

# **NCCS**

**2023-2024**



## **ELEMENTARY HANDBOOK**



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## **Vision Statement**

To raise up Christian leaders who are spiritually sound with a strong biblical worldview, academically proficient, culturally aware, and prepared to be difference makers.

## **Mission Statement**

The mission of North County Christian School is to work in partnership with the family and church to provide excellent 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.

## **Motto**

**“Investing in Eternity One Student at a Time.”**

## **Introduction**

I am pleased to welcome you to North County Christian School. We look forward to working together with each family to see our students grow in Christ and excel in all areas of their life.

We are committed to the parent/school partnership described in our mission statement. Our dedicated faculty and staff count it a privilege to work with your children to help them grow and develop spiritually and academically. An effective partnership requires this commitment, along with clear and open communication between the school and our students' families. This handbook provides you with important information regarding school policies for academics, student conduct and other aspects of our school. Please take time to review the information carefully, and keep it on hand as a reference throughout the school year.

We encourage you to be supportive of your child's education by making sure they are keeping up with academic requirements, and by supporting their spiritual growth and development through active participation in a local church congregation. Our student body represents over 100 churches in North St. Louis County. If you do not have a church home, we encourage you to contact the Ferguson Church of the Nazarene (522-3388), who will assist you in any way possible.

Greg Clark, Ed.D, NCCS Superintendent

## **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 and Romans 12:1-2.

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

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 strong 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, and be able to apply biblical principles to every area of life.

### **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, thinking critically, communicating effectively and applying their learning in the various areas of life.

### **Social Objectives**

We want to help train a student who is 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 problems.

### **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 Student Outcomes**

As students complete their experience at NCCS, 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 knowledge and an understanding of people, events, and 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. are actively involved in a church community, serving God and others.
15. understand, value, and engage in appropriate community and civic activities.
16. embrace and practice justice, mercy, and peacemaking in family and society.
17. are good stewards of their finances, time and all other resources.

## **Doctrinal Statement 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 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)
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 beginning, and is adopted into God's family. (John 1:12-13; 3:3-8; Romans 3:21-26)
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 that when Jesus returns, those who do not belong to him 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.
17. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person
18. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in

Scripture. (Gen 2:18-25.) We believe that God intends all sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

19. We believe any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1Cor 6:9-10.)
20. We believe every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual or group are to be repudiated and are not in accord with Scripture or the beliefs of North County Christian School.
21. We believe that to preserve the function and integrity of North County Christian School as a representative of the Body of Christ, and to provide a biblical role model to the North County Christian School students, families and the community, it is imperative that all persons employed by North County Christian School in any capacity, or who serve as volunteers, agree to and abide by these statements of faith.

## **Biblical Principles of Behavior**

We urge our students and their families 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.

1. Love the Lord your God with all your heart, soul, mind, and strength. Love your neighbor as yourself. (Exodus 20:3-6, Mark 12:28-31)
2. Press upon 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. Attend the services of your church regularly. (Hebrews 10:25; Acts 17-11; 2 Timothy 2:15, 3:14-16)
6. Be honest in all matters, refusing to take advantage of another. (Leviticus 19:10-11; 1 Corinthians 6:7-10)
7. Dress in Christian simplicity and modesty. (1 Timothy 2:8-10; 1 John 2:15-17)
8. Do not take the name of God in vain. (Exodus 20:7; James 5:12)
9. Do not participate in sexual immorality. (Romans 1:24-27; Matthew 5:27-32)
10. 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)

11. Do not quarrel or return evil for evil. Do not gossip or slander the good name of others. (2 Corinthians 12:20; Ephesians 4:30-32)

## **School Sponsorship and Affiliation**

North County Christian School is a tax-exempt 501(c)(3) educational institution. The founding organization of the school, Ferguson Church of the Nazarene ("Ferguson Church"), is the sole member of North County Christian School and appoints all members of the School Board.

The primary function of the School Board is to seek the will of God and to serve as His instrument in matters concerning NCCS. The School Board will act as a legislative body in formulating policy for the operation of the school and will be 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.

## **POLICIES & PROCEDURES**

### **ATTENDANCE**

We are committed to the philosophy that every student should attend class every day. Through regular attendance, students develop habits of self-discipline and responsibility. The purpose of this policy is to encourage regular attendance. If a student is not regular in attendance, his performance lags, he loses interest, and tends to fall further behind.

Each student should be aware that attendance is part of his/her evaluation in class each day and that excessive absences or tardies to school, whether excused or unexcused, may drastically affect student grades. Absences of more than seven (7) times during a quarter, or ten (10) times during a semester, whether excused or not, is considered excessive and the student is subject to failure or a grade of incomplete. It will also disqualify them from good citizen status. When extenuating circumstances cause the student to exceed this limit, it is the parent's responsibility to submit evidence that the student has received outside tutoring and that all assignments are complete.

**ABSENCE:** A student is considered absent from school if more than four hours in a school day are missed.

A student is considered ½ day absent when attending only four hours of the school day.

