughout their specific high school years or other school-provided Spiritwear.
4. If students are not in compliance with the Spiritwear guidelines, they may receive consequences as stated above or lose the privilege of dressing in Spiritwear.

personal grooming

ladies

1. Should not wear excessive make-up.
2. Are required to wear their hair in a modest hairstyle in colors within the spectrum of hair colors God has created.
3. Will refrain from conducting personal grooming in the classroom.
4. Excessive jewelry is not allowed, modest pierced earrings are acceptable.

gentlemen

1. May have neatly trimmed beards and mustaches.

2. May not wear earrings or piercings of any kind.
3. Are required to wear their hair in a modest hairstyle with the hair length to remain off the collar and above the middle of the ears.

casual clothing

The following standards apply outside the specified dress code hours when attending a NCCS sponsored event:

1. Shorts, if worn, will be mid-thigh or longer.
2. Tops will have sleeves, not be low-cut or "see-through" and contain no offensive messages. Tank tops and bare midriffs are specifically not allowed.
3. Teams practicing or participating in athletic events will wear the apparel specified by the Athletic Director or coach.

formal dress

This should always be selected appropriate to the occasion. NCCS does not plan banquets to be of such a formal nature as to require tuxedos to be rented or expensive gowns to be purchased. We want all students to feel welcome and attend without significant financial outlays.

gentlemen: Suits and sport coats are acceptable; more formal attire is optional.

ladies: Our standards of modesty are often in contrast to what is portrayed in the media. Ladies whose dresses do not conform to modesty standards will be asked to correct the situation or leave the event. Dresses should be approved before the event. If the dresses are not appropriate, the young lady will not be allowed to attend the event. Guidelines of expected modesty standards include...

1. Avoid strapless gowns.
2. Keep dress lengths at or below the knee length.
3. Wear gowns that are high in front and are no lower than the bottom of the shoulder blade in back.
4. Modest fit (not tight fitting).
5. Slits in dresses are no higher than 1" above the knee.

dress-down days

Certain days are designated "dress-down" and often have their own theme. In the absence of specific guidance, the standard as stated in Casual Clothing above will apply with the exception of shorts not being permitted.

attendance policies and procedures

A priority at North County Christian School is to use instructional time productively. Regular attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction, and that any unnecessary and/or excessive absence severely impedes the educational process. Therefore, NCCS attendance regulations have been established with the best interests of North County Christian School and the students/parents in mind.

secondary school hours

Regular Class Schedule

◆ Grades 7-8 8:00am - 2:45pm

Special days off and irregular class hours will be announced via school calendar, website, or by notice to parents as occasions occur. See schedules at back of handbook.

notification of absence

1. On the day of the absence, the parent or guardian must phone the secondary school office (972-6227) before 10:00 AM to report the reason for absence.
2. Parent or guardian must also write and sign an admittance note giving the student's name, date(s), day(s) of absence, and reason for absence to be handed in the day the student returns to school. (This same type note is required in advance when using a family personal day.)

3. Secondary students must take the note to the secondary office. The student will then take an attendance slip to each of their teachers and have them sign the slip. Attendance slips are to be returned to the office at the end of the day to be updated in the computer.

family emergency

Some situations, including many emergencies, may arise that make it impractical to follow this procedure. For example, an unexpected death in the extended family might preclude a telephone call. The principal will handle such situations.

PLEASE NOTE: Since NCCS is vitally interested in all of our students and parents, we would consider it a privilege to uplift our families in prayer in times of need. Therefore, we encourage you to communicate with us even in times of family emergencies.

In all such emergency cases, a written explanation describing the nature of the absence is required in the secondary school office the day the student returns to school.

excused absences

General

1. Personal Illness – Student absence for personal illness is considered excused. The illness, of course, must be valid. The school may require the certification of a doctor for absence of more than 3 days.
2. Death Within the Family – A death within a student's immediate or extended family will be considered an excused absence. Normally, the absence arising from this condition is limited to three days, unless parent or guardian can show reasonable cause for a longer absence.

