

NCCS

Student /Parent Handbook



Grades 7-12
2023-2024

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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.

PHILOSOPHY OF EDUCATION

Our philosophy of education 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.

Deuteronomy 6:5-7; tells us that all education, 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.

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 place of the parent(s); 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 Student 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 inter-ethnic 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, convicting 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 the fall, 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 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 the 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.

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.

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 hiring the Superintendent, setting of policy; awarding of diplomas, adopting of the school calendar, approving and monitoring the annual budget and supporting the school in raising money. 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 Superintendent 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.

FUNDRAISERS

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, therefore, we ask parents and students to participate in selected fundraising activities during the course of the school year.

We have an annual fund campaign that invites school families, alumni, and other individuals to make pledge donations to our annual fund. NCCS also holds a fundraising dinner/auction each spring, raising funds through ticket sales, sponsorships and donations. In addition, classes and student organizations will sponsor fundraising events that students may participate in. We also have several on-going programs you can participate in that generate funds for our school. All of our fundraisers are voluntary and it is your choice as to which activities you participate in.

- *Scrip Program*- Buy grocery or other retailer gift certificates (scrip) at face value from the school office. The school will receive a designated percentage of the face value when the scrip card is redeemed. NCCS will share this amount with the parents, applying 50% of the amount the school receives toward your tuition balance.
- *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.

***Unless otherwise designated, all donations and fundraising efforts of the school go to the development of our educational programs or capital improvements.**

HEALTH & MEDICATION

***Note: Due to the coronavirus health crisis we are currently experiencing across the world, we have implemented specific health guidelines for this period of time. The health and wellness guidelines in our NCCS Covid 19 Plan supersede all of the following guidelines.**

An immunization and physical examination form, completed by your family physician, must be submitted at the time of admission. Any student wishing to participate in a sport at school must have a completed athletic physical in the office before they may attend practice or play. 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.

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. Pediculus (head lice): must be nit-free before returning to school **(returning students should report to the secondary office to receive clearance to return to class.)**
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 secondary 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.
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 secondary office for medication to be administered. Parents and/or physicians may send a standing order for non-prescription medications, to be kept on file in the office.
4. 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.
5. Parents are welcome to come to school to administer medication to their son/daughter.
6. When a student becomes ill, it is imperative that we have current home, work, cell numbers, etc. Ill students **must be picked up promptly** so as not to jeopardize the health of others.

ACADEMIC PROGRAM

Learning in the high school is different. 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.

The program in the high school requires development of maturity and responsibility. It becomes an environment of directed and planned change. It is designed to guide the student from childhood, through early adolescence, and into late adolescence.

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 should bring textbooks and/or notes to study, along with a book they 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: 70%) and not be failing any class over the evaluated grading period (grades will be checked two weeks after the start of each quarter, and every two weeks thereafter).** 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 if the student is an athlete he/she 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. An email will be sent home to make parents aware that their child has been placed on academic probation. Students will complete a form to develop a plan to improve his/her grades. This informal plan will be reviewed and signed by the parent and returned to the school within 3 days 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 3:00-3:30 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 may call the secondary office or email the teacher(s) to schedule a meeting with the class teacher(s) 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 Individual Academic Intervention Plan (IAIP) 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 period. (quarter or mid-quarter grading reports).

***Per the guidelines of MSHSAA, of which NCCS is an affiliate member, a student must earn 3.0 credits (Meaning they must pass 6 out of 7 courses) in a semester to maintain eligibility for participation in athletics the following semester. Students who do not meet this requirement are ineligible for participation in athletics for the entire semester.**

ACHIEVEMENT TESTS/COLLEGE ENTRANCE TESTS

Each spring, standardized achievement tests are given to all students. The testing is accomplished over a scheduled three or four-day period. Please see school calendar for dates. Juniors are encouraged to take the College Board ACT during the spring. All juniors and senior students are encouraged to take the ACT or SAT college entrance tests. Seniors are encouraged to take the College Board SAT or ACT in the fall or winter months. Students may send the results of these exams to colleges for admission and scholarship consideration. Information may be obtained in the guidance counselor's office. The NCCS school code number for SAT/ACT is 261076.

COLLEGE COUNSELING

North County Christian School is primarily a Christian college preparatory program. Our guidance counselor provides the following opportunities:

1. College catalogs.
2. Interviews with college admissions personnel on the NCCS campus.
3. Field trips to area colleges and universities.
4. Information on scholarships/financial aid, etc.
5. Work Keys assessment – ACT (Used to measure foundational skills for workplace success)
6. ASVAB – Armed Services Vocational Aptitude Battery.
7. ACCUPlacer – Community College Assessment used for course placement.

NCCS realizes that the post-secondary choice is one that is made by the family and their choice of counselors. The guidance counselor is available to help in any way possible. As with all decisions, it is critical to seek God's direction through His Word and by researching various options.