**On the day of an absence, the parent should notify the school office by 9:00 a.m. to report the absence and should also email the teacher stating the reason for the absence. The absence is considered unexcused if there is no communication from the parent.**

### **Excused Absence**

Reasons for excused absences include the following, but are not exclusive:

1. Illness of the student
2. Serious illness or death of an immediate family member
3. Religious obligations
4. Planned family outings (limited to five (5) school days): To be considered excused, the *Student Leave of Absence Form* must be completed and approved at least one week prior to the of absence. (Forms are available in the Elementary Office.)

Work assigned before the absence and due during the absence is due on the day the student returns to school. *Previously announced tests will be taken on the day the student returns.* Long-term projects are expected to be turned in before the student leaves or on the date due, whether the student is present or not.

It is the responsibility of the student or parent to contact the teacher for missed assignments due to an absence. Work requested during the school day will not be available until after 3:00 p.m. Students will have the number of days absent, with a maximum of five (5) school days, to make up missed work and tests. In the case of planned family outings, all written work is due on the day they return to school. Tests must be made up within five (5) days to receive credit.

### Unexcused Absence

Reasons for unexcused absence include the following, but are not exclusive:

1. Returning to school after an absence without communication from parent
2. Leaving school without prior permission
3. Staying home to help parents with work or babysitting
4. Any other reason not approved by the principal

Work missed must be made up but will not receive full credit. Tests, quizzes, and long-term projects will receive a 10% reduction; homework will receive a 50% reduction in grade. An unexcused absence will disqualify a student from good citizen status.

### TARDY POLICY

The discipline of showing up for school on time is as important as regular attendance. Students who enter the class after the morning bell cause a disturbance to the class. Students should arrive to school by **8:00 a.m.**

**TARDY:** A student who is not in the classroom ready for learning by 8:00 a.m. is considered tardy to school.

### Excused Tardy

The student must have a dated note or email from a parent or doctor to be considered excused. Reasons for excused tardies include: (This list is not exhaustive)

- Doctor or dental appointments
- Specific car trouble
- Electrical failure
- Bad weather conditions

Consequence: Three tardies in a **quarter** equals an absence, which counts against perfect attendance.

### Unexcused Tardy

Reasons for unexcused tardies include, but are not inclusive:

- Getting a late start
- Forgetting to set the alarm
- Other family members or riders caused you to be late

Consequence:

- Three tardies in a **quarter** equals an absence, which counts against perfect attendance.
- Three tardies in a **month** disqualifies a student for the good citizen award for that month.
- Any tests or quizzes taken, or assignments collected before the student arrives will be considered late and will have a deduction in grade.

**NOTE:** Excessive tardies (6 or more in a quarter) may affect consideration for re-enrollment the following year.

## **STUDENT CONDUCT POLICY**

NCCS is an extension of the home and follows the spiritual guidelines of discipline with Christian love. We are dedicated to the training of children in a program of study, activity, and living that is Christ-centered. Our approach to discipline at NCCS is one that is firm, consistent, fair, and tempered with love. Our faculty members maintain standards of behavior in the classroom through kindness, love, and genuine regard for their students. However, when corrective action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

The school has adopted the following procedure for maintaining a classroom environment that is conducive to learning for all students.

Each class will have a posted set of classroom rules, rewards, and consequences. Our goal is to encourage good behavior with motivating incentives. However, wrong behavior must be addressed. Therefore, a color-coded card system is used to keep track of the student's discipline during the day. All students begin each day on GREEN. Cards are changed during the day according to the following sequence.

	GREEN = A great day with no warnings
FIRST OFFENSE	YELLOW = Warning-no consequence
SECOND OFFENSE	BLUE = Miss recess and write sentences or behavior journal
THIRD OFFENSE	RED = Parent will be notified by the end of the day
FOURTH OFFENSE	WHITE = Student will be sent to the Principal

The student is given a new slate each day. However, if a student consistently causes disruption in the classroom, a conference with the parents will be called to determine corrective measures.

**SEVERE CLAUSE:** The above system does not apply to more severe behaviors. Bullying; fighting; cursing; deliberate disobedience/disrespect; speaking of or possession of drugs, alcohol, firearms, or explosives of any type; notes, comments, or possession of materials pertaining to sexual content; threatening statements; destruction of school property; or any other unacceptable behavior **may** be cause for immediate suspension or permanent expulsion from NCCS.

**Note: Bullying:** Bullying involves a pattern of repeated and targeted behaviors by one individual or group of individuals toward another person or group of individuals. Bullying may include demeaning comments, verbal and/or physical abuse, harassment and other behaviors intended to cause harm and/or demonstrate power or dominance over another individual or individuals. Bullying may be direct or through indirect means such as written messages or social media.

### **DISCIPLINE PROCEDURES:**

When a student is sent to the office, he/she will be counseled by the principal. Each situation will be handled individually and the principal will determine the best course of action. The principal will issue disciplinary consequences as deemed necessary, including but not limited to parent conference, recess detention, lunch detention, after-school detention, loss of privileges, restitution, in-school suspension or out-of-school suspension.

Repeated behavior incidents and concerns will result in a student being placed on probation and may lead to a student's expulsion from NCCS.

**\*Suspension:** Suspended students will be excluded from attendance at school during their suspension and assigned a disciplinary report plus class work from the teacher. Both are to be turned in on the day they return to school. Class work will be graded as normal and any uncompleted assignment will follow the **Late Work** policy. Any tests missed will be taken on the day they return. Any test scheduled for the return day will be administered to the student on that day. In certain cases, **In-School Suspension (ISS)** may be utilized in lieu of out of school suspension. During ISS, students will be separated from their class for the day, and supervised by a designated adult. Students will receive assignments from their teachers to be completed during their assigned day(s) in ISS.

