



NORTH COUNTY
CHRISTIAN SCHOOL
EDUCATING FOR ETERNITY

Founded 1976

NCCS Parent & Student Handbook

Revised 6/18/2020

WASC
Accredited

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NORTH COUNTY CHRISTIAN SCHOOL MISSION

NCCS VISION

“Educating for Eternity: North County Christian School seeks to be a robust academy dedicated to the preparation of students for their life’s call through rigorous curricula as presented from a distinctively Biblical worldview.”

NCCS MISSION

The mission of North County Christian School is to glorify God while providing a Biblically based, Christ-centered education dedicated to academic excellence in a nurturing community.

NCCS SCHOOL DISTINCTIVES

North County Christian School exists as a robust academy dedicated to the mentoring of students to love God and others, through the power of God, in clear Christian thought and action. Our Christian mentoring encourages, protects and develops this knowledge, and these virtues and skills.

The philosophy and content of education at North County Christian School is based upon the belief that all truth is God’s truth and that it is necessary to remain faithful and obedient to His revealed truth, the Bible, and that this is only possible in the Gospel of Jesus Christ through the work of His Spirit in a community of wholehearted learners and instructors.

A Christ-centered education seeks to enhance the image of God in each student by providing subjects taught as a part of an integrated whole with the Scriptures at its center. Our students are introduced to and challenged by the great thoughts, questions and dilemmas of Western culture, in an age appropriate manner.

Christian education offers the best possible instruction: rigorous academics, aesthetics and athletics rooted in a Christ-centered worldview, practiced in a loving, nurturing scholastic community through the supernatural work of the Holy Spirit, so that each student is better able to speak, write, reason, cipher, create and compete well both now and in the future.

NCCS PHILOSOPHY

North County Christian School equips and strengthens students by introducing them to the great thoughts, works, and dilemmas of civilization. Through this process students will understand their place within the scope of western civilization and Christian history and their direction in light of that understanding. This prepares students for tomorrow.

Most importantly, NCCS educates their students for eternity. All instruction begins with an understanding of the Bible and its truths. These are intertwined across the curriculum.

Upon graduating, NCCS students will not just be equipped with measurable technical skills allowing them to pursue their career path, but they will also have been introduced to the most important and enduring questions about the human experience. They will have important and useful knowledge, and they will have wisdom that is founded in the Christian virtues enabling their further success and development.

At NCCS, we do not see Christian education as a subset of education, but rather a more rigorous, holistic education. Trusting in God, we eagerly, humbly, and hopefully pursue the good, true, and beautiful. (Philippians 4:8)

Our philosophy of education adheres to the following precepts:

- We believe that humans are made in God’s image, and that instruction must be to the whole person: body, soul and spirit.

- We believe that the Holy Scriptures are essential to the understanding of our Western culture, from its beginning until now.
- We believe that truth is real and knowable, and not subject to historical or private interpretation.
- We believe that a liberal art, great books, biblically based education is the best way to conform ourselves to goodness, truth and beauty.
- We believe that the skills of reading and writing are best taught by reading, discussing and writing about great literature.
- We believe that sarcasm, cynicism and apathy are a detriment to the work of instruction and learning.
- We believe that students need reason, hard work and guided study to flourish, knowing that God's grace meets them in that effort.

NCCS TENETS OF FAITH

As a school we commit ourselves to the following Tenets of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the full deity of Christ (John 10:33) and the full humanity of Christ (John 1:14),
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
His sinless life (Hebrews 4:15, Hebrews 7:26),
His miracles (John 2:11),
His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),
His resurrection (John 11:25, I Corinthians 15:4),
His ascension to the right hand of the Father (Mark 16:19),
His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified and sanctified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5, Galatians 2:19-3:9).
5. We believe in the resurrection of both the saved and the lost; they that are saved into the resurrection of life, and they that are lost into the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

INTRODUCTION

NORTH COUNTY CHRISTIAN SCHOOL VISION STATEMENT

*"Educating for Eternity – North County Christian School answers God's call
to prepare our students for the world of tomorrow."*

AFFILIATIONS

Our school is affiliated with the Association of Christian Schools International. ACSI provides leadership seminars, teacher conferences and represents Christian schools in state and national issues concerning Christian education.

WASC ACCREDITATION

NCCS is fully accredited by the Western Association of Schools and Colleges (WASC). It has received a six-year accreditation term with a mid-term review. NCCS programs are judged appropriate to meet its "Expected Student Learning Goals" for our graduates. Furthermore, the school has an action plan to annually review, revise, and improve its programs.

SCHOOL BOARD

North County Christian School Board of Directors

Mr. Steve Flaten, Chair

Mr. Matt Gaughan, Vice-Chair and Treasurer

Mr. Jason Anderson, Member

Mr. Ken Baugher, Member

Mr. Robert McConaghy, Member

Ex-Officio Members of the School Board

Mr. Ken Hutchinson, Administrator

Public meetings are held quarterly on the first Thursday of September, December, March, and the second Thursday of June at 6:30 PM in Room 132. Please call the school for any update on the date, time, and location. This meeting is to receive comments and suggestions; however, no action will be taken at that time. Parent and staff complaints are not appropriate and should be handled using the correct complaint procedures. Please bring any concerns at any time to the school administrator.

ENROLLMENT STANDARDS

GRADE LEVEL EXPECTATIONS

NCCS's programs are designed to prepare students for entrance into the college of their choice. Therefore, students are expected to be able to achieve at or above grade level in all academic subjects. Assessments are used at enrollment to determine grade level appropriateness, and students too far below grade level may not be enrolled depending on the situation in the sole discretion of the school. Transfer students are expected to have maintained at least a 2.0 ("C") grade point average with no F grades. Some assistance can be provided to students who are having trouble, but special education services are not available at NCCS.

BEHAVIOR EXPECTATIONS

NCCS maintains high behavior standards. As Christians we expect students to be concerned with other's safety and comfort. We expect students to be respectful and polite. Therefore, students with poor behavior records, particularly a suspension, may only be considered for enrollment under strict conditions specified in a behavior contract. Students

who have been expelled from a public or private school or who have had an inter-district agreement revoked will not be enrolled.

BIBLICAL LIFESTYLE EXPECTATIONS

NCCS is a religious institution providing an education in a distinct Christian environment, believing that its biblical role is to work in conjunction with the home to mold students to be Christ like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13, Romans 1:27, Matthew 19:4-6)

ACADEMIC STANDARDS

SCHOOL WIDE LEARNER OUTCOMES – THE 5 CS

Christ-Centered

A North County Christian School student is expected to:

- † Demonstrate Biblical literacy
- † Articulate the need for a Savior and how Jesus saves
- † Defend and promote a Biblical worldview
- † Develop and exhibit Christian character by modeling the Fruit of the Spirit

Community

A North County Christian School student is expected to:

- † Contribute time and talent to help others
- † Promote cooperation, mutual respect, and appreciation of others
- † Interact locally, nationally, and globally
- † Recognize that individual acts influence the welfare of the community

Critical Thinking

A North County Christian School student is expected to:

- † Strive for academic excellence
- † Analyze, interpret, and evaluate information
- † Create, implement, and apply appropriate strategies to solve problems
- † Work independently and cooperatively

Communication

A North County Christian School student is expected to:

- † Use oral, written, technological, and creative forms of expression to convey information and ideas
- † Comprehend and convey truth effectively as a speaker, listener, reader, writer, artist, and performer
- † Express needs in a responsible and respectful manner
- † Complete projects using a variety of resources
- † Accept constructive criticism and encouragement from others

Creativity

A North County Christian School student is expected to:

- † Discover, explore, and utilize God-given talents
- † Recognize originality and beauty in God's creation especially in others and oneself

GRADUATION REQUIREMENTS - 12

The following units (5 units = one semester) taken in grade 9-12 are the required minimums for graduation from NCCS:

English	40
Social Science including one semester each of Economics and Government	40
Bible	40
Math	30 including passing Algebra 2
Science	30 including two lab courses
Foreign Language	20 (30 recommended for college entrance)
Fine Arts	10

Physical Education	20
Electives (including additional courses from above)	30
TOTAL	260

GRADUATION REQUIREMENTS – 8

Graduation from Eighth Grade at North County Christian School assumes the successful completion of all of the following subject areas with a minimum 2.0 GPA:

- Bible Math
- English Science
- Social Studies PE

Students not meeting this standard will not be allowed to participate in the promotion ceremony and may not be advanced into high school at NCCS. Students may be required to take summer school classes in order to graduate.

GRADING SYSTEM

North County Christian School uses traditional letter grades for achievement in grades three through twelve. Semester grades are recorded and used at the high school level for college entrance. Quarter grades at the junior and senior high school level are progress indicators of the final semester grade. At elementary grade levels, quarter grade report cards are issued four times during the school year. Progress reports are given halfway between each of the quarters.