COURSE COUNSELING

Each student will have two counseling sessions (Nov/March) to review requirements for graduation and to discuss course selections

DUAL ENROLLMENT

Junior and Senior students meeting specified requirements and with prior approval of the high school principal, may take approved courses at a designated college or university. These college credits can be used to meet high school graduation requirements, at the rate of 3 college credit hours = .5 high school graduation credit. Students must meet the entrance requirements for the specified college or university and the related college enrollment tuition and fees are the responsibility of the student.

DUAL CREDIT: Qualifying students may take various courses taught at NCCS that are approved through a designated college or university for dual credit. Students taking these courses may earn credit toward NCCS graduation requirements as well as college credit. The additional costs for the college credit are the responsibility of the student.

*Courses taken for college credit through dual credit or dual enrollment programs will be considered honors level courses and will be given credit on a 5 point scale.

FINAL SEMESTER EXAMS

An exam week at the end of each semester is scheduled in all classes for grades 7-12. Final exams in high school classes will count for 20% of the total semester grade for that class. Exams in middle school classes will count for 10% of the total semester grade. All students must take first semester exams. ***A student may be exempt from the second semester exam of a two semester class if the following criteria are met:***

1. The student has an overall minimum grade of a 93% or above in the class for the year.
2. The student has no zeros in the class for 2nd semester.
3. The student has no more than five (5) excused absences with no unexcused absences per class. (College visits and school sponsored activity absences not included)
4. Three unexcused tardies will count as an absence.

Any student exempt from finals may choose to take the final to improve their class grade. In the event the grade does not improve, the previous grade will be used. There will be penalties for missing final exams. Vacation and appointments are examples of unexcused absences. There will be a 10% reduction in a 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 and grades. The grading scale is as follows:

98-100	A+	4.33	77-79	C+	2.33
93-97	A	4.00	73-76	C	2.00
90-92	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.67	60-62	D-	.67
			59-below	F	0

Parents/Guardians have constant access to student progress/grades through the TeacherEase web-site. Parents are given a unique password that enables them to access this account through their e-mail. 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 secondary office to arrange an appointment with a teacher (972-6227, ext. 450)

INFORMATION FROM TEACHER/EASE:

- see a list of current grades in all classes
- see attendance records
- check missing assignments
- check your child's current grade
- access student fees and current balance

GRADUATION HONORS AND CLASS RANK

All course work accomplished and verified on an official transcript of a recognized public or private school is transferable to NCCS. Additionally, verifiable course work completed via home schooling is also admissible.

Students must attend NCCS a minimum of two years (grades 9-12) to compete for Valedictorian/Salutatorian honors. (The purpose of this policy is to allow career NCCS students to compete on equal footing for these honors.)

GRADUATION REQUIREMENTS

	General Studies		College Prep & Advanced	
Bible	4 credits	*	4 credits	*
English	4 credits		4 credit	
Math	3 credits		4 credits	
Science	3 credits	**	4 credits	**
Social Studies	3 credits		4 credits	
Fine Arts	1 credit		1 credit	
Foreign Language	1 credit		2 credits	
Practical Arts	1 credits	***	1 credit	***
Personal Finance	.5 credit		.5 credit	
Physical Education	1 credit	****	1 credit	****
Health	.5 credit		.5 credit	
Speech	.5 credit		.5 credit	
Electives	3.5 credits		1.5 credits	
Total	26		26*	

- One year of Bible is required for each year a student attends North County Christian School. A student who fails Bible during the school year may be required to take a correspondence course over the summer.
- Students must pass the Missouri Constitution Test and the US Constitution Test.

** Two lab sciences are required.

*** .5 credits must be earned in Personal Finance.

**** .25 credits of PE may be earned by lettering in a single varsity sport. A student may earn up to .5 Credits through participation in varsity sports.

COMMUNITY SERVICE REQUIREMENTS FOR GRADUATION

NCCS requires all students to complete 30 hours of community service as a requirement for graduation. To meet this requirement, students in their junior and senior years must complete 15 hours of community service each year; 5 hours at school, 5 hours at or through your church, and 5 hours in your community. Students are expected to complete the required hours by the end of April each year. Students are responsible for completing the required hours and providing proper documentation verifying such completion to the school counselor. Each year, students will receive specific information regarding these requirements in the Community Service Information and Procedures, distributed by the school counselor at the beginning of the school year.

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. Because each student works at his own pace, some may take longer than others. Two to three hours of homework per night is common in grades 9-12. Grades 7-8 average one to two hours of homework per night. Students involved with school and church activities need advanced planning and organization.

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, they need to know that their parents are going to consistently support them. However, supporting your student does not always mean condoning/affirming all their new ideas and interests.

It is most important that you help your student build his/her self-esteem. Self-esteem is the most vital building block in the architectural structure of human success. Children may not be born with a good feeling about themselves. They learn how to feel by noticing how you respond to them. 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, they are devastated, and peer approval at that time cannot really make them feel good about themselves. This is a time in their life when their self-concept is likely to constantly be up and down. Supporting your child will not guarantee success, but their chances are better than without your support.