Pre-Notification

3. Professional appointments - Professional appointments (i.e., appointments with doctors, dentists, etc.) provide reasons for legitimate student absenteeism. Whenever possible, professional appointments should be scheduled outside school hours.
4. Family Personal Days (up to 5 days per year) – Students maybe excused, at the request of the parents and the discretion/approval of the administration, for up to five (5) days per school year. Pre-approval for non-emergency personal days are highly discouraged the week before finals.

Since the school calendar allows ample time for vacations in and around the holiday seasons, parents should make every effort to arrange vacations to coincide with the school vacation time. Furthermore, Family Personal Days are not to be taken during examination weeks (i.e., the last five day period prior to the end of the first semester and the last five days of the school year). Any violation of this policy provision will result in the absence(s) declared as unexcused and all appropriate penalties invoked.

5. Approved School Activities – Students missing classes for field trips, athletic contests, music programs, etc. will be considered excused if such activity is sanctioned by the administration.
6. Miscellaneous – It is possible that occasions may arise, other than those listed in this section, necessitating a students absences. The administration shall make the sole determination of whether such an absence is excused or unexcused.

make-up work (excused absence)

The **student** is responsible for completing make-up work. Students should access the teacher webpages or ask all teachers for make-up assignments. The teacher will assign the makeup work due date based on the length of absence. Amount of days of excused absence dictates make up days. (Example: 4 days excused absence = 4 days to make-up work.) Pre-announced tests will be taken on the day of return unless rescheduled by the teacher.

pre-notification absences

Students missing classes for field trips, family personal days, or school-sponsored activities must make prior arrangements with teachers of classes missed. A note from home or a phone call requesting such absences should be given to the secondary school office a minimum of one day prior to the date of the planned absence. The student must then take the notice to the teacher(s) in sufficient time for the teacher to provide assignment information.

make-up work (pre-notification absence)

On the day the student returns, the student is to be prepared to take all missed tests and quizzes as well as turn in all missed work. Also, the student is to be ready for the current day's assignments.

unexcused absences

All student absences not declared as excused absences will be recorded as unexcused absences. Examples of unexcused absences include, but are not limited to, the following:

1. Not following proper absence notification procedures.
2. Missing class without proper authorization.
3. Leaving the NCCS campus without signing out with proper school personnel.
4. Not providing proper notice of absence when prior notice is required.
5. Absence not deemed acceptable by the principal
6. In-house suspension.
7. Out of school suspension.

make-up work (unexcused absence)

Class work, participation grades, and regular assignments due on the day or days of unexcused absences will receive no credit for each day of class missed. Missed tests and quizzes must be taken on the day the student returns to school, with a reduction of 10% per test and/or quiz. Special assignments due during the unexcused absence must be turned in the day the student returns to school. As in the case of quizzes and tests, there will be a 10% grade reduction for special assignments. Further, if the special assignment is not turned in on the day the student returns, there will be an additional 10% grade reduction for each additional day the assignment is late.

Please remember that declaring a student unexcused is an administrative decision, not a student/parent prerogative. Therefore, a student is not necessarily excused because a parent calls. For example, the following absences are not excused:

1. "He didn't want to go to school."
2. "She stayed up late last night working on her research paper."
3. "I missed my ride."
4. "Our family went to the ball game."
5. "He was doing chores assigned by his father."

truancy

Truancy is defined as being absent from school without the parent's permission and the school's permission. Furthermore, a student not attending a regularly scheduled class ("skipping") without permission while at school will be counted truant. This latter case also incurs a 1-2 day suspension.

make-up work (truancy)

In the case of truancy, the student will receive a zero for each missed test and quiz. Furthermore, all assignments, regular and special, must be made up without credit.

excessive absences

After six absences a letter will be sent home to notify parents. If eight absences occur another letter will be sent home. At this point, in order to deter any further absences and to keep students on the path to academic success for completing the semester, the administration may require the student to provide a signed doctor's note for any further absences. From nine-twelve absences, a letter will be sent, followed by a phone call. **Any student missing more than twelve (12) days of school or twelve (12) class periods in any one course per semester will lose credit and receive an *F* for the semester's course work, unless there are extenuating circumstances that are presented to the School Committee.** Absences due to approved school activities and college days are not counted toward the 12-day limit.

tardies

The discipline of showing up for school on time is equally as important as regular attendance. Student tardiness, of course, disrupts the classroom and results in lost time and extra clerical work for the office staff and faculty. Parent cooperation in the matter of punctuality and attendance is required. All tardy students must report to the secondary school office.