A+	99-100+%
A	92-98.4%
A-	90-91.4%
B+	88-89.4%
B	82-87.4%
B-	80-81.4%
C+	78-79.4%
C	72-77.4%
C-	70-71.4%
D+	68-69.4%
D	62-67.4%
D-	60-61.4%
F	59.4% and below

The following grade point values are used to determine qualifications for honor roll in the Junior/Senior High School and are also used on a student's high school transcript:

<u>Grade</u>	<u>College Prep & Honors</u>	<u>Advanced Placement</u>
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

The transitional kindergarten, kindergarten, first and second grades do not use letter grades. Parents will receive reports based on the student's progress toward mastery of basic skills as well as social and spiritual development.

HOMEWORK

Students are expected to do all homework assignments as a matter of good study habits. Parents have the responsibility to assist the student in his homework by providing a time and place conducive to study with a minimum of distraction.

Parents should not do the work for the student, but provide encouragement and supervision. We want to work together with the home to help students develop to their greatest God-given capacities.

The amount of homework increases with each grade. In secondary classes, teachers often try to coordinate tests to avoid conflicts but that is not always possible. The following is a guide for how much homework to expect at each grade level:

Grades TK & K:	About 15-30 minutes per day.
Grades 1-3:	About 15-30 minutes per day.
Grade 4:	About 40 minutes per day.
Grade 5:	About 50 minutes per day.
Grade 6:	About 45-60 minutes per day with special long-range assignments such as research projects taking extra time in the upper elementary grades.
Grades 7-8:	A total of 60-90 minutes of assignments each night. Homework includes long range assignments or preparing for tests. If students wait until the project is due, the time could be much longer.
Grades 9-12:	A total of 90-120 minutes of assignments each night. Often homework includes long range assignments or preparing for tests. If students wait until the project is due, the time could be much longer.

LATE WORK – GRADES 6-12

Late work is defined as assignments not turned in to the teacher on the due date at the beginning of class. Students are not penalized for make-up work as long as assignments are turned in within the same number of days that correspond to "excused" days absent. Work assigned during "anticipated absences" is due immediately upon return to school unless other arrangements are made in advance. Tests and work

missed due to truancy, or absences without valid excuse and parental permission will not be accepted for credit. Late work not due to excused absence will be penalized according to the following policy:

Lateness	Reduce Grade by
Same day but later that day	- 5% (i.e. loss of ½ grade)
Next school day after due	- 10% Loss of one full letter grade
Two school days after due	-20% Loss of two full letter grades
Three school days after due	-30% Loss of three full letter grades
Four school days after due	-40% Loss of four full letter grades
Five school days after due	-50% Loss of five full letter grades
5 – 10 school days after due	Grading will start at a 50% so the highest possible grade is 50%.
After 10 school days past due date	Grade will be a “0” Zero

No work will be accepted after the due date on assignments that are reviewed in class. Work graded in class is not eligible for late submission.

Chronic late work may result in homework detention and/or parent conference to arrange a corrective plan.

Incompletes: If a major assignment or a series of assignments are late for extenuating circumstances and cannot be completed by the end of the grading period, the teacher has the option of assigning an “Incomplete” on their report card for the affected subject(s). If the incomplete work is turned in, the teacher will calculate the correct grade. If all work is not submitted within two (2) weeks after the end of the quarter, an “Incomplete” becomes either an “F” or the grade which the student would have received if the missing work were counted as zero, whichever grade is higher.

ACADEMIC PROBATIONARY STATUS

Academic Probationary status may be assigned by the administration when a student’s academic work has reached the point where there is substantial doubt as to the appropriate academic progress toward successful completion at North County Christian School.

Once a student has completed a “probationary” quarter, he/she has either earned regular status by improving grades, or the student may be recommended to the school board for possible dismissal.

HONOR ROLL

Each quarter, elementary students who have excelled in their academic efforts will be named on the quarter honor roll. Secondary students whose semester average qualifies them will be honored with a certificate of achievement.

Elementary (3rd-5th Grades): (Based on seven grades: reading, writing, math, social science, science, PE, arts)

- Principal’s Honor Roll: All A’s
- Superior Honor Roll: A’s with one B
- Honor Roll: A’s and B’s

Secondary:

- *Summa Cum Laude:* 4.0 or higher
- *Magna Cum Laude:* 3.5 or higher.
- *Summa Cum Laude:* This highest distinction is awarded upon graduation to students who earn a 4.0 or higher grade point average
- *Valedictorian:* The graduating student who earns the highest grade point average for 9th through 12th grades in their class and meets the following criteria: (a) attended NCCS at least the full senior year and (b) transferred from a fully accredited high school for years not at NCCS and (c) earned at least a 3.7 GPA. *Salutatorian* meets the same criteria but has the second highest GPA.

COLLEGE CONCURRENT ENROLLMENT COURSES

College credit courses are offered through online courses at Grand Canyon University. Please see the school principal or high school teachers for more information on how to enroll.

INDEPENDENT STUDY PROGRAM COURSES

Single or multiple courses may be offered to 6th-12th grade home-school students as space is available. These students must comply with all regular student entrance requirements. These students may take NCCS courses as a supplement to their home-school program. A maximum of four classes may be taken as a home-school student. Students taking four or more classes will be considered full-time for CIF purposes. Students taking five or more courses will be considered full-time for academic purposes and appropriate tuition costs apply. Any family/student desiring a North County Christian School Diploma of Graduation must be enrolled as a full-time student during their senior year.

A part-time student may be bumped from a NCCS class at any time with at least a five-day notice when that class fills up with full-time students.

A part-time student is under the graduation requirements of his home-schooling program, not NCCS. Therefore, a part-time student, while welcome to attend a NCCS graduation ceremony, will not be allowed to walk with our graduates nor be issued a NCCS diploma.

Part-time students are taking less than a full class load, and, therefore, will have time gaps in their schedule. The rules regarding where to be during those gaps are as follows:

- ❖ Students who do not have assigned classes should not be on campus. They should arrive just before the class and leave promptly after the class. Leaving campus includes leaving the ABC church property and facilities.
- ❖ Students must sign out and back in at the school office when they are leaving and returning.
- ❖ Parents are responsible for part-time students. Therefore, parents must make accommodations for them (timely transportation and an off-campus location such as the public library) that does not include lingering around the campus or the church for an extended time.

Students not complying will be asked to resume a full class schedule or asked to enroll in another class.

SECONDARY COURSE CHANGES

Students may drop/add a course during the first two weeks of that class, if an alternative and appropriate class is available. The student is responsible for making up all coursework he/she has missed. A course change form must be completed and signed by the guidance counselor, instructor and parents. Students may not begin attending an added class until they are officially added to the class list by the registrar.

In the event of unusual circumstances, a student may, upon administrative approval, withdraw from a class no later than one week following mid-quarter progress reports during the first quarter of the course. A course change form must be completed and signed by the guidance counselor, instructor and parents. Students must continue attending a dropped class until they are officially removed from the class list by the registrar. The instructor will assign a grade. A “WP” (Withdrawn Passing) or a “WF” (Withdrawn Failing) will appear on the student’s transcript. No credits will be earned for the class. Whether a course continues for one or two semesters, the week following the issuance of the first mid-quarter progress report for that class is the last date to withdraw. Students enrolling in performing arts classes may not withdraw upon completion of their performance.

HYBRID PROGRAM OPTION

(Adopted May 19, 2020)

PURPOSE:

The purpose of the NCCS hybrid program is to offer an option for K-12 families desiring to undertake the responsibility of instructing their children at home on a part-time basis. Additionally, such an option includes the added advantage of part-time classroom instruction by professional Christian schoolteachers, participation in school co-curricular activities, and the delightful blessing of being a part of a wonderful Christian ministry all at a reduced tuition cost.

GOAL:

The goal of North County Christian School’s hybrid program is to collaborate with Christian school fami-

lies in a way that is consistent with the school’s mission: “...to glorify God while providing a Biblically based, Christ-centered education dedicated to academic excellence in a nurturing community.”

ENROLLMENT STANDARDS:

As with NCCS’s full-time traditional classroom program, hybrid students are expected to be able to achieve at or above grade level in all academic subjects. Pre-enrollment assessments can be used to determine both program and grade level appropriateness. Transfer students are expected to have maintained at least a 2.0 (“C”) grade point average with no F grades.

SCHOOL STANDARDS:

It is also expected that students enrolled in NCCS's hybrid program will reasonably adhere to all established school standards, especially inclusive of the areas of academics, attendance, behavior, dress code, and conduct, which are prescribed in the "NCCS Parent & Student Handbook". All students enrolled in any program offered by NCCS are required by state law to comply with school immunization requirements.

REGISTRATION PROCESS:

The registration process for families enrolling in NCCS's hybrid program are consistent with those enrolling in our full-time program. A registration fee is required along with the completed registration application. Payment of the registration fee is necessary in order to reserve an available seat for each hybrid student for the upcoming school year. The fee is generally non-refundable.

As stated earlier, assessments are useful in determining academic appropriateness for each new student in terms of grade level and feasibility of participation in the hybrid program. The final step for confirmed enrollment is a parent/administrator interview useful in clarifying program guidelines and the opportunity for answering important questions.

TUITION:

Published tuition fees for hybrid students are based on a percentage of the fees paid by full-time students. Financial aid may be available for families unable to pay standard tuition, depending on availability, as noted in the "NCCS Parent & Student Handbook". Financial aid applications can be obtained at www.cfslogin.com or from the school office.