Parental involvement in what your student is doing at school lets them know that you are interested in math, science, English, social studies, etc. They need to feel that they are not alone in the educational process. Parental direction is necessary in helping them be responsible for their actions. A time must come when they face the consequences of the decisions they have made. If they learn there are consequences to minor decisions, they will realize there are greater consequences to greater decisions. When they are faced with a crisis, they will have a greater chance of making good decisions.

COURSE OF STUDY

Middle school (grades 7-8)

Bible

7 Travel Through the Bible

8 Travel Through the Bible

(Emphasis OT and NT alternating years)

Mathematics

7 Math

7 Pre-Algebra

8 Pre-Algebra

8 Algebra 1

English

7 Grammar & Writing I

8 Grammar & Writing II

Practical Arts

7 Computer Skills 1
 7 Study Skills
 7-8 Spanish
 8 Computer Skills 2
 8 Career Explorations

Fine Arts

7-8 Choir
 7-8 Art
 7-8 Band/Orchestra
 7-8 Music

Science

7 Life Science
 8 Earth Science

Social Science

7 World History/Geo of Eastern Hemisphere
 8 American History I/Geo of Western Hemisphere

Physical Education

7-8 Girls PE
 7-8 Boys PE

Bible

9 Life of Christ
 10 Doctrine of God
 11 Christian Leadership
 12 Biblical Worldview

Mathematics

9 Algebra 1
 9-10 Geometry
 10-11 Algebra 2
 11-12 Pre-Calculus

English

9 Intro to Literature & Composition
 10 American Literature & Composition
 11 World Literature & Composition
 12 British Literature & Composition

Practical Arts

9-12 Career Exploration
 9-12 Computer App.
 10-12 Adv. Comp App.
 10-12 Entrepreneurship
 10-12 Student Aide
 11-12 ACT Prep
 11-12 Digital Publishing
 11-12 Graphic Design
 11-12 Personal Finance
 11-12 Speech
 12 A+

Fine Arts

9-12 Art
 9-12 Choir
 9-12 Orchestra
 10-12 Intro to Photography
 11-12 Independent Art

Foreign Language

9-10 Spanish I
 10-12 Spanish II
 11-12 Spanish III
 12 Spanish IV*

Social Sciences

9 American History 2
 10 World History
 11 US Government

Science

9 Biology
 10 Physical Science
 11-12 Biology 2
 12 Anatomy & Physiology*

Physical Education

9-12 Boys Physical Education
 9-12 Girls Physical Education
 9 Boys Health
 9 Girls Health
 10-12 Lifetime Fitness
 .25 PE credit can be earned by playing a varsity sport
 .

* Honors Classes

High School (grades 9-12)

PROMOTION POLICIES

9th through 12TH Grades:

A student will be considered a 10th grade student when six high school credits have been earned.

A student will be considered an 11th grade student when thirteen high school credits have been earned. This includes freshman English.

A student will be considered a 12th grade student when twenty high school credits have been earned. This must include two years of English.

7th through 8th Grades:

Students must pass seven of the eight semesters of the five core courses: Bible, English, Math, Science and Social Studies; failures in these subjects must be made up in summer school. Summer school grades will be updated to a student's file and have the potential to positively impact a student's GPA. A student who fails to meet these requirements following summer school will not be promoted.

REPEATING HIGH SCHOOL SUBJECTS

A student may repeat a course if he has received a *D* or an *F*, or with special permission. If it is an elective course, the student is encouraged to re-take the class to prove to him/her and those who will later evaluate his transcript that he is able to do the work and that he does not give up. A student who receives an *F* in a course must repeat and pass that course if it is a required course.

When the course is repeated and passed, the student will receive the credit for that course. A student who receives a *D* or better in a subject may, with the permission of the administration, take the class over again (audit), but will receive no additional credit.

SCHEDULE CHANGE PROCEDURE

Students in grades 7-12 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 secondary principal. A schedule change form must be obtained at the secondary school office, submitted, and approved before students change classes.

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.

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 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 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)

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)

ASSEMBLIES & 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 (2-5 offenses)
- Classroom behavior that is not conforming to all school classroom rules as determined by the teacher.
- Non-compliance of dress code
- Any behavior that disrupts classroom teaching such as: displaying bad manners, talking, leaving one's seat without permission, not being prepared for class or in possession of all required materials.
- Eating or drinking in the buildings outside the approved areas (exception: outdoor athletic events)
- Carrying backpacks or purses to class.
- Displaying improper attitude/actions: Students are expected to be considerate.
- Using or writing inappropriate language (demeaning comments, such as but not limited to: "you're ...fat, stupid, dumb, ugly, lazy, etc.)
- Academic dishonesty (copying homework, cheating on quiz, or exams) consequence includes a zero on the assignment.