**\*\*Probation.** Probationary students who wish to enroll for the next school year are placed in the waiting pool. Re-enrollment will be determined by the principal after consultation with faculty members. Probationary status is removed when a student completes a semester without any behavioral problems.

**\*\*\*Expulsion:** Expulsion is a permanent removal from NCCS.

## **DRESS CODE**

The NCCS dress code is designed to serve as a guide to students and their parents on the proper attire for our student body. The goal of our dress code is to honor God by pursuing modesty and neatness while avoiding distractions from our academic, social and spiritual goals. Our dress code provides students a great deal of freedom for personal expression in terms of the color and style of clothing they wear, while maintaining a standard of neatness and modesty. Knowing how to present oneself properly within the school community prepares students for future professional environments. Our desire is to partner with families to instill this important life skill.

Students should be dressed in such a way to respect and honor God, themselves and others. Clothing should be neat, appropriate and professional.

Other guidance may be necessary and students are expected to respond in a spirit of cooperation.

### **NCCS Dress Code – Neat, Appropriate, Professional**

#### **General Guidelines**

Students are to be neat and well-groomed. All attire must be neat, professional, and appropriately sized – not too small or tight and not too large or loose fitting.

#### **Tops (Shirts, T-Shirts, Collared Shirts, Sweaters, and Sweatshirts)**

##### **Tops that are appropriate:**

- NCCS T-Shirts
- NCCS sweatshirts/hoodies
- Non-NCCS hoodies/sweatshirts that are solid in color with NO graphics
- HOODS ON HOODIES ARE NOT TO BE WORN IN ANY NCCS BUILDING
- Collared shirts (polo or button-down style) that are plain in color, patterned, and/or striped. (If not wearing an NCCS T-shirt or sweatshirt, students must wear a collared shirt.
- Sweaters that are plain in color, patterned and/or striped may be worn over a collared shirt.

##### **Tops that are not appropriate:**

- Tops that do not cover the midriff (the bottom of the top must fit appropriately below the waistline)
- Tops that are sleeveless
- Tank top style shirts, or cropped tops
- Tops that do not cover all parts of the chest
- Tops that are sheer or show any undergarments
- Tops that come off the shoulder
- Tops with any messaging or graphics other than NCCS name and/or logos
- Students should not wear NCCS athletic team uniform or team warm-ups to school

## **Pants/Shorts/Skirts**

### **Pants that are appropriate:**

- Appropriate Khaki pants, chino pants, or denim jeans, any solid (plain) color
- Pants may be cargo-style pants
- Pants should be appropriately sized, and sit securely at the waist (Regular fit, with “room” in legs and hips)
- Belts should be worn if pants are unable to sit securely at the waist

### **Pants that are not appropriate:**

- Frayed and torn jeans or pants are not allowed
- Sweatpants, athletic pants, athletic joggers, yoga pants, spandex leggings, flannel pajamas, or athletic shorts
- Pants made from sheer fabrics
- Students are not permitted to wear NCCS team uniforms except as approved on game days

### **Shorts that are appropriate:**

- Loose fit, solid color khaki shorts, chino shorts or denim shorts no shorter than 4” above the top of the kneecap
- Cargo style shorts

### **Shorts that are not appropriate:**

- Form-fitting, tight-fitting shorts
- Frayed and torn shorts
- Shorts that are shorter than 4” above the top of the kneecap
- Athletic shorts (May be worn for PE and athletics only)

### **Skirts and dresses that are appropriate:**

- Dresses and skirts of appropriate length and modest fit
- Hemlines of dresses and skirts must be knee length (reaching the top of the kneecap)
- Note: Sheer material on skirts or dresses is not considered part of skirt/dress length
- Leggings may be worn under a dress code length skirt or dress (the skirt or dress must still reach the top of the kneecap)

### **Skirts and dresses that are not appropriate:**

- Dresses and skirts shorter than knee length (not reaching the top of the kneecap)
- Tight or form fitting skirts and dresses
- Dresses that are sleeveless, strapless, or off the shoulder
- Dresses in which the top portion does not cover all parts of the chest
- Skirts and dresses made of sheer fabrics and showing any undergarments

## **Shoes**

**\*Shoes must be worn at all times**

### **Shoes that are appropriate:**

- Low heeled, closed toe, non-skid shoes
- Sneakers, dress shoes, leather shoes, boat shoes, or closed toe sandals (with strap secured around heel)

### **Shoes that are NOT appropriate:**

- Athletic slides, flip-flops, open toe sandals, slippers or Croc styled shoes
- Shoes with open toes and/or heels
- Shoes with platform soles or high heels

## **Grooming**

- Hair color should look natural (including color and highlights)
- Hair should be neat and well groomed
- Hair should not cover eyes
- Gentlemen may have neatly groomed facial hair
- Hairstyles must not create a distraction in the learning environment

## **Accessories (Hats, Jewelry, etc.)**

- Visible tattoos are not appropriate in the school environment and should be covered at all times
- Head coverings such as hats, bandanas, scarves and hoods are not permitted inside the school
- Sunglasses may not be worn inside the buildings
- Appropriately sized necklaces and bracelets are permitted in the school environment
- Heavy chains, collars and medallions are not permitted
- Excessive jewelry (multiple necklaces, bracelets, etc) is not permitted
- Ear piercings with stud-style earrings are permitted
- Nose rings and jewelry worn in other body piercings is not permitted
- Cross-gender dressing is NOT permitted within the North County Christian School community.