Since tuition covers only a portion of the cost to educate our students, other resources are of great importance to the school's financial health. Those resources include the thrift store, annual celebration dinner, and other fundraising events throughout the school year. Your support of or participation in these other sources of income is very important in the process of keeping tuition affordable.

HYBRID PROGRAM OPERATION:

1. **In Classroom**—Hybrid students **attend school on-site classes Monday-Wednesday** during normal school hours, following scheduled classroom school operations, including classroom instruction,

student assignments, chapel on Wednesday, preparation for special school programs, field trips, and all other scheduled activities.

2. **At Home**—Hybrid home school is reserved for **the rest of the week** in which parents, equipped with lesson plan information from their teachers, provide the necessary instruction and guidance for their children to complete the week's required academic work. This may include administering quizzes or tests that may, in some cases, need to be completed "on-line."

3. **Curriculum**—Hybrid students use the **same curriculum materials as full-time students**. Information about our school's curriculum is available upon request by families interested in enrolling into our hybrid program.

4. **Tutoring**—Tutoring **can be arranged** with teachers (based on availability) or with independent programs. (Additional fees may apply.)

5. **Parent/Teacher Collaboration**—Communication between parents and teachers is of upmost importance and encouraged.

GENERAL QUESTIONS - ANSWERS:

1. How will attendance records, be maintained?

Parents will submit a quarterly attendance form to the school office by a predetermined deadline at the end of each academic quarter.

2. How will week-to-week lesson plan information, be provided?

The classroom teacher(s) will determine individually, how lesson plan information will be provided, whether via weekly newsletters emailed to hybrid parents or the FactsRenweb Family Portal available to all K-12 school families.

3. What is the policy for students who miss class at school or home?

School policies apply, in that excused absences, as noted in the "NCCS Parent & Student Handbook, follow the school's parent/student handbook policies regarding attendance standards and related "make-up" work policies. The school office must be notified with a note, email, or by phone concerning the reason for the absence(s).

Note: We realize that home schedules will vary from week to week and family to family. "Missing" class at home is relevant primarily if a student is unable to keep up with assigned work.

Anticipated absences require that an "Anticipated Absence Request Form" be completed and submitted to office at least one day in advance of the scheduled absence(s).

For more details related to students' absences and other attendance questions, please see the "NCCS Parent & Student Handbook".

4. How will the grading of work completed at home, be handled?

As with teacher provided lesson plan information, the procedure for grading home school assignments, will be determined by each teacher.

5. What will determine which student(s) get priority for seats, if a classroom reaches capacity before the fall semester begins?

Note: Completed enrollment requires the registration forms are completed, registration fees paid, assessments and administrative interview (if required) completed.

Given physical classroom space limitations, priority will be given to returning NCCS students for both full-time and hybrid options within a reasonable time-period. After June 30, available classroom seats will become available based on the date the registration process is completed. Families registering later in the summer could run a risk by delaying their decision to register with NCCS.

FINANCIAL PROCEDURES

REGISTRATION

A registration fee is required along with the completed registration application. Payment of this fee reserves a seat for your child for the upcoming school year. The registration fee is non-refundable.

NONDISCRIMINATORY STUDENT POLICY

North County Christian School admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, scholarship loan programs, athletic and other school administered programs.

NCCS is, however, a Christian organization which believes in and uses the authority of the Bible as God's word to determine appropriate life-style behaviors which are acceptable among its students and staff.

TUITION

Tuition covers only a portion of our cost to educate your child. The Thrift Shop, Annual Fund, the school Auction and other events provide additional financial support. Your support of or participation in these other sources of income is critical to keeping tuition affordable.

No student will be allowed to start a new school year with an unpaid balance from the previous year. Unpaid balances may be sent to a collection agency.

FINANCIAL AID

Financial Aid may be available for those families who are unable to pay full tuition. Financial aid is allocated first to our returning families. Assistance is given based on space availability in the classroom, financial need, longevity with the school and date of application.

Financial aid applications can be obtained online at www.cfslogin.com or from the school office. All applications must be submitted online or mailed to Confidential Financial Assessment (CFA).

Returning families must request financial aid before August 1 for consideration.

As per Board Policy, the maximum award of financial aid shall be 25% of tuition. Families may appeal to the School Board if special circumstances require additional financial aid. The decision of the board is final.

Any applicant awarded financial aid will be in **jeopardy of losing the award** if their account falls in arrears, if the student falls below a 2.5 GPA, or if the student demonstrates poor behavior that results in a suspension.

FINANCIAL POLICY

At NCCS our goal is not only for the educational development of your student(s) but also the spiritual development and transformation of those students

whom God has put into our care. Our desire is to challenge students to grow in their love of, knowledge of and service to our Lord Jesus Christ. We will seek to provide students with not only a clear model of Biblical Christianity, but also the value and necessity of living (knowing, doing, and being) a life based on a Biblical Christian worldview, applying scripture to life. In order to accomplish this, your financial commitment to this process is imperative. NCCS has financial commitments to its teachers, staff, vendors (local and national) and educational associations. It is our goal to glorify God by practicing good stewardship and being financially responsible in all aspects. Your financial commitment will enable NCCS to meet all of these described goals.

1. All tuition payments are due the first day of each month. Annual tuition is divided by 12 months for those families that pay monthly from the period July through June. 100% tuition arrangements are due July 1, (before the beginning of the school year). 60%- 40% tuition payments are due July 1, (before the beginning of the school year). and the remaining 40% due November 1, (of the current school year). The July statements will be emailed on or about June 22, (before the beginning of the school year). Statements for the following months will generally be emailed on or about the 22nd of each month following.
2. Late charges will apply to all payment plans. Payments received after the 10th day of each month will be charged a late fee of \$55.00. NCCS accepts all major credit/debit cards.
3. Arrangements can be made with the business office to have payments automatically charged to your credit/debit card account of choice on the 1st, or the 10th of each month. Authorization forms are available from the business office.
4. Preschool payments are due the first day of each month. Payments received after the 10th day of each month will be charged a late fee of \$55.00.
5. Any account that becomes 50 days delinquent for **any fees or tuition** will result in the student(s) immediate withdrawal from enrollment.
6. Applicable Lab fees (Art and Science) will be billed on the October Tuition statement, mailed on or about September 22, (of the current year), and are due and payable October 1, (of the current year).

7. Sports fees must be paid in full prior to student(s) receiving a Red Card. Student athletes will not be allowed to participate in practices or games without a Red Card. Payment arrangements for Red Cards may be made prior to a sport season but cannot extend beyond the start of the season. Accounts must be current in order for students to participate in sports.
8. Accounts past due at the end of any semester will result in student(s) receiving an Incomplete grade (I) on report cards and/or transcripts. An official grade will be recorded once accounts are brought current.

Board Adopted 3/18/2013

TEXTBOOKS

All textbooks and consumables must be paid in full on or before the first day of the school year in order for your child to attend NCCS.

Junior/Senior High School textbooks should be purchased in August. They are the property of the student, not the school.

FUND-RAISING EVENTS

Proceeds from the annual Walk-n-Roll A Thon go to support the programs and needs of the school.

Classes, clubs or athletic teams wishing to engage in fund-raising activities must get approval from the Principal or their designee. A group fundraiser application must be completed, submitted and approved by the administrator at least two weeks prior to the proposed activity.

Advisors should be careful to avoid any conflict with North County Christian School's school-wide fund-raisers in timing or type of activity. Priority will always be given to the school system fund-raising activities.

AMAZON SMILE

Amazon Smile is an easy way for NCCS to receive additional funds without costing you (the buyer) anything! When you purchase from Amazon start at **Smile.Amazon.com** instead of just Amazon.com. In your Account settings, make sure to **identify your charity as: North County Christian School Inc., Atascadero CA.**

GENERAL INFORMATION

OFFICE HOURS

Monday through Friday
7:45 A.M. to 4:00 P.M.

SCHOOL HOURS

Grades TK-5 8:15 A.M. – 3:00 P.M.
Grades 6-12 8:00 A.M. – 3:00 P.M.

STUDENT HEALTH AND WELFARE

The physical health and welfare of each student is of highest priority at North County Christian School. We realize that our effectiveness in teaching is largely dependent on the physical well-being of the child. Please take the initiative to keep your child at home when he/she is ill, for his/her sake and for the sake of other children. Never send your child to school with a fever, even though he/she feels fine. **Please keep your student home for 24 hours after a fever ends, or child quits vomiting.**

All entering students must be current with their immunizations. Kindergarten students should have a physical examination and dental check-up before the start of school. It is suggested that the exam be within 18 months of entering first grade. The physical exam form may be obtained from your physician.

All students entering into 7th grade need proof an adolescent whooping cough booster shot (Tdap) and be up to date on all immunizations to start school.

STAFF - STUDENT INTERACTIONS & CODE OF CONDUCT

At North County Christian School, the protecting of the child from an abusive situation is of the highest priority. We also feel that the staff of NCCS must be protected from unfounded accusation. For these reasons, the following guidelines are set forth for the safety of both children and staff. The goal is to be more than legal; we must be above reproach.