**** Infractions at this level are teacher enforced and will have a consequence of a 30-minute detention time. These infractions are addressed at teacher discretion.**

Level 2 – Minor Infractions

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

- Public displays of affection (holding hands, touching, etc.)
- Bringing distracting or hazardous items on school property (electronic devices)
- Using a cell phone during school (texting, checking messages, etc. 1st offense)
- Driving in an irresponsible manner (poor judgment, inattentive)
- Drawing on desk or wall
- Lying to faculty or staff members (1st offense)
- **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 (i.e. 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)

Grades 9 & 10 (indent)

First Offense - Receive '0', redo for no credit (Level 2 infraction)

Second Offense - receive '0', redo for no credit, 1-2 day suspension (Level 3 infraction)

Grades 11 & 12

First Offense – Receive '0' (Level 3 infraction)

Second Offense – Receive '0' (Level 4 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

Level 3-Major Infractions

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

- **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.
- Profanity, vulgarity or taking God's name in vain
- Public display of affection (kissing, inappropriate physical contact)
- Dangerous driving (willful reckless behavior)
- Fighting (with provocation) consequence will result in immediate removal from school campus.
- 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
- Truancy or cutting class without excuse
- Tolerance of level 3 infraction (see "Tolerance" Pg. 18)

Level 4-Expellable Infractions

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

- 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. 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.
- Fighting (no provocation) consequence will result in immediate removal from school campus.
- Instigation of or promotion of fighting (i.e. encouraging others to fight)
- Speaking of or possession of weapons, firearms, or explosives of any type, or anything misconstrued as such
- Moral misconduct, which includes but is not limited to premarital or extramarital sexual activity, homosexual activity, or any other violation of the unique roles of male and female in human sexuality (Romans 1:21-32, 1 Corinthians 6:9-20), at any place or time.
- Sexual harassment (as defined on the following pages under student harassment)
- Notes, comments, or possession of materials pertaining to inappropriate sexual content
- Tolerance of Level 4 infraction (see "Tolerance" pg. 18)

Suspension:

*** When a student is suspended, they are not to be on the school grounds during the suspension, including attending extra-curricular activities, regardless of location. For students given an in school suspension they should report directly to the secondary principal for their assignment. In school suspension hours are from 8am-3pm and will not be allowed to attend or participate in ASAP or any**

other NCCS activity on or off campus before or after school. Students/parents are responsible for contacting each teacher to get assignments for the student's day of suspension. Unless exempted by the teacher ahead of time, assignments will be due on time.

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 a meeting with the Superintendent. If the parent still feels that further action is warranted, the parent should request in writing a meeting with the school board to appeal the decision. To provide a 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 school board for further discussion will be scheduled.

Notification of Disciplinary Action

Secondary students are assigned extra work and detentions. Teachers and/or administration will notify parents via telephone, email, mail, or detention form. 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 social media (Facebook, web pages, texts, etc.) or text messaging (whether at school or another location) which threaten another student or faculty member. Students should be mindful that these media may not be private and language, appropriateness of dress, and activities of behavior may need to be addressed.

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 can be 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 infractions 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 an 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

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.

Where to Report Harassment

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

- | | | |
|--------------------|-----------------------------------|-----------------------|
| • Yolander Pittman | Principal | 314-972-6227 ext. 451 |
| • Rob Eaton | Assistant Principal | 314-972-6227 ext. 220 |
| • Ashley Broyles | Counselor | 314-972-6227 ext. 454 |
| • Greg Clark | School Superintendent / Principal | 314-972-6227 ext. 103 |
| • Joseph Miller | School Business Manager | 314-972-6227 ext. 108 |

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

Formal Dress Code

Our school dress code remains in effect for our more formal events such as our dances at homecoming and prom. The following is a guide to help you know what is appropriate and acceptable for our young men and young ladies at NCCS. The emphasis is modesty, which is partially a function of the cut of a dress, but also a function of the shape of the girl wearing the dress. Therefore, a dress may be modest and approved for one girl, and yet be determined immodest and inappropriate for another due to those individual differences in height, weight and body shape.

Gentlemen:

Shirt and tie is required; more formal attire is optional.

Ladies: dresses must be approved before the event. If, at the event, the dress does not meet the stated guidelines, the young lady will be asked to wear a cover-up wrap or shawl in order to stay. Guidelines of expected modesty include:

- Regardless of the neckline, dresses must not reveal cleavage.
- Necklines should be 3" or less from the collarbone.
- Spaghetti straps, or strapless dresses are not permitted.
- Dress length is measured from the highest point of the opaque fabric for all hemlines and must be no more than 2 inches above the top of the kneecap. Lace or sheer fabrics are not included in the measurement. Hi-Lo dresses are measured at the highest point of the opaque fabric (front, back or side).
- Dress slits on longer dresses should be no more than 2" above the kneecap.
- Midriffs must be completely covered (no see-through materials or cut-outs), no two-piece dresses unless the top completely covers the top of the skirt, even with arms raised above the head.
- Dress backs cannot be lower than the bottom of the shoulder blades.
- Sides of dresses must extend from the front of the dress all the way under the arm so there is no flesh on flesh contact between the arm and the torso. Sides of dresses must also be solid with no cut-outs.
- Dresses that are cut to be form-fitting must not be skin tight and will be assessed on a case-by case basis.