## **NCCS Spirit Days**

NCCS spirit days are fun days for our school community and are designed as a way for students to show their school spirit. We ask students to be mindful of our dress code standards as they dress for spirit days. Even on special spirit days, our guidelines for modesty, such as length of shorts, skirts and dresses should be followed. Each spirit day will provide more specific guidelines.

## **Change of Clothing**

We encourage all students to have a change of clothing (extra top, bottom, belt, socks, etc.) on hand in case of an emergency or a student is out of dress code and needs to change. Students who are out of dress code will either need to contact home and clothing will be brought to them or they must use their extra clothing on hand.

## **Professional Dress - Allowed on chapel days or for special classroom circumstances**

- Ladies' dresses and skirts must be properly fitting (modest neckline, knee length, not tight).
- Gentlemen may wear dress slacks, a collared dress shirt, and a tie, sweater, vest, or sport coat. Dress shirt should be tucked in.
- Dress shoes encouraged

## **STUDENT HEALTH AND WELLNESS**

A Physical Form, with current immunization records 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. Please do not send your child to school if any of the following conditions exist:

1. A temperature of 100 degrees or more - (Must be fever-free without the aid of medication for 24 hours before returning to school)
2. Vomiting- (cannot return to school for 24 hours after vomiting)
3. More than one bout of diarrhea
4. Sore or inflamed throat
5. Any inflammatory eye condition
6. Discharge from ears
7. Head lice. Hair must be nit-free before returning to school (proof of treatment and being nit-free is required)
8. Other skin diseases: Must obtain a statement from your physician stating that the condition is not contagious.

## **MEDICATION GUIDELINES**

Below are guidelines that must be followed when you bring medication for your child:

1. STUDENTS MAY NOT CARRY MEDICATION OR SELF-ADMINISTER ANY MEDICINE (Exception: Inhalers in case of life-threatening Asthma and only then with written permission of physician)
2. All medication should be sent directly to the school office.
3. All prescription medication should be in the original container labeled with the child's name, instructions and the physician's name.
4. All non-prescription medication should be in the original container labeled with the child's name. A form for non-prescription medication should accompany the medicine. Forms are available in the office.
5. Directions on the medication bottle, whether prescription or non-prescription and the doctor's directions, must be in agreement with the parent's written directions.
6. Students with asthma should have an asthma action plan on file.
7. When a student becomes ill, it is imperative that we have current home, work, pager, and cell numbers. Ill students must be picked up promptly so as not to jeopardize the health of others.

## **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 library books or school property on loan, and the student's teacher has completed and signed the withdrawal form. Records will not be released until this process has been completed. Should you decide to withdraw your child/children, please refer to the Schedule of Fees for the tuition refund policy.

## **GENERAL INFORMATION**

### **BIRTHDAYS**

To allow your child to celebrate their special day with school friends, you may, if you wish, bring commercially prepared and individually wrapped birthday treats to school. No homemade items will be served at school. We ask that you please make arrangements with the teacher prior to sending treats, so that we do not have several in one day. Birthday treats will only be served during the child's lunch time. Please remember this is not a "party time"; you are only providing a treat for the class during their lunch period.

Party invitations **cannot** be distributed at school unless you are inviting the whole class or all of the boys/girls in the classroom.

### **CELL PHONES**

Students are not allowed to use cell phones during school or daycare hours. We prefer that cell phones not be brought to school. However, if for some reason it is brought to school, the cell phone must be turned off and kept in the student's locker. If the phone rings during the day or the student is caught using a cell phone, the student will be sent to the office for discipline including confiscation of the phone for parent pick-up. **The school will not be held responsible for phones or other electronic devices that are lost or stolen.**

### **CHAPEL**

Chapel is a highlight each week for our elementary students. They enjoy Biblically-based worship songs and hear challenging messages geared to their age level. Each class has the opportunity to share in chapel throughout the school year.

Daily chapels are sometimes held during spiritual emphasis or mission's week. Special children's workers and missionaries are brought in to present the Gospel and missions to our students.

Elementary chapels are held each Tuesday at 2:00 p.m. Parents and guests are always welcome.

## **DAILY SCHEDULE**

The regular class schedule is Monday – Friday, 8:00 a.m. to 3:00 p.m. The half day schedule for half day kindergarten students is 8:00 a.m. to 12:30 p.m. On specified holidays, we will dismiss at noon. Special days off and irregular class hours will be announced via school calendar or by notice to parents as occasions occur.

## **EMERGENCY PROCEDURES**

In the event of a fire, tornado, etc. the school's emergency procedures will be followed. These procedures are posted in each classroom and practice drills are conducted monthly during the year.

## **EXTENDED CARE PROGRAM**

North County Christian School does have an extended care program for students in Grades K-6. Additional charges apply. This is available for before and after school hours. The hours are as follows:

Morning session: 6:00 a.m. - 8:00 a.m.