Tardiness to class is normally unexcused. Reasons for excused tardies include, but are not inclusive:

1. Medical appointments
2. Specific car trouble
3. Electrical failure
4. Bad weather conditions
5. Note or verbal communication from a teacher or the administration stating why the student was detained.

Reasons for unexcused tardies include, but are not inclusive:

1. Getting a late start
2. Forgetting to set the alarm
3. Other family members, drivers, or riders causing the student to be late
4. Consistent lateness due to traffic

1st Hour

The first two tardies to first hour class each quarter will go without consequence other than verbal warning. Tardies 3 through 5 will receive a 30-minute detention. Tardiness beyond 5 will result in a half-day suspension (per tardy) from school.

Between Classes

The first tardy between classes each quarter will go unpunished. Tardies 2 through 5 between classes will result in a 30-minute detention. Tardiness beyond 5 will result in a half-day suspension from school.

awards

academic awards night

In the fourth quarter, the faculty and administration at NCCS invite selected students to receive honors, awards, and recognition at the Academic Awards Night. The awards night is for the honored students and the parents. Dress for the occasion is semi-formal. On this night, selected and qualified students are inducted into the North County Christian School Honor Society and Junior Honor Society.

athletic award nights

Recipients for athletic awards will be proposed by the individual coaches and approved by the Athletic Director and Administration. Awards will be presented after each season of play.

honor roll and principal's list

The Honor Roll and Principal's List will be published at the end of each quarter. Grades will be based on the quarterly grade point average, not be based on an accumulated average. To be eligible for the Honor Roll, a student must earn between 3.00-3.49 GPA for the quarter. Students earning a 3.50 GPA and above will be eligible for the Principal's List.

national junior honor society

Membership is based on scholarship, leadership, service, and character. The National Junior Honor Society is open to students in the 8th grade. To be eligible for National Junior Honor Society, each candidate must have a minimum of 3.5 GPA. Students will be notified if they are eligible based on their GPA. It is their responsibility to meet the information sheet deadlines. A faculty committee appointed by the principal, review applicants and make selections. Induction into the National Junior Honor Society will occur in the spring of each year. Students must maintain a 3.00 GPA or above to remain in the National Junior Honor Society.

extracurricular activities

athletics

North County Christian School has established athletics as a way to promote Christian character, discipline, and physical health. A list of athletic teams and participation levels are listed below:

- | | |
|--------------|---|
| girls | Volleyball / Basketball / Cheerleading/Track/Soccer |
| boys | Soccer / Basketball/Track/Baseball (8 th) |

student-athlete guidelines

The following statements are meant as a brief summary of the Parent/Student-Athlete Handbook. Complete student-athlete guidelines are located in the NCCS Athletic Department Parent/Student-Athlete Handbook. They can be picked up in the secondary school office.

The primary role of athletics at NCCS is to uphold and apply the mission of the school. Athletics are "extra-curricular"; meaning they are not a required part of the normal curricula. Participation should be viewed as a privilege, not an entitlement. Athletics will continue in its strong and proud tradition at NCCS so long as it continues to fulfill this role. In

the same way, student-athletes and staff participation in athletics find justification only as they seek to fulfill the school's mission.

School Attendance and Participation in Events

Student-athletes must be present in school for a minimum of four (4) class periods the day of a contest in order to be eligible to compete. Student-athletes going home sick from school the day of a contest will be deemed too ill to compete in that day's contest(s).

Exceptions to this policy may include special excused absences such as college campus visits, death in the family, etc. The decision regarding a special case absence will be that of the administration (Athletic Director and/or Principal).

Physicals

All student-athletes are required to have had an athletic physical within the previous twelve (12) months to participation in athletics. It is preferred that student-athletes use our form when getting physicals because they include a *Right to Seek Medical Care* statement and a *Transportation Release* section which must be signed by the parents or legal guardian of the athlete. Forms are available in the secondary office or online. No student-athlete will be allowed to participate in athletic contests or practice with the team until they have a completed and signed physical form on file with the athletic director.