Extra-curricular Activity Dress

- Same modesty & fit standards as above
- Loose fit sweat pants, and T-shirts are allowed

Students remaining on campus after school, or attending NCCS games or activities, but who are not engaged in the extra-curricular athletics practice or games, will be expected to remain in dress code. 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.

These dress code 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.

NCCS students will be evaluated for proper dress and grooming each day. Students not in dress code will be permitted to go to class so long as their clothing is appropriately modest. If a student's clothing is considered to be outside our guidelines for modesty, the student will be denied entry to any classes until the dress code standard is met.

Consequences for Dress Code Violations

1st Offense – 30 minute detention and parent contact

2nd Offense – 60 minute detention and a conference with administrator, student and parent

3rd and Subsequent Offenses – 1-2 days suspension

ATTENDANCE POLICY AND PROCEDURE

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.

High School Hours

Regular Class Schedule

♦ Grades 7-12 8:00am – 3:00pm

Special days off and irregular class hours will be announced via school calendar, school 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.

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

1. 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.
2. Family Personal Days (up to 5 days per year) – Students may be excused, at the request of the parents and the discretion/approval of the administration, for up to five (5) days per school year. Non emergency family days must be pre-approved.
3. College Days - Each high school junior and senior is allotted a maximum of three (3) days per year for college visitation. When visiting a college, the student must obtain a visitation form confirming their attendance to the college.

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 and College 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.

4. 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.
5. Miscellaneous – It is possible that occasions may arise, other than those listed in this section, necessitating a student's absence. 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. They must ask all teachers for make-up assignments. Students/parents may access Teacherease to aide in this process while they are absent from school. 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-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)

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. Pre-announced tests should be taken on the day of return unless rescheduled by the teacher.

UNEXCUSED ABSENCE

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, including truancy.
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.
8. **Three** unexcused tardies will count as a day of absence.

Make-up Work (Unexcused Absence)

Class work, participation grades, and regular assignments due on the day or days of unexcused absences will receive 50% 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."
6. Unexcused tardies that result in over half the class period missed.

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. It is the expectation that students will attend all scheduled classes on a daily basis. Students are not allowed to leave school early or arrive late without parent permission.

EXCESSIVE ABSENCES

After six absences a semester a letter will be sent home to notify parents. If eight absences occur in one semester another letter will be sent home. 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 could result in loss of credit and receive an F for the semester's course work, unless there are extenuating circumstances that are presented to the School Board.** 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. **Three unexcused tardies will count as an absence** which will result in a student having to take a class final.

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 tardies due to traffic.

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. 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 AWARDS

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 grade point average for each quarter, and not 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 HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY

Membership is based on scholarship, leadership, service, and character. The National Honor Society is open to students in the 11th thru 12th grades, whereas the National Junior Honor Society is open to students in the 8th grade. To be eligible for National Honor Society, each candidate must have a minimum of 3.33 GPA or "B+" average. 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 application deadlines. A faculty committee appointed by the Principal will review applicants and make selections. Induction into the National Honor Society and National Junior Honor Society occur in the spring of each year. Students must maintain a 3.00 GPA or above to remain in the National Honor Society and 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	Varsity and Junior Varsity
	Basketball	Varsity and Junior Varsity
	Soccer	Varsity
	Track	Varsity and Junior Varsity
	Cheerleading	Varsity and Junior Varsity
BOYS	Baseball	Varsity
	Basketball	Varsity and Junior Varsity
	Soccer	Varsity
	Track	Varsity and Junior Varsity

STUDENT - ATHLETE GUIDELINES

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. 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 Handbook. They can be picked up in the high school office.

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 school office or online at nccsedu.org. 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.

ACADEMIC ELIGIBILITY

Per the requirements of MSHSAA, of which NCCS is an affiliate member, students must successfully pass 3.0 units of credit per semester in order to maintain eligibility (i.e. they must pass 6 of 7 courses per semester). Per NCCS policy, students must also meet the requirements set out in the Academic Probation and Intervention Program policy on p 8 & 9 of this handbook.

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.

PURPOSE OF ATHLETICS

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.

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. Fans who do not 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.

SENIOR CLASS MISSION TRIP

The senior mission trip has become one of the highlights of the high school years. Since the spiritual and social benefits are so important, all seniors are expected to go unless prevented by illness or an emergency. It is expected that those who have jobs make work arrangements. There is a charge for the mission trip.