Afternoon session: 3:00 p.m. - 6:00 p.m.

Students arriving prior at 7:45 a.m. or before and/or staying past 3:20 p.m. will be sent to extended care and charged. Extended Care is available when school is closed except for legal holidays.

## **FIELD TRIPS**

Field trips and school events scheduled during the school day are considered part of the instructional program at NCCS. Attendance is required. Permission slips will be sent home and must be signed and returned in order for the student to participate in an event.

Your tuition covers the transportation cost for St. Louis area field trips. A fuel charge will be added for trips that are beyond a 25-mile radius of the school. Entrance fees for field trip events/attractions are the responsibility of the parent/student.

Parents are always welcome on field trips and special event days; however, space is sometimes limited. Parents will be selected to go on a first sign-up basis. Field trips are only for students and their parent sponsors; please make other arrangements for younger siblings or other family members. We ask and expect the parents and sponsors to dress according to school dress guidelines for the particular field trip or event.

## **FUNDRAISERS**

We ask parents and students to participate in selected fundraising activities during the course of the school year. The purpose of fundraising activities is to provide funds for equipment and programming improvements that are not covered in the school budget through tuition. Parent/student participation in our fundraising activities is critical to the ongoing success of our school.

In the fall of each year, we have an annual fund campaign that invites school families, alumni, and other individuals to make pledge donations to our annual fund. From time to time, we also have other school-wide fundraising events to help us raise needed funds.

In addition, classes and student organizations will sponsor fundraising events that students may participate in. We also have several ongoing programs you can participate in that generate funds for our school. All of our fundraisers are voluntary.

### **ONGOING**

- *Scrip Program*- Buy grocery or other retailer gift certificates (scrip) at face value from the school office. 50% of **profit** earned may be applied toward the student's tuition.
- *Clothing Donations* – Wash and bag your used clothing, and place in the yellow house on our campus. NCCS earns cash for each pound of clothing donated.
- *Office Depot* – Use our school code number when you buy your school supplies at the beginning of the school year. NCCS will earn 5% on your purchase.

Unless otherwise designated, all donations and fundraising efforts of the school go to the annual fund, which supports tuition assistance, development of our educational programs or capital improvements.

### **HELP CLASS**

The teacher may schedule help class before or after school for students making a low grade or needing to make up missed work and tests. We will do our best to schedule a time convenient for you. Parents must provide transportation for their student and, if necessary, care for siblings and carpool riders.

### **HOMEWORK**

**Homework Definition:** Any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher is homework. Essentially there are three common types of homework assignments:

- Practice – Following classroom explanation, illustration and drill on new work, practice exercises are given so that material can be mastered. Practice assignments generally involve material that is submitted to the teacher.
- Review – Prior to examination or evaluation, an opportunity to refresh, organize and strengthen the understanding of the learned concepts. Review assignments (i.e. “study spelling words”) generally do not involve a product that is turned in to the teacher.
- Extension – Extension assignments encourage the student to go beyond the work done in class. Projects that require organizational skills, problem-solving methods, and research / collection activities are beneficial for learning applications.

**Purpose:** The role of homework as a link between home and school is a vital one. Homework assignments can serve to unite parent, child and teacher in the

educational process provided there is good communication and developed guidelines that form the basis for homework assignments.

**Expectations:** Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills conferred in the classroom. To help students budget their time, parents should expect daily homework requirements of 10 minutes per grade level.

Grade 1	10 minutes or less	Grade 4	40 minutes or less
Grade 2	20 minutes or less	Grade 5	50 minutes or less
Grade 3	30 minutes or less	Grade 6	60 minutes or less.

On Wednesdays and Fridays, homework will be limited to review and extension assignments to provide flexibility for families and congruence with our Mission Statement.

The time guidelines are based upon the average student. If a student consistently has difficulty completing homework assignments within these time guidelines, the parent and teacher should meet to discuss concerns that may be occurring in the areas of time management, length of assignments, or learning difficulties.

Daily homework is expected to be completed and turned in on the next school day. Homework not turned in will be accepted late, but with a reduction in grade. Homework turned in more than three days late will receive a failing grade. Students who continually turn work in late may lose the three-day grace period and will receive a '0' grade on all late work.

**Late Work:** The students are expected to turn in their daily homework on time. Late work will receive the following consequences:

- The third late assignment in a month will exclude a student from the Good Citizen List.
- Reduction in grade: 10% reduction per day up to 30%. On the fourth day, no credit will be given but the student is still expected to do the work.

**NOTE: Long Term projects are due by 8:00 am on the announced due date with no exceptions. Reduction in grade of 10% will begin immediately with no grace period.**

**Homework Exemptions and Extensions:** On occasion, parents may request a homework extension or modification. These should be reserved for unusual circumstances. If homework assignments are creating a continued interference with church activities, this should be discussed with the teacher for assignment modifications. Review and extension assignments should not require exemptions or extensions because they are given in advance, designed to occur over a period of time and should be planned for.

**Test Schedule:** Subject test dates are provided in advance so students can be reviewing days before the test is administered. Test dates are subject to change if a teacher determines that the class is not ready for the exam. However, students who are absent from class prior to the test date are not exempt from the test unless the teacher is aware of material that the student would not have had

opportunity to learn prior to the test. Test administration will be at the teachers' discretion.