- A. Staff personnel should not be alone in a "non-observable" place with only one or two children. If unavoidable, make sure the door and window remain open.
- B. Staff helping with student clothing (i.e. torn dress, broken zipper, etc.) should be done in an

open situation with other children and/or adults in clear sight.

- C. Do not have children sit on lap of staff member. In early childhood this can be done, but must be in full sight of other children and adults.
- D. Staff should refrain from carrying children unless an emergency situation requires it. In some situations, it is best not to move children (i.e. broken bones) but seek help from the office.
- E. When helping a preschool or kindergarten child in the room's bathroom, doors are to be open.
- F. Staff should not arrange to meet a child alone outside of school.
- G. Staff should not exchange special gifts or clothing.
- H. One-on-one counseling between male staff and girl students may only be done with utmost discretion, taking into account the age of the child and must NOT be done in a totally private area such as a room with a closed door.
- I. Student initiated demonstrations of affection need to be handled with discretion such as a side hug, taking into account the age of the child.
- J. Staff must not use any form of corporal punishment in the discipline of children.
- K. Staff should not restrain a child except if there is a reasonable chance of harm to the child or others. If restraining a child, a staff person must use the utmost care in not accidentally causing physical abuse while controlling a child.
- L. Staff should not exchange emails or text messages except rarely and only related directly to school matters.

COMMUNICABLE DISEASES

Upon having the following diseases, a student must have written consent from his physician or the Health Department to readmit to school: HIV, Measles, Scarlet Fever, Mumps, or other serious communicable diseases.

A physician, the Health Department, administrator or his designee must clear a student for re-admittance following: Chickenpox, Conjunctivitis ("Pink Eye"), German Measles, Lice, Colds, Fifth Disease, Pin Worms, Pneumonia, Skin Diseases (scabies, ringworm or impetigo), Strep Throat.

MEDICATION NEEDED DURING SCHOOL

By state law, the school cannot administer any form of prescribed medication to students without a previously signed statement from the doctor and parents or legal guardian. A copy of this form may be obtained in the school office. The student or parent should bring the completed form and medication (in the original container) to the school office.

Students may not carry prescription or non-prescription drugs around campus or have them in their lockers at any time.

SUSPECTED CHILD ABUSE

The State of California requires all public and private schools in the state to report suspected child abuse to the proper governmental authority when there is a reasonable suspicion or a reasonable basis for believing that physical, emotional, or sexual abuse, exploitation, inadequate supervision, neglect, or other forms of abuse have occurred.

While the school is expected to communicate with parents regarding the well-being of their children, in accordance with state law the administration is placed between the parent and the state, acting on behalf of the child. The school is not required nor expected to contact parents prior to making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

CONCERN/COMPLAINT RESOLUTION PROCESS

Any concerns about or problems in North County Christian School should be handled through proper channels. Such concerns or problems should be taken to the individual(s) according to the Matthew 18: 17-18 principle. We believe the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church.

Initial concerns are brought to the attention of the person closest to the matter. If the matter is not resolved, it may be appealed in the following order: the Principal, the Administrator, and then the Board.

All employees and parents are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. Therefore, the parties agree that any controversy or claim arising out of this agreement shall be resolved with the assistance of the Center for Conflict Resolution through mediation or, as a last resort, through legally binding arbitration. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another or the school in any civil court for such disputes, except to enforce a legally binding arbitration decision. (See BP 4600)

WITHDRAWAL OF SERVICES BY THE SCHOOL

The school reserves the right to refuse continued enrollment (i.e. expel) of students or families for reasons that are substantial violations of the school's procedures, discipline code, moral standards, spiritual standards, lack of payment, defaming the reputation of the school, or lack of cooperation with staff. Such situations are determined at the sole discretion of the school board. Although not comprehensive, the following are examples of reasons to terminate services to a student or family:

- Misrepresenting information on the application for admission forms and/or interview.
- Unsatisfactory behavior leading to multiple discipline referrals, suspensions, or a single violation recommending expulsion as described in the school's discipline code, parent-student handbook, and/or board policies.
- Discontent and/or lack of cooperation with the school such as unsatisfactory resolution of complaint(s) or filing frivolous complaints as determined at the sole discretion of the school board.
- Becoming three or more months in arrears for tuition payments with no acceptable repayment plan as determined at the sole discretion of the school. Withdrawal from the school does not cancel existing unpaid past bills.
- A need for special academic or behavioral services that are not available at the school and are beyond reasonable accommodations of the current, regular, grade-level program.

CLOSED CAMPUS

North County Christian School operates a closed campus. Upon arriving at school, students are to remain on the grounds until properly dismissed from school. Only parents, guardian or someone authorized on the student emergency card may remove a student from school.

All students leaving campus for any reason must sign out through the office – even if the student has written parent permission on file in the office. Students must sign back in when they return to campus on the same day.

ATASCADERO BIBLE CHURCH FACILITIES USE

Students should remember that we are guests in the Atascadero Bible Church facilities. Please do not eat or drink in the Student Center stairways, restrooms, hallway, or classrooms.

The ABC Station will be open for lunch for JH/SH students except on Fridays. The entrance and exit to the Station eating area is through the doors facing the West parking lot. Please do not use the interior stairs or roam around downstairs in areas that are not open for NCCS students. Please use the Student Center outside stairway at all times.

VISITORS

Prospective students with their parents are welcome to visit the North County Christian School campus during the school day. Visits can be arranged through the office. Other visitors must be approved by the administration.

All visitors must register in the school office; at which time they will receive a visitor's badge. The visitor's badge must be displayed at all times during their visit. We expect that all visitors will abide by the school's dress guidelines.

CONTACTING STUDENTS DURING SCHOOL

Try to make all arrangements with your child prior to coming to school. If plans change and you must contact your child, call the school office before 2:00 P.M., and a message will be given to the child's teacher. After 2:00, the activity level in the office may prevent a message from reaching your child. If your child forgot something and it is impossible for the student to go without it such as a lunch, books, or P.E. clothes, bring the equipment to the school office for delivery to the student.

You may leave messages with the office which will be delivered at the end of their instruction time. Messages to students *during* class time are disruptive. If it is absolutely necessary to reach your student before the end of the period, let the office know when you leave the message. Do NOT call or text your student's cell phone during class time.

ELEMENTARY ARRIVAL AND DEPARTURE

*Arrive at school no earlier than 7:30 A.M.
Students are dismissed at 3:00 P.M.*

Student Drop-Off Area: White top parking lot adjacent to the elementary campus.

Student Pick-Up Area: The northeast side (ABC church side) of the Student Center building shall be used for pick-up of students.

Arrival: Elementary students arriving before 8:10 A.M. should go to the designated play area, not their classrooms. On rainy days elementary students should report to the designated "rain" room until their classroom opens at 8:00.

Dismissal: 3:00 PM: Kindergarten and Elementary students are escorted to the pick-up area on the northeast side of the two-story Student Center building *OR* are escorted to after school childcare (Club Crusade). Do *not* ask your elementary child to meet you in any other location on or near the campus.

Elementary students not picked up by 3:10 P.M. will be taken to Club Crusade and a charge will be made for their care.

Secondary parents should note that there is no on-campus supervision after 3:00 PM. It should be noted that unless your student is involved in a teacher/coach supervised activity parents are solely responsible for their student's activities and whereabouts.

CLUB CRUSADE

Under no circumstances should elementary children be on campus before 7:30 AM or after 5:30 PM.

NCCS offers after school supervision, Club Crusade, from 3:00-5:30 PM for grades kindergarten through fifth.

The charge is \$2.50 per half hour or any portion of the half hour. After 5:30 PM the charge is \$5.00 per fifteen minutes or any portion of fifteen minutes.

Club Crusade is available for elementary students as needed by parents. Any student not picked up within 10 minutes of their dismissal time will be taken to Club Crusade. The NCCS after school program is billed to family accounts on a monthly invoice for services used.

Elementary students may not be under the supervision of older sibling in order to forgo daycare charges. The school cannot be liable for elementary students not under the supervision of a responsible adult.

ELEMENTARY CLASSROOM VOLUNTEERS

We want to provide the best possible education for your child and your presence in the classroom can offer the teacher invaluable help. Your assistance will be most effective if you adhere to the following health and safety regulations.

Volunteers must check in at the office and pick up a name badge each time you participate in classroom activities. Please call the office or teacher when you are scheduled to come but will be late or absent.

Volunteers need to follow school dress guidelines. Since we are a Christian school, we have a special responsibility to be sure that the modesty and professionalism of our dress reflects Christian standards.

Tuberculosis testing is required for all parent volunteers and employees. The TB test is valid for four (4) years. A copy of the TB test must be on file in the school office prior to volunteering in the classroom.

Classroom volunteers are rarely needed or utilized in the secondary classrooms.

LUNCH

Lunches are not available for purchase from NCCS. Please provide your student with a nutritious snack and lunch. Avoid soft drinks, candy, and other items of marginal nutritious value.

PIZZA LUNCH ON FRIDAYS

Each Friday pizza is sold for lunch. Profits benefit various class field trips or special projects at the elementary level. An order form will be sent home with elementary students each week.