SOCIAL EVENTS

Homecoming is sponsored by the Student Council and is open to grades 9-12 and their invited guests in grades 8 and above. The attire is in accord with formal guidelines previously cited. Prom is the most formal and exciting event as juniors honor seniors. The dress is in accord with formal guidelines previously cited. The location is normally at an off-campus banquet/event venue in or near St. Louis. This banquet is open to the juniors and seniors and their invited guests in grades 9 and above. For both of these banquets, high school students are encouraged to attend with a group of friends or with a date. **Students will not be permitted entry to these events if they are not in compliance with the stated dress code. Students will not be permitted to change clothes after entry.**

Event Guests:

Students wanting to bring a guest not currently enrolled at NCCS must submit a completed guest form to the principal. **All guests must be approved by the principal.**

STUDENT COUNCIL

The student council consists of the elected executive committee, plus elected representatives from each class, grades five through twelve. The goal is to develop leadership through a variety of activities. Students must have a 2.0 cumulative average, and currently carrying no F's to run for student council. Any council member who receives five or more detentions may be removed from the student council and class office.

CLASS ORGANIZATION

Each grade may organize itself for social purposes. Junior and seniors may elect officers and make decisions regarding goals, projects, and 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 principal for resolution.

CLASS DUES

The purpose of class dues is to offset the expenses of the Junior/Senior Banquet and the senior mission trip. Each class sets the monthly amount they will collect.

GENERAL INFORMATION

AFTER-SCHOOL ACTIVITY PROGRAM (ASAP)

Secondary students who remain after school must either be in a supervised after-school activity (i.e. athletic practices, tutoring) or in the ASAP area by 3:10 p.m. Students on campus after 3:10 p.m. should report to ASAP and will be charged an additional fee after 3:30 p.m. Students who are waiting for in-season athletic contest or practice must report to ASAP but will not be charged a fee. ASAP is open until 6:00 p.m. an additional fee will be charged to the account 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.** Student safety is a top priority for NCCS. ASAP provides students with a warm/cool, dry, safe environment with adult supervision where they can be easily picked up by the parents or designated ride. Children of faculty/staff members must be under the direct supervision of an adult.

BACKPACKS AND PURSES

Backpacks and purses will not be allowed in the classrooms and must be able to fit in student's locker.

USE OF ELECTRONICS

Students are provided chromebooks to allow them full access to our instructional program which incorporates some web-based and digital instruction. Students should not bring other electronic devices such as gaming stations or tablets from home. Use of chromebooks by students should be in full compliance with our appropriate use policy and agreement.

CELL PHONES

It is preferred that students not bring personal cell phones to school. However, it is permitted provided the student complies with the following guidelines. Once a student enters the building, 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 cell phones be turned off during the school day to prevent disruption of the learning environment.

Students are expected to keep their lockers locked and secure at all times. Text messaging and the taking of pictures with a cell phone are **STRICTLY PROHIBITED**. Students who do not feel well must use the office 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.

Technology Policy

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 device 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/OSS, a \$25.00 fine, and the loss of the privilege of having a device on the NCCS campus. The student's parent or guardian must pick up the cell phone after the suspension is served.

(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.)

CHANGE OF ADDRESS

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

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 MATERIAL

Printed material may only be posted or distributed with the approval of the 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.

FINANCIAL INFORMATION

Tuition and Fees pay for general operation and activities of the school during the normal academic day. Students involved in extra-curricular activities, co-curricular activities, summer daycare or after school care may be assessed an additional fee. A Schedule of Payments will be mailed upon acceptance and receipt of the registration fee for each student. Families may access their financial schedules and balances online at www.teacherease.com. Each family should receive a welcome email from Teacherease along with a temporary password. You will be able to log in with your email address and temporary password and you will then be prompted to create a new password. Paper statements will not be sent on a monthly basis. You may view your account under 'FEES'. Additional fees may be found under 'EXTENDED CARE', 'ASAP', 'ATHLETICS', ETC. Periodic viewing of your account is advisable. All payments for Tuition and Fees can be made in person in the Business Office, Monday-Friday, 7:30 AM – 5:00 PM during the school year and 7:30 AM – 5:00 PM during the summer or payments can be mailed. We accept cash, checks, or money orders. No credit or debit cards at this time. For additional Teacherease information, please visit our website at www.nccsedu.org. The faculty and staff of NCCS commit to provide the highest quality education possible for your child. We count on your timely fulfillment of your tuition obligation so that we can continue to offer an excellent education at NCCS.

- **Application Fee** – The application fee is a one-time fee for a new student (Preschool through Grade 12). This fee is charged at the time of initial application to North County Christian School. The fee covers the cost of processing new student applications and testing if applicable. This fee is non-refundable. **See the NCCS Tuition & Fee Schedule.**
- **Registration Fee** – The registration fee is an annual fee and is non-refundable. This fee is paid at the time of registration for a new or returning student. This fee covers the school yearbook (one per student Preschool through grade 12) and the cost of record management, both financial and academic. **New or returning students will not be put on the class list or waiting list until the registration forms are completed in full, the registration fee has been paid and same received by the administrative office. New students will be eligible for registration upon acceptance. See the NCCS Tuition and Fee Schedule for the registration fee.**
- **Graduation Fee** – This fee is charged only to graduating seniors and helps cover the cost of the graduation ceremony and accessories. **This fee is non-refundable.**
- **Athletic Fee** –For students (Grades 7-12) who participate in any of the extracurricular athletic programs, this fee is due prior to participating in tryouts or practices for each given season/sport. **See NCCS Athletic Information for more information.**
- **Late Payments** – Payments are due on the 1st day of the month. A late charge of **\$30** will be assessed if there is an outstanding balance after the 15th of the month. If the 15th falls on a weekend, payment is due on the Friday before the weekend. Accounts with late payments over 30 calendar days are considered delinquent. Students whose parents/guardians have an outstanding obligation (tuition, fees, or fines) after 45 calendar days will not be permitted to attend NCCS until accounts are current. All report cards, transcripts, diplomas or new registrations will be withheld until accounts are paid in full. Delinquent payments to release transcripts, etc. must be made by cash, money order or cashier's check. If paid by check, transcripts, etc. will be held until payment has cleared.