**Student Planners:** The students are required to have a student planner in which to write assignments. Parents should check and sign the planner each night. The teacher will check them daily. Planners will be given to the students on the first day of school.

**Parental Assistance:** Your children, of course, are the ones who must do the work and do it appropriately, but you are the one who can help make it all possible. Your child needs a time and place for doing homework. They also need your encouragement and help from time to time.

**Reading:** Parents should promote reading by taking time to read to and with their children, as well as encouraging independent reading activities. In developing an avid reader, it is most helpful that you lead by example. A proven reading practice shown to develop effective readers is to read to or with your child for **20 minutes** each day.

## **HOUSEKEEPING**

Every student is responsible for helping to keep his classroom and school clean. Each class will follow a duty schedule so that every student will take turns cleaning up after their class uses the various areas of the campus. All students will be expected to keep their own desk and floor area surrounding it clean and in order.

## **LIBRARY**

We have over 5000 volumes of reading books and reference materials. Each class is scheduled a time to visit the library to check out books for a two-week period. Late fees accrue at a rate of 5 cents per day up to the cost of replacement. The parent is responsible to replace books that are lost or returned damaged.

## **LUNCH**

All students must eat lunch in the cafeteria or with their class in their classroom.

Sack Lunches should be nutritional and not laden with candy and sweets. Carbonated soft drinks are not allowed.

Hot Lunches may be purchased from our cafeteria. A menu is provided at the beginning of each month. We do not accept cash in our cafeteria. Money can be added to a student's lunch account through the administrative office or online.

Parents may bring in fast food lunches as long as they do not include a soft drink and that it is delivered at the beginning of the child's lunch period. The office cannot be responsible for delivering lunches to the students and the students cannot be allowed to stay in the cafeteria after their class is finished with lunch.

## **PERSONAL PROPERTY**

The school cannot be responsible for personal items brought to school. Please write your child's name on all clothing, books, lunch kits, etc., that may be brought to school. All lost items will be placed in the **Lost and Found Box** that is located in the interior stairwell on the first floor of the Elementary Building. Please check the **Lost and Found** on a regular basis. Lost items with names will

be returned to the owner. Others will be distributed to the needy at the end of each quarter.

iPods, hand video games, cell phones, pagers, and toys in general are not allowed at school unless specifically requested for classroom use. Unapproved items brought will be confiscated and only returned to the parent. A note asking it to be sent home with the child will not be honored.

Possession of items related to pornography, sexual materials, fireworks, drugs or weapons (knives, pointed objects, guns, etc.) are grounds for suspension or expulsion. Students in possession of drugs or weapons will be reported to the police.

## **RECESS**

The children will play outside when the weather permits. If you feel your child should stay inside, WE MUST HAVE A NOTE FROM THE PARENT OR DOCTOR STATING THE REASON.

We provide the recess period so the children can have an active physical deviation from the study in the classroom. Please do not misuse this privilege.

## **SCHOOL PROPERTY**

Library books, classroom materials, desks, computers, science lab equipment, and many other items are here for student use. We expect the students to take good care of the items and return them in the same condition as borrowed. It is the responsibility of the parent to pay for the replacement or repair of school property that has been misplaced or damaged. Direct vandalism and destruction of property will be cause for suspension.

## **SOLICITATION**

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

## **TELEPHONES**

Students will not have need of cell phones or other electronic devices during the school day and should not bring these devices to school. If they are brought to school, they should be kept in the student's locker and turned to silent. The school is not responsible for personal items lost or stolen from the lockers.

Between regular school hours (8:00 a.m. and 3:00 p.m.), students may use the office telephone **for emergencies** and teacher or administration-directed calls. The office phone is not for planning of a student's evening or weekend activities.

## **VISITORS**

Prospective students or parents who wish to visit the classrooms should make special arrangements with the office at least one day before the visit. Parents of current NCCS students are always welcome to visit; however, we do ask that you check into the office before going to the classroom and that you limit your visit to one hour. **All visitors must dress within the guidelines of the school dress code while visiting our classrooms.**

## **WEATHER CANCELLATIONS**

In the event of inclement weather, school opening may be delayed or cancelled altogether. The standard delayed opening will be 10:00 am for the whole school.

We have an automated phone system that will call your house in the event of delay or school closing. Please make sure the office has an updated contact number for you. Delayed openings and school cancellations will also be announced on local TV (Channel 2, 4 and 5) and radio (1120 AM and 1320 AM) stations.

## **ACADEMICS**

The mastery of Language Arts is essential for a child to succeed in school; therefore, much time is given to this subject. The ability to speak clearly, read well, and listen carefully implements the rest of the curriculum and serves to facilitate growth. This also influences the child's success outside of school, since most of their waking hours are spent in some form of communication.

If a student learns the basics that are taught in the primary grades, he will be able to do average to above average work in the intermediate grades. Each grade has a goal to reach in every subject and these will be reached by much study and drill work.

NOTE: Contrary to popular thought, studies have shown that the home atmosphere is much more important to the child's reading development than school instruction. This explains the fact that two children can sit in the same class, receive the same instruction, and yet differ widely in their reading ability.