Secondary pizza sales are used to underwrite the school's field trips.

The Station, operated by Atascadero Bible Church, is not open on Fridays so students either need to bring lunch or buy pizza if available.

FIELD TRIPS & PARENT DRIVERS

Throughout the year, students will have opportunities to broaden their learning and enjoy activities outside of the classroom. Parents are needed to transport students to and from these activities. The following guidelines must be met before driving on a field trip:

1. There must be one seat belt for each passenger.
2. The driver must carry student emergency forms signed by the parent for each student they are carrying.
3. Each driver must provide up to date proof of a minimum of \$100,000/\$300,000/\$50,000 insurance to the school office.
4. Driver Application – each driver must complete the school driver form and it must be on file in the office.

LIBRARY

The North County Christian School library is available to students and parents. The library contains many books for adults as well as children. Books may be checked out. Parents must supervise the care of books taken home as well as encourage the reading and returning of books on time. Late fees are applicable for books not renewed and turned in late. Replacement costs will be charged to the family account for lost books.

NCCS HIGH SCHOOL SPONSORED DANCES

At the high school level, two dances per year will be allowed with the following provisions:

- List of non-staff chaperones must be approved by the administration.
- The date and location of the dance shall be approved by the administrator or principal in order to insure that the event is consistent with school values.
- Music and dancing must be appropriate and lyrics as well as music must reflect Christian values. The appropriateness of the lyrics and the dancing is at the sole discretion of the school administration and/or responsible on-site staff member.
- All school codes, including modesty, apply to all students and guests.
- Students and guests who do not comply with the dance dress code will not be allowed to participate in the event until they present themselves in appropriate attire in keeping with the event dress standards. (Check Dress Guidelines for Special

Events in the Dress Code and Guidelines section of this handbook.)

SERVICE PROJECTS

Our students may be involved in community service projects throughout the year. They may go to different businesses, hospitals, police or fire stations, and churches where they perform community service. These service projects may involve yard work, general clean up and maintenance, collecting canned goods, as well as visiting with the elderly.

WEEKLY CHAPEL

Chapels (usually on Wednesday each week) are designed to be an expression of worship to the Lord and to challenge students toward Godly living. In order to create an atmosphere for worship, we ask that students enter the meeting room quietly and respectfully. Secondary students are expected to bring a Bible to Chapel each week.

EMERGENCY PLAN: FIRE, EARTHQUAKE, OTHER

In times of emergency the NCCS administrator or principal has the authority to do what is necessary to protect the safety of students and staff. The administrator or principal will assign staff to perform required duties at assigned stations. The staff and students shall be constantly aware of the various alarms and what they mean as well as the general procedures to be followed in emergency situations.

The following types of emergencies are in our plan, have alarms, have actions and evacuation maps posted in each room, and are practiced throughout the year:

- Fires – Loud continuous bell. Evacuate.
- Earthquake/Explosion – Duck cover in class in response to the event and then evacuate.
- Diablo Event – NCCS is the designated evacuation location for SLO Classical Academy
- Intruder – PA will give instructions to lock down the campus in response to police directions.
- Dangerous Items (like fireworks) – PA will give instructions to lock down or evacuate as appropriate.

After the buildings have been checked and found safe, an all-clear signal will be given to notify the students and teachers that they may return safely to class.

ONLINE INFORMATION AT FACTS

FACTS is an internet-based school management system that embraces the various needs of administration, staff, teachers, students, and parents.

We have set up FACTS **ParentsWeb** – a private and secure website that will allow you to see complete information specific to your child, while protecting your child's information from others. All you need is an Internet-capable computer to view information such as:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Transcripts
- Homework
- Missing Assignments
- Discipline
- Staff and School Directory
- Teacher Email Addresses
- Customized Web Surveys and Tests
- Other Useful School Information

How to Logon to FACTS Family Online (ParentsWeb):

(1) Write each parent's and student's email address on the school Emergency Card. The office will enter it as your login name for **ParentsWeb**.

(2) Go to ParentsWeb. You can get there from the school website: www.EducatingForEternity.org. Use the Parents menu to find the link to ParentsWeb OR do the following:

- Go to Internet Explorer and type in the address www.factsmgt.com.
- Click on "Parent Log In".
- Log in as follows:
 1. Type in "NCCS-CA" for your School ID.
 2. Type in your email address that you provided to the school.
 - ❖ Click "Create New Parents Web Account" if you have not logged into FACTS before.
 - ❖ You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
 - ❖ Type in the password assigned.

- You can access school information regarding your child on this site, as well as email the teachers directly!
- There is a video demo located on the bottom left of the main page that will assist you in learning how to use an app that is available for parents.

We look forward to your participation. Together, we can continue to improve your children's academic development as well as communication at school and at home.

SPECIAL NEEDS RESOURCES

North County Christian School is dedicated to providing the highest quality Christian education to all our students. Graduation standards are quite rigorous.

If you believe your child needs special help, we suggest you begin by talking to your child's teacher and working with the teacher and school counselor.

STANDARDIZED TESTING

The Terra Nova 3 standardized test (by CTB-McGraw-Hill) is given in the spring to grades 2-12. It is used to help identify class placement and measure scholastic achievement. The results of these tests are available to parents at the close of school in June or at the beginning of the next school year.

Sophomore (10th grade) and Junior (11th grade) students will take the PSAT/NMSQT test each year in October in preparation for their college entrance tests. Sophomore and Freshmen students may request to take the test each year to gain experience and to prepare for the Junior year test in which they compete nationally in the National Merit Scholarship Qualifying Test. Freshman and Sophomores must sign up with the school counselor prior to the beginning of school each year. Juniors are expected to take the test.

Senior (12th grade) students are expected to take either the SAT or the ACT college entrance tests as required by the college of their choice.

ATHLETICS

North County Christian School is not currently a member of the California Interscholastic Federation (CIF) or a member of the Coast Valley League. When enrollment allows NCCS to meet minimum participation requirements. The Crusaders compete in interscholastic high school athletics in both boys' and girls' sports. Competition for boys is in football, basketball, and baseball, and for girls in volleyball, basketball, and softball. All competition is dependent

on the interest generated for each sport and the school's CIF membership standing.

Middle school boys can compete in basketball, while middle school girls can compete in volleyball and basketball.

Student-athletes must be well enough to attend at least two of their regularly scheduled core classes in order to participate on game days. Unexcused absences disqualify students from game day participation.

Fifth and sixth grade students are allowed to play on North County Christian School's middle school athletic teams with the understanding that it is the coach's decision to determine the amount of playing time in games.

ATHLETIC INSURANCE

Any student participating in athletics is **required to provide evidence of accident or health insurance**. Athletes must either (1) show evidence of their own health or accident coverage, (2) purchase a student athlete policy available from some agents, or (3) sign a waiver assuming all responsibility for coverage.

ATHLETIC ELIGIBILITY & INELIGIBILITY

The following eligibility requirements must be met in order to participate in all Junior/Senior High sports.

- Must be enrolled (in a minimum of 4 classes by CIF regulations or the equivalent of 20 credits) at NCCS.
- Entering Freshmen are deemed eligible until the issuance of the first quarterly report cards. At that time their eligibility is then assessed upon the same standard as all other high school students (see below).
- Eligibility Requirements: Maintain a 2.0 or higher grade point average (GPA). Eligibility will be determined on the quarterly report cards in the quarter prior to the beginning of the sport and at the following quarter(s). All athletes must also maintain appropriate behavior at school and school related activities as measured by the school's disciplinary procedures.
- Ineligibility for GPA: Students failing to meet a 2.0 GPA at the end of the quarter will be placed on Athletic Probation for the next quarter with approval of the Athletic Director and the Principal. Failure to attain a 2.0 GPA by the end of one quarter of Athletic Probation will result in Athletic Ineligibility until the student meets the academic eligibility requirements on a succeeding quarterly report card. Athletic Probation may be granted to a student only one time per academic year and for one quarter only.

- Ineligibility for an F: Students receiving an F in any subject on the quarter report card are considered ineligible until the student meets the academic eligibility requirements above on succeeding quarterly report cards.
- Ineligibility for Inappropriate Behavior: Students receiving a second referral for habitual inappropriate behavior or have been suspended two or more days for any serious violation(s) of school rules may become ineligible to participate in sports for a calendar year.

ATTENDANCE & TARDY PROCEDURES

Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students and their parents to avoid making appointments that can be scheduled outside of school hours.

When an absence occurs, the student is responsible for class work and homework missed and must arrange with the teacher to make up assignments.

ABSENCE NOTES

- Students must report to the office upon returning to school after an absence and before going to class.
- Junior/Senior High students should arrive at school early enough to deliver the absence note to the office (the office opens at 7:45 A.M.). Teachers will not admit students without a readmit slip from the office.
- If a student fails to bring a note on the first day back to school, he/she will receive an “uncleared” readmit, and parents must send a note, email or call the next school day to clear the absence(s).

TYPES OF ABSENCES

AE – Absence Excused: Due to illness, bereavement, medical services, participants and siblings in school sponsored co-curricular activities and events. Any exceptions are at the discretion of the administration.