Athletic Fees

Athletic fees must be paid before the date of the first scheduled interscholastic competition. Student-athletes will not be eligible to compete until the fee is paid.

Concluding Remarks

We are delighted to offer a variety of athletic opportunities in which your sons and daughters may compete. We believe in the value of athletics as a tool to teach life skills and life lessons as well as to provide an excellent opportunity for physical and social development. It is our aim to teach Christian character and values in all athletic experiences whether we win or lose. So, whatever the record posted for any team for any season, we can be assured of success in obtaining our objective. And, in doing so, fulfill the mission of the school.

athletic fan code of conduct

It is important that we exemplify Christ and honor Him in all things, including athletics. Please follow our code of conduct below with a good spirit and attitude. Anyone who doesn't abide by this code of conduct may be asked to leave.

1. Do not put down players, coaches, officials, or fans.
2. Consider how to encourage the athletes.
3. Use language that honors God.
4. Do not go onto the playing court or field; remain in the designated seating areas.
5. Remember, the Biblical definition of winning is "to glorify God," not the outcome on the scoreboard.

"no quit" policy

If a student voluntarily makes or chooses a school activity and then quits, that student will not be permitted to participate in other extra-curricular activities for that season (Praise Team and Student Government excepted). However, if mutual agreement is reached by the sponsor, coach, student, parent, and administration to withdraw from the activity, no discipline will be necessary.

student government

The Student Government consists of the elected executive committee, plus elected representatives from each class, grades seven through twelve. The goal is to develop leadership through a variety of activities.

Students must have a 2.0 cumulative average, be enrolled for the upcoming school year, and currently carrying no F's to run for Student Government.

Any government member who receives five or more detentions will be removed from the Student Government and class office.

use of electronics

cell phones

Once a student arrives on campus in the morning, his or her cell phone must be turned OFF (prohibitions on ringing and vibrating) and secured in the student's locker. Cell phones should not be kept any place other than inside a locker. It is critical that cellular phones be turned off during the school day to prevent disruption of the learning environment and to prevent using the messaging functions to cheat during exams. Students are expected to keep their lockers locked and secure at all times. Text messaging and the taking of pictures with cell phones is STRICTLY PROHIBITED. Students who do not feel well must use the office/nurse phones to call home. NCCS is not responsible for loss, damage, or theft of any electronic device brought to school. NCCS reserves the right to examine all cell content (including text and pictures) at school or any school activity. At the end of the school day, students may turn on their cell phones once they have left the building in order to call Mom, Dad, or ride only.

1st offense: Failure to comply with the policy will result in teachers or school personnel asking for the device and turning it in to the administrator. The student's parent or guardian must pick up the student's cell phone.

2nd offense: A second violation of the policy will result in the cell phone being confiscated for five school days, a 60-minute detention, and a \$25.00 fee will be assessed. The student's parent or guardian must pick up the cell phone at the appropriate time (1 week after it was confiscated).

3rd offense: A third violation of the policy will result in the cell phone being confiscated, a one (1) day ISS, a \$25.00 fine, and the loss of the privilege of having a cell phone on the NCCS campus. The student's parent or guardian must pick up the cell phone after the suspension is served. **Any future offenses will result in the phone being held until the end of the school year.**

(PLEASE NOTE: All confiscated items that have not been picked up by the end of the current school year will become the property of the school.)

laser lights, radios, tape/CD/MP3 players, video games, cameras, etc.

These items are not to be brought to school unless specifically requested for classroom use. Students on athletic trips may take CD/IPODS/MP3 players, etc. at the discretion of the coach and athletic director. Audio material should conform to Christian standards. The school will not be responsible for damage or loss.

general information

after school activity program (a.s.a.p.)