Research studies have proven that a child who reads, or is read to at least **20 minutes a day** will demonstrate higher academic performance in all subject areas. Parents can have a significant impact on their child's future academic success by making time to sit down and read to, or with them on a daily basis. This is a great way for parents to be involved in their child's learning, and it greatly reinforces the work of the school.

## **CURRICULUM**

North County Christian School uses a combination of instructional materials. The textbooks and materials are thoroughly Christian in philosophy and approach. We feel that these materials, taught by committed, dedicated Christian teachers in an atmosphere of Christian love and discipline, provide the finest education available today.

### **KINDERGARTEN (5 years old by August 1<sup>st</sup>)**

READING: Christian Reading Series and other readers. PHONICS: Letter sounds, phonetic drills and word analysis skills. WRITING: Manuscript, letters, spelling, writing words and sentences. ARITHMETIC: Number sense, counting by 2's, 5's, and 10s, addition, subtraction, money and time. History, science, health, Bible, music, art, computer, and physical education are also included.

## **FIRST GRADE (6 years old by August 1<sup>st</sup> and completed Kindergarten)**

READING: Christian Reading Series and other readers. PHONICS: Phonetic drills and word analysis skills. WRITING: Manuscript, spelling, writing words and sentences. ARITHMETIC: Addition, subtraction, introduction to simple tables of multiplication, money values, story problems, and simple fractions. History, science, health, Bible, poetry, music, art, computer, and physical education are also included.

## **SECOND GRADE**

READING: Continue Christian Reading Series and other readers. PHONICS: Phonetic drill and word analysis skills. WRITING: Cursive, spelling, vocabulary building, and penmanship. ARITHMETIC: Addition, subtraction, combinations, introduction to multiplication, and Roman numerals. History, science, health, Bible, poetry, music, art, computer, and physical education are also included.

## **THIRD GRADE**

READING: Continue Christian Reading Series, including Pilgrim's Progress. ENGLISH: Grammar, book reports, punctuation, penmanship, spelling, vocabulary, and poetry. ARITHMETIC: Addition, subtraction, multiplication, division, combinations, and story problems. HISTORY: A look at famous people of America. SCIENCE: Health, natural and physical science. Bible, music, art, computer, Spanish and physical education are also included.

## **FOURTH GRADE**

READING: Character-building patriotic stories and comprehension. ENGLISH: Grammar and usage, composition, book reports, spelling, vocabulary, and poetry. ARITHMETIC: Drill in speed and accuracy in addition, subtraction, multiplication and division of two digit numbers, working fractions, and measures. HISTORY: General survey of American history plus a study of the State of Missouri. SCIENCE: Health, survey of earth science, weather, plants, insects, and water. Bible, music, art, computer, Spanish and physical education are also included.

## **FIFTH GRADE**

The fifth grade classes are departmentalized; Reading, English, and history are taught by one teacher and science and math by another. READING: Character-building patriotic stories, speed-reading, and comprehension. ENGLISH: Grammar and usage, creative writing, library research project, book reports, spelling, vocabulary, and poetry. ARITHMETIC: Drill in speed and accuracy in the four arithmetic processes, decimals, fraction, and word problems. HISTORY: Geography, a study of the Western Hemisphere, and map work. SCIENCE: Health, survey of weather, energy, plants, animals, geology, and conservation. Bible, music, art, computer, Spanish and physical education are also included.

## **SIXTH GRADE**

The sixth grade classes are departmentalized; Reading, English, and history are taught by one teacher and science and math by another. **READING:** Character-building patriotic stories, speed-reading, and comprehension. **ENGLISH:** Grammar and usage, creative writing, library research project, book reports, spelling, vocabulary, and poetry. **ARITHMETIC:** Drill in speed and accuracy in the four arithmetic processes, fractions, decimals, percentages, graphs, metric system, and geometric figures. **HISTORY:** Geography, study of ancient civilization up to the present in the Eastern Hemisphere, and map work. **SCIENCE:** Health, creation, chemistry, physics, earth, and space science. Bible, music, art, computer, Spanish and physical education are also included.

## **GRADING**

**PROGRESS REPORT:** Progress reports will be available on Teacherease on the Wednesday following the fourth week of each quarter. Progress reports give an approximate grade in each subject for the first four weeks of the grading period.

**REPORT CARD:** A report card will be sent home on the Wednesday following the end of each nine week grading period. The nine week grades of each subject will be averaged together to make the semester and year end grades. Only the semester grades will be placed in the student's permanent record.

### **ACADEMIC GRADING SCALE**

A+	100-98	B+	89-87	C+	79-77	D+	69-67
A	97-93	B	86-83	C	76-73	D	66-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60
F	59-0						

\*A grade of 'incomplete' (I) may be given when your child has missing work. To receive credit for the work, the student must submit the missing work within a week after the grading period ends. If the work is not submitted, a grade of '0' will be averaged in and a quarter grade will be issued.

### **CONDUCT / EFFORT GRADING SCALE**

The following scale will be used for teachers giving conduct or effort grades, such as our elective classes. This scale will also be used to report student progress on skills in areas we do not give letter grades. For instance, our kindergarten teachers report student progress in several skill and developmental areas, but do not provide traditional letter grades.

1 = Area of Concern: Indicates the student is not making adequate progress

2 = Making Progress: Indicates the student is progressing in a manner consistent with expectations for their age/grade level.