UC – Unexcused Cleared: The absence is unexcused, but the parents have notified the office that the absence was authorized by them.

AU – Absence Uncleared: Absence has not been cleared with the office by parents. The office has not determined this absence as truancy, yet.

AT – Absence Truant: Absence from school all or part of the day without authorization from parents or school authorities is truancy. **At the junior-senior high level, truancy will result in a disciplinary action and will result in no credit for missed assignments. If deemed appropriate the Atascadero truancy officer will be informed of the incident.**

AS – Absence Suspension: School authorities hold student out of classes for disciplinary reasons. All suspensions are considered unexcused absences.

Personal or Family Days: Students are allowed personal days for family planned outings. They must be kept to a minimum to avoid serious loss to education and grades. Family Days are considered “unexcused absences” but, **students will not be held to the late work policy if they have followed the procedures for Anticipated Absence.**

AA – Anticipated Absence:

- The student must complete an Anticipated Absence Request Form at least one day in advance of the scheduled absence and turn it into the office. This form is complete only if it has a parent signature, signatures from all affected teachers, and administrative approval.
- The student is responsible for obtaining the assignments due during the absence. All schoolwork that was assigned by the teachers is due immediately upon the return of the student and will be considered on time only if turned in at that time.
- Assignments turned in by students who do not submit an Anticipated Absence Request Form will be considered late and subject to the school’s procedure on late work.
- School approved outings are regarded as regular class sessions.

MAKE-UP WORK

- When a student misses classes because of an absence, he/she is also missing valuable classroom instruction and discussion that cannot be made up by just doing homework assignments. Therefore, teachers will hold students accountable for adequate make-up work to cover the missed instruction. Failure to complete the make-up assignments will be reflected on the student’s grade.
- When students have excused absences they will have up to the equal number of days absent to make up the missed assignments. In cases of

lengthy absence caused by illness, pre-arranged absences or emergencies, students and teachers will make special arrangements for make-up work.

- Make-up tests and quizzes will be arranged through the class instructor.
- All long-term projects, book reports, term papers, etc., must be turned in on the assigned date even if the student is absent on that day. Failure to do so will subject the assignment to late work penalties. Students should arrange for a parent or friend to deliver the project to school on the due date.
- When a student attends only part of a school day or misses an entire school day but attends a school event later that day (activity, sports event, etc.), all assignments due that day are expected to be turned in as assigned.
- If the absence has been due to illness or some special emergency that has legitimately prevented the student from having the opportunity to complete an assignment or prepare for a test, the parents should submit in writing a request for special consideration to the administrator. The burden of proof is on the parent to demonstrate that an exception to the standard procedures is justified.

TARDIES TO CLASS

It is important that students at North County Christian School develop habits of punctuality. Self-discipline in this area is important to the maintenance of a healthy academic environment as well as nurturing good habits that will serve the student in their future vocation or profession. Therefore a distinction will be made between excused or unexcused tardies – all unexcused tardies are part of this policy.

Excused: Tardies due to illness, bereavement, medical services, teacher or office granted excuse or at the discretion of the administration.

Unexcused: All other tardies are unexcused.

Unexcused tardies to school at the **Elementary** level will be charged to the student's parent account as follows:

0-3 Tardies – No Charge
4-7 Tardies - \$1.50 per tardy
8-10 Tardies - \$2.50 per tardy
12-15 Tardies - \$5.00 per tardy
16 Tardies and over – \$7.50 per tardy

Unexcused tardies at the **Secondary level, grades 6-12** will result in a 30-minute detention for each tardy after the first three up to the sixth tardy.

Tardies number seven through nine will result in an hour detention. Beyond nine tardies, the consequence will be a two-hour detention for each subsequent tardy. These detentions will incur a \$10 per hour charge for detention, (Hourly charges can be waived in lieu of parental work detention supervision.)

This tardy policy applies to each class period of the secondary school day. Students arriving more than ten minutes late to class will be considered absent and will be required to obtain a readmit form from the school office.

A tardy to detention will be made up, with detention minutes.

Tardies are reset at the end of each quarter.

STUDENT CONDUCT

Students at North County Christian School are expected to be regular attendees at a local evangelical Christian church. North County Christian School serves a broad spectrum of churches among which there are differences of opinion as to what practices are acceptable for Christians. However, our students should conduct themselves according to the highest Christian standards of love with honesty, integrity, and responsibility toward all people.

North County Christian School is for students who are sensitive to the many principles of Christian living that are found in God's Word. The school also imposes

certain specific guidelines for the conduct of students. Although such man-made regulations cannot improve upon our standing in Christ, they are helpful in providing an atmosphere in which students can learn and grow effectively.

GENERAL RESPECT & COURTESY RULES

- All adults are to be addressed as Dr., Mr., Miss or Mrs.
- Student couples shall refrain from public displays of affection such as hugs, kisses, hand holding, etc.

- Students are not to bring pets to school unless given special permission by their teacher.
- The use of gum and sunflower seeds is not permitted on campus.
- Students are not to use the classroom telephones.
- Students shall not engage in dishonesty, cheating, or plagiarism.
- Students shall not deface, misuse, destroy, or engage in theft of school property or the personal property of others.
- Students may not: haze, show disrespect, threaten, harass, humiliate, intimidate or otherwise mistreat other students, staff, or school guests.
- Students may not threaten, conspire to act, nor participate in any behaviors that may result in physical, mental or emotional harm to others.
- It is the responsibility of Junior and Senior High students to have their name on all their personal belongs, including books.
- It is the responsibility of students to keep all books, notebooks and backpacks with them or in their lockers. Lockers need to be closed and locked. The school is not responsible for lost or stolen items.

Any backpacks or books or personal items left out will be subject to the following procedures:

- Safety Issues: Items on the inside floor of the locker container, if blocking a door or walkway, in an interior hall, on the stairs will be removed to the student locker room. Students who repeatedly cause safety concerns by leaving items in walkways may receive in a citation.
- Unightly but safe: Items left against the student center building or white top area are left there at the student's risk. Please report lost items to the office with the understanding that it is the student's responsibility to utilize the lockers provided to secure personal items.

Any items left outside at the end of the school day are the responsibility of the student.

GENERAL SAFETY RULES

- Special rooms (kitchen, maintenance, storage, teachers' lounge, etc.) are out of bounds for students, unless accompanied by staff member.
- Students are never permitted to leave the school grounds before the end of the school day without permission from parent or guardian. Parents wishing to have their children released during the

school day must notify the office and the student must sign out in the office prior to departure.

- Riding bikes or skateboards, or roller blades/skates on school grounds before, during or after school is not permitted. A bicycle rack is provided for student use behind the ABC Student Center. Students should chain their bikes to the metal rack. Students are not allowed to loiter around the bike rack area during the school day.
- No dangerous objects are allowed on campus including but not limited to all types of guns and knives or sharp objects.

ELEMENTARY PLAYGROUND BEHAVIOR

The following are NOT PERMITTED:

- Running or playing in the school walkways or classrooms.
- Unclean or abusive language or name-calling.
- Hazing (bullying) or antagonizing of others.
- Leaving playground area without permission.
- Going over the fence to get balls
- Climbing trees.
- Going into the street or parking lot to get balls.
- Hitting other students. (Tag may be played only by touching.)
- Eating snacks on playground. (Eat only in designated areas.)
- Disobeying any teacher, supervisor, or staff member.
- "Closed" games – let others play.
- Throwing trash on school grounds..
- Throwing, swinging around in a circle, or placing jump ropes around another student.
- Students are discouraged from bringing personal toys to school. If they are brought to school by your student, it is the responsibility of the student to keep track of all personal items. Toys that are unsafe will be confiscated by the classroom teacher and sent home.
- Throwing stones, dirt clods or sand on the playground.
- No running or playing on or around lunch tables.
- No electronic devices.

6TH – 12 GRADE LOCKERS

Student lockers are located in a locker room next to lunch tables. The locker room is open each school day from 7:30 AM to 4:00 PM. After 4:00 PM items left in the locker unit will not be retrievable until 7:30 AM of the following school day. Students will be issued locks and lockers at the beginning of the school year. It is strongly encouraged that students lock their lockers. Non-school issued locks are prohibited.

CELL PHONE & ELECTRONIC DEVICES PROCEDURES

Students are expected to abide by the following cell phone & electronic device use guidelines:

1. No use of cell phones, music players or any other electronic devices that can connect to the internet on campus from 7:30 – 3:00.
2. **Devices will be turned off and turned in to the office at the start of the day and can be picked up at the end of the day.**
3. Devices seen, heard, or used in violation of these procedures will be confiscated by staff and taken to the office where it may be picked up at the end of the school day. A citation will be issued.
4. Student refusal to turn over the device after a violation will be subject to disciplinary action for disrespect for authority.
5. A second violation will require that a parent/guardian pick up the confiscated device.
6. Subsequent violations will receive disciplinary action for continued disobedience and disrespect of authority.
7. Parents should not call or text students during class time so the student's phone will not disturb class. In an emergency, parents should contact the office for student notification.
8. Videos on electronic devices may not be used at school.