Secondary students who remain after school must either be in a supervised after-school activity (sports, help class, library, computer lab) or in the after-school activity program room by 3:00 p.m. This room is open until 6:00 p.m. The fee is \$4.00 per day/per student. Students are to be picked up by 6:00 p.m. in the designated area. **Students are not to be on the grounds unsupervised.** Children of faculty/staff members must be under the direct supervision of an adult.

backpacks

Backpacks must be able to fit in the student's locker. They will be not be allowed in the classroom.

change of address

Please notify the administration office or the secretary in the secondary school office or if you change your address or telephone number (business or home).

class organization

Each grade may organize itself for social purposes. Each class may elect officers and make decisions regarding goals, projects, social events and approved fundraisers for class functions. When a class, upon majority vote, agrees upon participation and "class dues," every member of the class should, in good faith, give proper attention to the involvement and financial obligations as a moral obligation. Failure to comply and cooperate without justification will result in a conference with parents, student, faculty advisor and the Dean of Students for resolution.

cleanliness

Each student is expected to help keep the school clean. Each student is expected to help pick up papers, clean chalk boards, wipe tables and chairs, and do any other housekeeping duty, except regular janitor work.

closed campus

Students are expected to remain on campus at all times, unless given permission by the administration to leave. All students shall sign out and in, at the secondary school office, when leaving the campus during the day. No student shall leave the campus during the school day without parental permission and pre-approval from the administrator.

distribution of printed materials

Printed material may only be posted or distributed with the approval of a secondary school principal. Messages should be in good taste and appropriate for a Christian school.

emergency evacuation procedure

In the event of an emergency evacuation, we have made arrangements with nearby schools and churches to be used as locations for temporary housing. In the event of this taking place, we will have staff available at the school to communicate the emergency location.

fire, tornado, and intruder drills

Periodically we are required by law to have drills for practice so we will know what to do in case of an emergency. Students are responsible to learn the evacuation procedures. During drills, students are responsible to follow directions given by teachers or other adult leaders.

fundraisers

Fundraising events for individual class accounts are permissible with the following guidelines:

- ◆ Approved at least one week in advance by the administration.
- ◆ Offer reasonable value for goods/services rendered.
- ◆ Do not employ "high pressure" sales tactics.
- ◆ The total for ALL classes does not exceed two per month.

Class funds are the property of the class collectively and individual students within a class do not have a claim on any funds without the consent of the class. Classes who do not meet assigned goals through obvious lack of effort during all-school fundraisers may have on-campus class fund-raising activities curtailed or suspended.

lockers

Lockers will be assigned to middle school students. Once the student is assigned a locker, that student cannot transfer to or use another locker without prior arrangement with the secondary school office. NCCS students are expected to take pride in keeping their lockers neat and clean. Lockers should not contain open food or drink. Food is not to be left overnight in lockers. Decorations and pictures in the lockers must be neatly displayed and consistent with the values of a Christian school. These items may be put on locker with magnets or sticky-tac only. Lockers assigned for student use are the property of NCCS and are subject to inspection at any time by the school administration.

Students are advised to keep their lockers locked at all times, utilizing the combination locks only. They should not divulge locker combinations to anyone. Locks will be administered to students at the beginning of the year. They must be returned during student checkout procedures. If not returned, a charge of \$10.00 will be incurred.

The school assumes no responsibility for articles lost from lockers or left unattended. If students have a problem with their locker, it must be reported to the school office immediately. Everything must be kept in the lockers; not on top or underneath. Kicking or damaging a locker will be considered vandalism and student may incur a fine and or behavior consequences.

lost and found

If your son/daughter has lost an item, please check the storage box outside the main office.

lunch room procedures

All students must eat lunch in the cafeteria, whether they bring or buy a lunch. Scheduled meetings, supervised by a teacher, are the exception. The students have a choice to purchase a plate lunch or ala carte items. Each student is responsible to clean his own area when finished eating.

Lunches are to be eaten in the assigned areas only. Food is **not** to be eaten in the halls or classrooms except at mid-morning snack. Students are expected to keep the lunch areas clean. Students should remain in the lunch area until dismissed.

materials and supplies

Students must have sufficient supplies available at all times. Borrowing books, paper, pencil, etc. is discouraged.