3 = Progressing Very Well: Indicates the student is progressing in a manner that exceeds basic expectations for their age/grade level.

## **STUDENT PROMOTION**

NCCS students making adequate academic progress during the course of a school year will be promoted to the next grade level. For purposes of this policy, “adequate academic progress” is defined as grades of “C-” or better (a mark of 2 or 3 in Kindergarten) in reading, language, mathematics and the majority of subjects. It is understood and supported by educational and psychological research that students learn and develop at different rates. Research provides mixed opinions regarding the validity of retaining or holding students back because of poor academic performance or delays in learning. Research is clear however, that early intervention for struggling students can have positive results. NCCS will retain students if it is determined that doing so is in the best interest of the student in the long-term. Decisions regarding promotion or retention of students not making adequate academic progress will be made in accordance with the following policy guidelines.

1. If, at any grading period, a student’s grade in reading, language (phonics), or math falls below a C- (or below 2 at Kindergarten), the student’s classroom teacher will:
  - a. inform the parent and the school principal.
  - b. meet with the parent to develop a shared intervention plan to assist the student. This plan will have regular and defined “progress checkpoints” to assess the student’s progress.
2. Intervention plans may be adjusted as determined necessary, but will continue until the child demonstrates adequate academic progress in the area of concern, with frequent communication between teacher and parent.
3. Interventions may include individualized instructional techniques employed by the teacher and/or the parent at home, modifications in seating arrangements or other classroom modifications, additional tutoring provided by the teacher or an outside tutor, referral for evaluation for medical issues (vision/hearing) or learning disabilities, or other strategies as determined by the teacher and parents.
4. At the end of the first semester, the Principal will inform the Superintendent of students not making adequate academic progress, with an outline of interventions being implemented.
5. If a student is not making adequate academic progress by the end of the third quarter, a conference will be scheduled with the classroom teacher, parent and principal to discuss the concerns and to make necessary adjustments to the intervention plan. The discussion of retention as a possible intervention should occur at this time and parents should be included in this discussion.
6. If retention is a possible consideration, the Principal will notify the Superintendent.
7. The decision regarding retention will be based on several factors, including the number of content areas in which the student is not making adequate academic progress, student gains made over the course of the

year (is the student falling further behind or making gains in progress), social and emotional development factors.

8. Prior to a final decision, the teacher, parents, and Principal will meet to discuss the situation in terms of the above. The Principal will make the final recommendation.

## **HONORS**

We believe that those who follow the rules and work hard academically should be rewarded for their efforts. Therefore, we have an extensive list of awards that the children can work for during the day, week, and school year.

### **WEEKLY**

**CLASS** Each teacher has a system of incentives and rewards for individual students and the whole class. **INCENTIVES** are given for academics and behavior. **REWARDS** include: stickers, candy, a pat on the back, etc.

**CHAPEL** One or two students from each class are recognized for academic or behavior achievements. Birthdays are acknowledged in chapel.

### **MONTHLY** (Usually given in the 1st chapel of the month)

**GO-GETTER** - Students who say the month's Bible verses perfectly by the second Wednesday of the month.

**GOOD CITIZEN** - Students who have met the following requirements each month.

- Gives 100% effort in school work
- No more than two days with late assignments in a month
- No more than two unexcused tardies in a month.
- No unexcused absences.
- No more than 5 excused absences
- No more than 2 dress code violations
- Memorizes the scripture for the month
- Is helpful in classroom and lunchroom housekeeping
- Exemplifies good behavior and a Christ-like attitude. A disciplinary visit to the office or three cards pulled during the month will disqualify them for Good Citizen for that month.

### **QUARTERLY** (Given in the first chapel following the end of the quarter)

**'A' HONOR ROLL** – Students who have all A's.

**'AB' HONOR ROLL** – Students who have all A's & B's.

### **YEARLY AWARDS** (Given on the last day of school at the Awards Assembly)

**PERFECT ATTENDANCE CERTIFICATE** – Students who did not miss more than 4 hours of any school day or were not tardy more than two times in a quarter.

**GOOD CITIZEN AWARD** – Students who earn Good Citizen status at least seven (7) months of the year and have had no disciplinary consequences from the Principal.

**‘A’ HONOR ROLL** – Students who have all A’s.

**‘AB’ HONOR ROLL** – Students who have all A’s & B’s.

**BIBLE MEMORY PLAQUE/BAR** – First year NCCS students in grades K-6 will receive a Bible memory plaque for reciting their memory verses each month with a grade of C- or higher. Each year, thereafter, they will receive a date bar to place on their plaque.

**GO-GETTER AWARD** – Students who earn Go-Getter status every month.

**PRINCIPAL’S LIST** – Students who earn an ‘A’ Honor Roll, Good Citizen every month, and Bible Memory Plaque/Bar awards

**BIBLE MEMORY TROPHY** – Students who can say the complete year’s memory work in one sitting. They must have said the monthly verses throughout the year.

**PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE** – Presented to sixth grade students who have met the following criteria in grades four, five, and six.

- Principal’s List - ‘A’ Honor Roll, Good Citizen every month, and Bible Memory Plaque/Bar
- 80% or better in Math and Reading/Language on the Standard Achievement Test