SPECIAL EVENT & DANCE PROCEDURES

Dress Codes: Refer to Dress Guidelines for Special Events

Special Event & Dance conduct:

- All school rules and consequences apply to any and all school special events and dances.
- Students are expected to remain in the designated area of the event or with assigned chaperones. Students who leave the boundaries of the event will be subject to school discipline (citation, referral, etc.) depending on where they went and how long they were gone. Students wandering off will be supervised in a reception area until parents can be contacted. Possible consequences include:
 - Warning and call to parents
 - Citation and call to parents – student sent home
- Leaving Early: Not allowed without parent permission, written or by cell phone to the chaperone. No returning after leaving.
- Close Dancing: Draping or tight clinging (hugging) on each other is not appropriate.
- Party Crashers (i.e. students without tickets) are not allowed to attend the event even if they want to buy tickets at the door.
- Special school functions where students are allowed to invite outside guests require the advanced filing of a Guest Attendance Permission Form which is obtained from the school office.
 - Guests who have violated rules or dress code will not be allowed to return as a guest to any future dance.
 - Students who have violated special events procedures will not be permitted to attend the next special event or dance.

DISCIPLINE PROCEDURES

All discipline will be based on biblical principles of confession, restitution, apology (both private and public), swift consequences, and restoration of fellowship.

CLASSROOM BEHAVIOR

In order to maintain a classroom environment that is conducive to effective learning, teachers may establish additional reasonable standards. However, all classes will maintain at least the following standards:

- Whispering, writing and passing notes in class is unacceptable.

- Students must always demonstrate respect for and cooperation with teachers. This includes honesty, respect for others, obedience, and a general attitude of respect.
- Disrespect for others and their property will not be tolerated. Hazing (bullying) will be immediately investigated and evidence of such will be referred to the Administrator or Principal.
- Students will be on time to each class and be prepared with a proper mental attitude and all their own necessary materials.
- Students must be in seats when the bell rings or they will be considered tardy (secondary).

- Students arriving more than ten (10) minutes late to class will be considered absent and will be required to obtain a readmit slip from the school office (secondary).
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable.
- First incident of cheating, or plagiarism will be dealt with between the teacher, student, and parent. The offending student will receive a grade of "0" on the assignment and a citation will be issued. Repetitive incidents will be dealt with by referral by the Administrator or Principal.
- The use of inappropriate or foul language will be considered a citation worthy offence.
- Personal grooming is not to be done in the classroom.
- A student who leaves class for any reason will be issued a pass, which must remain in the student's possession while he/she is out of class.
- Food and drink (except water bottles) are not to be brought into classrooms
- The teacher's desk, briefcase, grade book, other personal belongings and work area are personal property and will be treated as such by students.
- Written classroom rules established by teachers carry the same importance as rules listed in this handbook.

ELEMENTARY CITIZENSHIP PROCEDURES AND REPORTS

Elementary teachers use a classroom system to let students know about their behavior as a warning and reminder to improve. This is recorded on the Citizenship Report.

The Citizenship Report allows parents to be an informed part of the partnership in helping your child grow. Teachers will send the report home for weekly review by parents and a signature. This should not cause you or your child stress but should help you to encourage him/her about classroom behavior. Parents need to set realistic goals for each child and to remember that each child is uniquely different in needs.

6TH – 12TH GRADE CITATIONS

A citation is given for a less serious disciplinary offense such as mildly disturbing class, coming to class unprepared, chewing gum, writing or passing notes, being in an unsupervised area, eating food in classrooms, horseplay, dress code, phone use on

campus or other behavior that is in violation of school rules.

Parents will be notified in writing via a citation or an email. A student will receive an office referral for the accumulation of 30 demerits. Citations will accumulate and result in office referrals in the following manner:

<u>Demerits Per Year</u>		<u>Consequence</u>
30 demerits	=	1 st referral (usually accompanied with an after school detention
60 demerits	=	2nd referral (usually results in a parent conference with behavior contract)
90 demerits	=	3rd referral (usually results in a suspension and probation status)
120 demerits	=	4 th referral (usually results in suspension and a recommendation to the Board for expulsion)

Five (5) Demerits:

Dress Code, Food in class, Gum, Horseplay, Note Writing/Passing, Student in Unsupervised Area

Ten (10) Demerits:

Causing a disturbance, mild disobedience, disrespect, harassment, or profanity.

A student may receive 5-30 demerits for other behavior not listed.

If a citation is given repeatedly for the same violations, the administrator may issue a referral for willful disobedience.

STUDENT BEHAVIOR REFERRAL

Severe inappropriate behavior will require a referral to the administrator for investigation and appropriate consequences. The following violations of school rules will result in a referral and 30 demerits:

- Disrespect shown to any administrator, faculty or staff.
- Lying or stealing. Defiance and disobedience in response to instructions or school rules.
- Unsafe behavior including (1) possession or use of controlled substances including steroids, (2) possession or use of dangerous objects, (3) behaving in a manner that hurts, attempts to hurt or threatens to hurt someone.
- Bullying or harassment.

Once the student has received an office referral, the administrator will determine the nature of the discipline. The administrator may require an apology, restitution, janitorial work or other appropriate measures consistent with biblical wisdom.

Disciplinary Referrals will generally result in the following pattern of consequences. Serious violations of conduct may result in immediate suspension or referral for expulsion.

1. First referral:
 - Contact student's parents by mail or by phone (if action is severe and needs immediate intervention). After school detention(s) or noon detentions that may include campus clean-up work. Written assignments related to the offence may also be included. *
2. Second referral:
 - A meeting with the student and his parents, the administrator/principal and, if appropriate, teacher(s).
 - All of the above consequences may be applicable as well as possibly being placed on a Behavior Contract signed by parents and student warning of future consequences. *
3. Third referral:
 - Suspension for one or more days (the administration determines the number of days appropriate for the offence) *
 - Student will be placed on Behavior Probation, restriction from athletics and other activities, and a warning that an expulsion recommendation may be next.
4. Fourth referral:
 - Suspension for two or more days (the administration determines the number of days appropriate for the offence) *
 - Usually results in enforcement of the behavior contract which includes recommendation to the school board for consideration of expulsion from North County Christian School.

* Severe behavior violations as determined by the school administration may result in skipping any or all of the above steps in the sequence of consequences and immediately implementing a higher level of consequence up to and including expulsion.

SUSPENSION, PROBATION, AND EXPULSION

In cases of serious misconduct, the administrator may deem it necessary to bypass the referral process and immediately impose suspension and/or expulsion from North County Christian School. Examples of serious misconduct include violations such as:

- Endangering the safety of others such as intentionally hurting or attempting to hurt another person
- Threats of violence
- Theft
- Vandalism
- Violations of civil law
- Sexual immorality, harassment, vulgar acts
- Any act in clear contradiction to scriptural commands
- Possession of weapons or dangerous objects
- Possession of, use of, or under the influence of a controlled substance

Students may be subject to school discipline for serious misconduct that occurs off campus or after school hours if it is related to school activities, creates a danger to the school, or does not uphold the reputation of high standards of conduct that are expected at North County Christian School.

Fairness, accountability, forgiveness, restitution, and redemption/restoration are fundamental to the North County Christian School discipline procedures. Although violations may be forgiven, they still have natural and logical consequences that are intended to teach the student appropriate behavior. However, continued or serious misbehavior may result in any of the following consequences:

Suspension: The administration may send a student home for violation(s) of the school behavior code. Suspended students are under the supervision of their parents. They may not participate in any school activities or sports on the day(s) they are suspended. School work and homework assigned on a day of suspension must be turned in upon return or the actual due date.

Behavioral Probation: Students who habitually violate the school behavior code may be placed on Behavioral Probation. Students on probationary status are warned that further major violations may result in expulsion. Probationary students are restricted from participation in any school activities or sports for 30 days from the beginning of the probation. Restriction may be extended if minor misbehavior continues. Because the school is small, probation may not be appropriate

when the presence of the student is a continuing annoyance to a particular student or students.

Expulsion: Upon recommendation of the administrator, the Board will review information

related to the student's behavior, attendance and academic progress. The Board may expel the student permanently from the school. Expelled students are not entitled to a return of tuition already paid.

DRESS CODE & GUIDELINES

The dress, appearance and hairstyle of the students at North County Christian School is expected to fulfill the following principles:

- Be safe
- Be neat and clean
- Be modest
- Be a positive Christian role model

These standards apply while students are on campus and school-sponsored events. Unless special dress has been specifically designated, the dress for field trips is the same as our daily dress policy.

If there is any question whether an item of clothing or hairstyle is appropriate, check with the school office before you buy or wear it.

The administration reserves the right to make final decisions in all dress standard and modesty matters.

UNIFORMS

- NCCS students are required to wear uniforms Monday thru Thursday
- Fridays are “Casual Days” – clothing worn must fall within the general dress code guidelines.

What options are available for the NCCS Student Uniform?