- **Paying by Check** – Payments may be made by check. A \$25.00 fee will be charged to the family's account for a check that is returned for any reason. In addition, a \$30.00 late fee may apply. Post dated checks, if accepted, will not be receipted or deposited prior to the date on the check and will be subject to late payment penalties if the check is dated after the 15th of the month. After two checks have been returned insufficient during the current school year, checks will not be accepted.

EXTENDED CARE CHARGES/A.S.A.P. CHARGES

- **Extended Care Charge Schedule** – Extended care charges pay for before and after school care. Families can elect to pay for the yearly charge or to be billed on a per session basis monthly. **See Extended Care Charge/A.S.A.P. Schedule.**
- **Extended Care/A.S.A.P. Charges Per Session** – Charges will be billed based on the time signed in/out. If a time-out is not recorded, the charge will be based on the closing time or the time recorded by the staff worker. Any questionable recorded time-out may be adjusted at the discretion of the staff worker.
- **Extended Care/A.S.A.P. Late Charge** – Payments are due on the last day of the billing month. Any payment received after the last day will be considered late. A \$10.00 late fee will be assessed on the 1st day of the following month.

TUITION PAYMENT OPTIONS (GRADES PRESCHOOL- GRADE 12)

- **Annual Payment Option** – The full year payment plan is due by July 1. Families choosing to pay their entire tuition bill by **July 1** for the upcoming school year receive a 2% discount. If the annual payment is not received by July 1, the 10 month payment plan will automatically take effect. Families registering after July 1 must make the tuition payment in full at the time of registration in order to receive the discount.
- **Semester Payment Option** – The semester payment plan requires a payment of 50% of the total tuition for the year on or before July 1. The balance of 50% of the remaining tuition is due by January 1 of the New Year. Families registering after July 1 must make a payment of 50% of the total tuition at the time of registration and the balance of 50% of the total tuition on or before January 1 of the New Year. If the first semester payment is not received by July 15th or if the second semester payment is not received by January 15th, a late fee will be assessed and the monthly payment plan will automatically take effect.
- **Monthly Payments Option** – Tuition can be paid over a 12, 11, or 10-month installment plan. **Payments are due on the 1st of the month.** Payments will begin May 1, June 1, or July 1 through April 1. Any payment received after the 15th of the month will be assessed a late fee of \$30.00. Families that register after July 1 must make a payment of 10% of the total tuition (July payment) at the time of registration and subsequent payments will begin August 1.
- **Automatic Withdrawal Option for Monthly Installments** – North County Christian School allows parents to have their monthly payments withdrawn directly from their checking account. A separate form for this option must be requested and completed in full **on a yearly basis** and returned to the business office. This form of payment allows families to choose a withdrawal date of the 1st, 10th or 15th of the month. The administrative office will inform you of when this option will begin. All other requirements as stated in the Monthly Payments Option paragraph above will apply.

FAMILY TUITION DISCOUNTS

A multiple child tuition discount is given to families with two or more children enrolled at NCCS. Families with two or three children enrolled receive a **5%** tuition discount. Families with four or more children enrolled receive a **10%** tuition discount.

EARLY WITHDRAWAL POLICY (GRADES K5- GRADE 12)

If a student leaves or withdraws for any reason, parents are still responsible for payment of the percent of the tuition as stated below.

- Student withdrawal on or after July 1, up until the 1st day of class, the financial party is responsible for 10% of the yearly tuition
- Student withdrawal on or after the 1st day of class through the 31st day of August, the financial party is responsible for 25% of the yearly tuition.
- Student withdrawal on or after the 1st day of September through the end of the 1st semester, the financial party is responsible for 50% of the yearly tuition.
- Student withdrawal on or after the first day of the 2nd semester, the financial party is responsible for 100% of the yearly tuition.

Student records will not be released until all financial obligations are paid in full.

LUNCHES

North County Christian School operates a school lunch program. Lunch payments are made through an account for each student in Teacherease and may be made in the administration office or online. The cafeteria staff enter charges into the Teacherease system via our card scanning system at the point of sale. Cafeteria staff will not handle cash directly. Parents may monitor their child's lunch balance through the Teacherease system.