Students are required to have all required materials at their desk at the beginning of class. Students will be given a tardy if they need to go back to their locker for materials after the tardy bell has rung.

paper packs

Each student in the 7th-8th grades will receive a paper pack weekly to take home to his/her parents/guardians. The purpose of the paper packs is to keep current communication with the home. Included in the paper packs are a memo of current events and assignments for the week, updates on current projects, returned tests and quizzes, and a response sheet for parental/guardian interaction. Students are expected to bring unopened paper packs home to parents. Students failure to return paper packs may result in a 30 minute detention. Students who remove items from paper packs may incur a suspension.

parent/guardian visitation

It is important to maintain a formal atmosphere concerning parental visitation procedures. Coordination with the office is required before visiting a classroom for any reason. **Do not** go directly to the classroom. Lunches, homework, books, etc. may be left in the office to be delivered.

sign-out

If a student has written permission from his/her parent, but fails to sign out, he/she will receive disciplinary action. If a student leaves campus without written permission from his/her parents and without signing out, he/she will be considered truant and will receive disciplinary action.

snack

Students are allowed to drink water that is in transparent plastic containers in classes during the day. Also, students are allowed to eat a nutritious snack mid-morning. The teachers will instruct when it is appropriate to eat snacks. Examples of "easy to eat" nutritious snacks are fruits, vegetables, crackers, yogurt, and cheese.

solicitation

There is to be no solicitation of students or teachers for any reason without the prior approval of the administration.

student visitors

Student visitors are not encouraged during school hours. If a special circumstance exists, requests are to be presented to the principal in advance. The parents of the host student and the parents of the visiting student must each send a permission slip. Furthermore, the visiting student's regular school must not be in session. Visitors are to report to the administration office on arrival. They must be escorted at all times by the host student while on campus during the school day. Student visitors may **not** come to the NCCS campus for social reasons during the school day.

telephones

Telephone calls may be made in between classes with the approval of a staff member. The office phone is for emergencies only and **is not** to be used for planning a student's evening or weekend activities. The main office or copy room telephones are **off limits at all times** to students.

textbooks

Hardbound textbooks are issued on a rental basis. Abuse or loss of textbooks will result in a prorated compensation at the time replacement is requested or the end of the year. Most softbound textbooks and workbooks are property of the student and are issued on a purchase basis. Students who have paid their book fees will be given all textbooks necessary for their classes. Students are expected to have textbooks and workbooks in the classroom for daily work.

weather cancellations

In the event of school being cancelled, we will make an announcement on the following radio and television stations:

BROADCAST STATIONS	ANNOUNCEMENT TIMES
KMOX 1120AM	5:30 - 6:30 a.m.
KSIV 1320AM	6:05 - 7:05 a.m.
KMOV Channel 4	Starts showing at 5:30 a.m.
KSDK Channel 5	Starts showing at 5:30 a.m.

KTRS 550 Call 550-5877 or 453-5555 and enter school ID code 1065

withdrawal procedure

If a student withdraws during the course of the school year, it is the parents' responsibility to complete standard withdrawal procedures through the school office. The parent should notify the school at least two days prior to withdrawal. Withdrawal procedures are complete when the parent has signed the withdrawal form, cleared outstanding debts, returned any textbooks, library books or school property on loan, and the principal has completed and signed the withdrawal form. Records will not be released until this process has been completed. ***Tuition charges will continue to accrue until a student is officially withdrawn.***