- **GIRLS TOPS**
Pique, 3-button POLO SHIRT with NCCS school logo
Short sleeve or long sleeve
Red, Black, or White (For girls in grade 4 and above, white polo must have white cam-isole undergarment.)
Jumper with school logo, with polo shirt under it.
- **GIRLS BOTTOMS**
Shorts, Pants, Skirts
Black or Khaki only
Black, Khaki or White tights or leggings maybe be worn under skirts.
- **BOYS TOPS**
Pique, 3-button POLO SHIRT with NCCS school logo

- Short sleeve or long sleeve
Red, Black, or White
- **BOYS BOTTOMS**
Shorts* or Pants
Black or Khaki
* Shorts must cover some part of the knee when standing.
- **BELT:** Black or Brown
- **SOCKS:** White or Black
- **SHOES**
Athletic shoes are recommended; shoes must follow current dress code.
- **OUTER WEAR**
Sweatshirt or Sweater – either with no logo or with NCCS logo
Items with NCCS Logo available online
Winter jackets are OK – must follow current dress code

Where can uniforms be purchased?

Online or telephone purchasing is available. Find the link at the school website. All items with an NCCS logo must be purchased through our vender, Lands’ End:

www.landsend.com
School Number: 900188939

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GENERAL DRESS GUIDELINES

GRADES K THROUGH 5

- Elementary clothing must be loose fitting, neat, clean and modest, no tears or rips.
- Loose fitting means not form fitting.
- Shorts are to be mid-thigh or longer.
- Girls must wear shorts under skirts and dresses.
- No pajamas (exceptions made for specific spirit days).
- All clothing should be neat, without holes (even intentional) and not extremely worn.
- No sweat pants, warm ups, jogging suits, athletic shorts or athletic jersey tops.

- Shoes must be comfortable, appropriate, and safe for school activities (walking, running, and playing PE). Sandals must have a heel strap.
- Leggings cannot be worn alone, but may be worn under dresses, skirts and blouses which must be no shorter than mid-thigh. No Spandex-type or tight-fitting clothing. No yoga pants allowed.
- Slippers, heels, flip-flops or platform shoes are not safe or appropriate for school.
- Students may bring tennis shoes for PE. (If students are bringing shoes to change into they must be able to change their shoes independently).
- Hair must be neat and clean. Hair colored unnatural shades is not appropriate. No extreme, attention-getting hairstyles (such as Mohawks, tails, lines). Boys' hair must not go beyond the top of the collar in the back, and shall be above the eyebrows in the front and be no longer than the bottom of the ear lobe on the side.
- Hats may be worn only when out-of-doors and must be worn correctly (facing front).

Grades 6 through 12

Tops:

- Shirts with collars, blouses or knit tops/polos are appropriate and must be neat in appearance
- T-shirts must be neat; they may not be torn, frayed, faded, ill-fitting, over-sized, or have inappropriate logos or slogans.
- Boy's shirts must be buttoned.
- No private undergarments of any variety may show.
- Boys shirts must have sleeves
- Christian T-shirts and school spirit wear (North County Christian School logo/design) are encouraged.
- Girls' shirts and blouses are to be modest, not tight fitting. Modest sleeveless shirts are acceptable and must cover all undergarment straps. Straps no less than 1 inch wide.
- Shirts and blouses that expose the midriff, at any time, may not be worn.
- No lace shirts.

Pants, Shorts, Skirts, Dresses

- Students may wear modest, mid-thigh (or longer), loose fitting shorts that are neat, clean and hemmed.
- Pants are to be neat, clean, hemmed, do not sag, and do not drag on the ground. Jeans, corduroy pants, trousers or slacks are all acceptable.
- No sweat pants, warm-ups or jogging suits except at P.E.

- No athletic shorts (basketball-type) except for P.E.
- Girls' dresses or skirts should not be tight fitting and should be no shorter than three inches above the knee. Black, white or khaki shorts, stretch pants, leggings, bike shorts, *etc.* can be worn under a skirt or dress, the skirt or dress length must still be no shorter than three inches above the knee (including slits).

Shoes

- Shoes or appropriate sandals with a heel strap must be worn at all times while on school grounds. House shoes or slippers, flip-flops or platform shoes are not safe or appropriate for school.
- Heels may be 2½" or lower.
- Shoes must be comfortable, appropriate and safe for school activities: walking, running, playing and PE.

General & Grooming

- Appropriate undergarments are to be worn. Undergarments may not show.
- No gothic clothing.
- No pajamas.
- No gang related clothing (ex. bandanas, gang symbols and numbers, gothic script).
- No Spandex-type or tight-fitting clothing. No yoga pants or leggings allowed as outer wear.
- Hair must be neat and clean. No extreme, attention-getting hairstyles (such as Mohawks, tails, lines). Hair colored unnatural shades is not appropriate. Boys' hair must not go beyond the top of the collar in the back, and shall be above the eyebrows in the front and be no longer than the bottom of the ear lobe on the side.
- All clothing should be neat, without holes (even intentional) and not extremely worn.
- Hats may be worn only when out-of-doors and must be worn correctly (facing front).
- No baggy, over-sized clothes.
- No wallet chains.
- No body piercing except for girl's ears.
- No tattoos.
- Students are expected to be clean as to their person (hygiene) and clothing.

DRESS GUIDELINES FOR SPECIAL EVENTS— HOMECOMING, SPRING FORMAL, GRADUATIONS AND WATER ACTIVITIES

Homecoming, Spring Formal and Graduation

- Young ladies should not wear spandex-type, tight fitting skirts, dresses, or shirts (including tube tops).
- Strapless dresses may be allowed, if modest and there is no cleavage showing. Modesty is always the overruling authority. When in doubt, ask.
- Dress length may be no shorter than that allowed by the dress code for school wear.
- Pants for young men should not be either tight fitting or extremely baggy.
- Shirts with collars and ties are appropriate (sport coats are optional)
- Dress shoes are appropriate for both young ladies and young men.

Water Activities

- Female bathing suits must be one piece. No strapless swimsuits are allowed. Tankinis may be worn with board shorts as long as no midriff is exposed.
- Male bathing suits must not sag below the waist. No Speedo-type trunks for boys.
- On Beach Day and ABDOW at the beach, flip flops, shorts (at the acceptable dress code length), and girls' straps of any width are acceptable.

Students and guests arriving inappropriately attired for a special event will be:

- asked to use appropriate attire if available at the event,

- allowed to call home for appropriate attire to be delivered, or
- sent home to change (parents will be called).

Students and their guests will not be admitted to the event until they are appropriately attired.

Ticket price will NOT be refunded if students decide not to attend or if they are sent home from the event.

CONSEQUENCES FOR VIOLATIONS OF THE DRESS CODE

Students not meeting the NCCS dress standards will be issued a dress code citation.

Inappropriate/immodest attire on campus is not acceptable. The following steps will be taken in regard to dress code violations.

1st Offense: A citation will be issued and students must call home to arrange for proper clothing to be brought, or they may opt to wear clothing provided from school or another student before being allowed to return to class.

All subsequent offences: A citation will be issued and parents will be called and must provide clothes from home before the student is allowed to return to class.

BELL SCHEDULES

Elementary School – Grades K-5

MONDAY, TUESDAY, THURSDAY, FRIDAY		WEDNESDAY	
8:15	Class Starts	8:15	Class Starts
		9:00-9:30	Chapel: Grades TK-5
09:55 – 10:10	Recess	9:30 – 10:10	Recess
11:00 – 11:30	Lunch/Recess: Grades TK-K/1	11:00 – 11:30	Lunch/Recess: Grades TK-K/1
11:30 – 12:10	Recess/Lunch: Grades 2-5	11:30 – 12:10	Recess/Lunch: Grades 2-5
1:30 – 1:45	Recess	1:30 – 1:45	Recess
3:00	School Ends	3:00	School Ends

Minimum Day Schedule	
8:15	Class Starts
10:00 – 10:30	Recess
12:00 Noon	School Ends

Middle & High School

Regular Day Schedule		Minimum Day Schedule	
08:00 – 08:40	1	08:00 – 08:35	1
08:45 – 10:05	2	08:40 – 09:15	2
10:05 – 10:15	BREAK	09:15 – 09:25	BREAK
10:20 – 11:00	3	09:30 – 10:05	3
11:05 – 11:50	4	10:10 – 10:45	5
11:50 – 12:25	LUNCH	10:50 – 11:25	6
12:30 – 01:15	5	11:30 – 12:00	7
01:20 – 02:05	6		
02:10 – 03:00	7		

Combined Chapel Schedule		Separated Chapel Schedule	
08:00 – 08:55	1	08:00 – 08:55	1
09:00 – 09:40	CHAPEL	09:00 – 09:55	2 M,Th
09:40 – 09:55	BREAK	10:00 – 10:40	CHAPEL
10:00 – 10:50	2 M,Th	10:40 – 10:55	BREAK
10:55 – 11:50	2 T,F	11:00 – 11:50	2 T,F
11:50 – 12:25	LUNCH	11:50 – 12:25	LUNCH
12:30 – 01:25	3	12:30 – 01:25	3
01:30 – 02:20	4	01:30 – 02:20	4
02:25 – 03:00	6 / 5	02:25 – 03:00	6 / 5

CAMPUS MAP

North County Christian School Campus Map