NCCS FINANCES

Tuition and other school fees do not cover the entire cost of a student's education at North County Christian School. Capital improvements such as facility renovations, new equipment purchases and campus expansion require additional financial resources. Capital Campaign, Annual Fund Drive, spring and fall fund raising activities all generate revenue necessary for school growth and program development. Gifts and contributions to NCCS are tax deductible and help hold down the cost of tuition.

Our school Scrip program allows parents to earn tuition credit and provides funds to the school without spending additional money.

NCCS also receives matching gifts from employers with established employee matching gift programs.

EXTENDED CARE OR A.S.A.P. PAYMENT

If you will be using full-time extended care or A.S.A.P. you may include the fee into your payment option. No credits or refunds will be given for days not used for full-time A.S.A.P. Single session charges will be billed during the second week of the month following the previous month's charges for those who do not choose the full-time billing option. Payment for single sessions will be due by the last day of the month and delinquent if not paid in full by the last day of the billing month. For example: December charges will be due January 31 and will be considered delinquent after January 31. A late fee of \$10 will be assessed on delinquent extended care accounts. **It is necessary that payments be current in order to continue using the extended care or A.S.A.P. program.**

FIRE DRILLS, TORNADO DRILLS, INTRUDER DRILLS

We are required by law to have periodic 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.

CLASS/STUDENT ORGANIZATION FUND RAISERS

Fund raising events for individual class or student activity 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 all secondary school students. Once the student is assigned a locker, that student cannot transfer to, or use another locker without prior arrangement with the school office. NCCS students are expected to take pride in keeping their lockers neat and clean. 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.

Extra lockers will be provided for students participating in athletics at school. Gym bags should be kept in these designated lockers. Students will be expected to provide their own locks for these lockers. Students taking PE will be provided lockers in the gym that they may keep their PE clothes in. Students are expected to bring their own locks for gym lockers.

LOST & FOUND

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

LUNCH ROOM PROCEDURES

All students must eat lunch in the cafeteria, whether they bring or buy a lunch. 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 unless has been pre-arranged by the teacher. 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.

PARENTAL/GUARDIAN VISITATION

It is important to maintain a formal atmosphere concerning parental/guardian 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.

PARKING PERMITS

Students who may be driving to school are required to have an NCCS parking permit. There is a twenty-dollar charge. Students may only drive automobiles for which they are registered. All students driving must have a valid driver's license with proof of insurance.

Students should park only in designated area. They are not permitted to go to and from their automobiles during the school day.

Failure to abide by the applicable rules will result in loss of privilege to park or drive on school property.

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.

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 emergency use only and **is not** to be used for planning a student's evening or weekend activities. The Administration building or copy room telephones are **off limits at all times** to students.

TEXTBOOKS/WORKBOOKS/TECHNOLOGY DEVICES

Textbooks, workbooks, chromebooks and other instructional materials issued to students by the school are the property of NCCS and will be collected at the end of the semester/year. Students are responsible for proper care of these items. Abuse or loss of such items will result in students being assessed fines or replacement costs. Students are expected to have textbooks and workbooks in the classroom for daily work.

WEATHER CANCELLATIONS

In the event of inclement weather, school opening may be delayed or cancelled altogether. The standard delayed opening will be a 2 hour delay. School will start at 10:00 am.

We have an automated phone, email and texting system to contact you in the event of delay or school closing. Please make sure the office has your current phone number and email address on file. Delayed openings and school cancellations will also be announced on the following radio and television stations:

RADIO STATIONS TV STATIONS

KMOX 1120AM	FOX Channel 2
KSIV 1320AM	KMOV Channel 4
	KSDK Channel 5

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.***

SCHEDULES

Hourly Schedule

8:00 – 8:54	Period 1
9:07 – 9:58	Period 2
10:01 – 10:52	Period 3
10:55 – 11:46	Period 4
11:49 – 12:40	Period 5
12:40 – 1:12	Lunch
1:15 – 2:06	Period 6
2:09 – 3:00	Period 7

Chapel Schedule

8:00 – 8:45	Period 1
8:58 – 9:40	Period 2
9:40 – 10:40	Chapel
10:43 – 11:25	Period 3
11:28 – 12:10	Period 4
12:13 – 12:55	Period 5
12:55 – 1:30	Lunch
1:33 – 2:15	Period 6
2:18 – 3:00	Period 7

HALF DAY (Noon Dismissal) SCHEDULE

8:00 – 8:33	Period 1
8:46 – 9:16	Period 2
9:19 – 9:49	Period 3
9:52 – 10:22	Period 4
10:25 – 10:55	Period 5
10:58 – 11:28	Period 6
11:31 – 12:00	Period 7

Delayed Start Schedule

10:00 – 10:37	Period 1
10:50 – 11:24	Period 2
11:27 – 12:01	Period 3
12:04 – 12:38	Period 4
12:38 – 1:12	Lunch
1:15 – 1:49	Period 5
1:51 – 2:25	Period 6
2:28 – 3:00	Period 7