Secondary School Exam Schedule 2010-2011

<u>Day</u>	<u>Time</u>	<u>Length</u>	<u>Schedule</u>
EXAM DAY 1	8.15-8.25	10 minutes	Devotions with 1 st hour class
	8.30-10.00	90 minutes	1st period exam
	10.00-10.15	15 minutes	Break
	10.15-11.45	90 minutes	2nd period exam
	<i>11.48-12.12/12.29</i>	<i>24 / 41 minutes</i>	<i>3rd hour class period (review)</i>
	<i>12.15/12.32-1.03</i>	<i>48 / 31 minutes</i>	<i>Regular Lunch Times (HS & MS)</i>
	<i>1.06-2.45</i>	<i>99 minutes</i>	<i>Modified pm classes (4th & 5th hours)</i>
EXAM DAY 2	8.15-8.25	10 minutes	Devotions with 3 rd period class
	8.30-10.00	90 minutes	3rd period exam
	10.00-10.15	15 minutes	Break
	10.15-11.45	90 minutes	4th period exam
	<i>11.48-12.12/12.29</i>	<i>24 / 41 minutes</i>	<i>5th hour class period (review)</i>
	<i>12.15/12.32-1.03</i>	<i>48 / 31 minutes</i>	<i>Regular Lunch Times (HS & MS)</i>
	<i>1.06-2.45</i>	<i>99 minutes</i>	<i>Regular pm classes (6th & 7th hours)</i>
EXAM DAY 3	8.15-8.25	10 minutes	Devotions with 5 th period class
	8.30-10.00	90 minutes	5th period exam
	10.00-10.15	15 minutes	Break
	10.15-11.45	90 minutes	6th period exam
	<i>11.48-12.12/12.29</i>	<i>24 / 41 minutes</i>	<i>Academic Lab (HS) / 2nd Hour Homeroom (MS)*</i>
	<i>12.15/12.32-1.07</i>	<i>52 / 35 minutes</i>	<i>Lunch (MS & HS) Extend to 1.07p</i>
	1.10-2.45	95 minutes	7th period exam

*Students are to study considering they have 3 exams Wed.
Middle School Exams count 10% of the semester grade

DAILY SCHEDULES

High School Regular Daily Schedule

8-8.48	First hour
8.51-9.39	Second hour
9.42-10.30	Third hour
10.33-11.21	Fourth hour
11.24-12.12	Fifth hour
12.15-1.03	Lunch
1.06-1.54	Sixth hour
1.57-2.45	Seventh hour

Middle School Regular Daily Schedule

8-8.49	First hour
8.52-9.41	Second hour
9.41-9.56	Morning Break
9.56-10.45	Third hour
10.48-11.37	Fourth hour
11.40-12.29	Fifth hour
12.29-1.03	Lunch
1.06-1.54	Sixth hour
1.57-2.45	Seventh hour

High School Chapel Schedule

8:00 AM	8:37 1st Hour
8:40	9:42 Chapel
9:45	10:30 2nd Hour
10:33	11:10 3rd Hour
11:13	11:50 4th Hour
11:53	11:29 5th Hour

Middle School Chapel Schedule

8:00 AM	8:37 1st Hour
8:40	9:42 Chapel
9:45	10:30 2nd Hour
10:33	11:04 3rd Hour
11:07	11:38 4th Hour
11:41	12:12 5th Hour

Assembly Schedule for Middle and High Schools

Morning classes and Lunch remain unchanged

1.06-1.37	Sixth hour
1.40-2.10	Seventh hour
2.15-2.45	Assembly

Half-Day Schedule for Middle and High Schools

8-8.45	First hour
8.48-9.30	Second hour
9.33-10.15	Third hour
10.18-11.00	Fourth hour
11.03-11.45	Fifth hour
	School dismissed

High School Delayed Start Schedule

10-10.24	First hour
10.27-10.51	Second hour
10.54-11.18	Third hour
11.21-11.45	Fourth hour
11.48-12.12	Fifth hour

Lunch and afternoon classes remain the same.

Middle School Delayed Start Schedule

10-10.27	First hour
10.30-10.57	Second hour
11.00-11.27	Third hour
11.30-11.57	Fourth hour
12.00-12.29	Fifth hour

Lunch and afternoon classes remain the same.

Please sign both forms & return to office by September 10, 2010.

PHOTOGRAPHIC PERMISSION FORM

From time to time, student will be photographed for various reasons in educational settings here at North County Christian. Newspapers may run feature articles, or cameras may be used during field trips or special events. We ask your permission to use your student's photograph to highlight NCCS student activities. Please indicate your permission by returning the forms to the Secondary office as soon as possible. Thank You.

I hereby give my permission to use my child's (children's) photograph in highlighting school participation and activities.

Parent Signature:

Child's (Children's) Name(s):

Handbook Acknowledgement

The school requires the following agreement to be signed by every secondary school student and both parents (or guardians).

Our signatures indicate that we have read and will abide by the North County Christian School Handbook.

Student's Printed Name

Grade

Student's Signature

Date

Parent or Guardian Printed Name

Date

Parent or Guardian Signature

Date