



NORTH  
HARDIN  
CHRISTIAN  
SCHOOL

# STUDENT/PARENT HANDBOOK

Updated Monday, March 4, 2019

*Educating the Mind and Heart;  
Preparing Youth for Both Time and Eternity*

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# North Hardin Christian School

## Welcomes You!

We welcome each student and parent to the academic school year before us and trust that this manual will be helpful in acquainting you with North Hardin Christian School. We pray that our association this year with students and parents will be one of mutual understanding and respect.

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### North Hardin Christian School at a glance...

- **Three year-old preschool through the 12<sup>th</sup> grade.**
  - **Before and After Care and Break Care available.**  
We are open from 6 AM until 6 PM with fall, Christmas, spring and summer break care available.
  - **Accredited by AdvancED/Southern Association of Colleges and Schools (SACS), American Association of Christian Schools (AACCS), and Tennessee Christian School (TACS).**
  - **Certified by the Kentucky Department of Education.**
  - **Active member in the Kentucky Christian Schools Athletic Association.**
- For more information, please visit [www.kcaaonline.com](http://www.kcaaonline.com).

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### *A Message from the Administrator...*

Dear Friends:

The day comes when we must pass the torch of leadership to new leaders. We are given a brief moment to acquaint those behind us with the knowledge and power of His might. How do we pass on our greatest treasure to those who come after us? The truths and experiences the "time in Christ" has brought us have become our pearls of great price. Our methods seem to be uncertain. We must press with our strength to leave footprints deep enough to serve as landmarks along the way. These footprints cannot be established by fables, traditions, or commandments of men. Matthew 28:19-20 says to "Go ye therefore and teach..."

North Hardin Christian School is committed to teach the hearts and minds of young people in an effort to prepare them for both time and eternity. Our purpose in establishing this Christian work is to build better citizens at a time when our country and the cause of Christ so desperately need young men and women to take a firm stand for the Christian-American way of life!

A. Paige Hardin  
Administrator

## NORTH HARDIN CHRISTIAN SCHOOL FOUNDATIONAL IDEAS

### HISTORY AND MISSION STATEMENT

In August of 1986, Fellowship Baptist Church started a private Christian school with students enrolled in kindergarten through grade seven. An additional grade was added each year over the course of the next five years. The school has experienced steady growth and has graduated young people who are currently enrolled in or have already graduated from college. In April 2002, NHCS was awarded accreditation status from the American Association of Christian Schools. On July 22, 2003, NHCS was certified by the Kentucky Department of Education for meeting the standards established by the KY Non-Public Schools Commission. On July 15, 2004, NHCS was awarded accreditation from the Tennessee Association of Christian Schools, Kentucky Division. On June 30, 2014, NHCS was awarded the highest accreditation available from AdvancEd/SACSCASI (Southern Association of Colleges and Schools Council on Accreditation and School Improvement).

North Hardin Christian School, a ministry of Fellowship Baptist Church, is a coeducational school that offers conservative Christian families and their children a Biblically integrated college preparatory program. Our goal is to help each student grow in the grace and knowledge of Jesus Christ and become effective in advancing the cause of Christianity in our culture.

*And all thy children shall be taught of the Lord; and great shall be the peace of thy children.  
Isaiah 54:13*

### THE DOCTRINAL STATEMENT

North Hardin Christian School holds to the following as *part* of the basic fundamentals of the historic Christian faith. NHC believes in the following list of articles:

- The verbal, plenary inspiration of the Holy Bible including both Old and New Testaments, but excluding the apocrypha. We hold that the Authorized or King James Version is the trustworthy, dependable, and inspired word of God. This is the *only* version used by North Hardin Christian.
- The Holy Trinity, consisting of God the Father, God the Son, and God the Holy Spirit. That these Three are One, perfectly co-equal, yet mostly or frequently revealed in Scripture as separate in their Personality and work.
- The deity, virgin birth, sinless life, perfect atonement, and glorified bodily resurrection of Christ from the dead. We believe that Jesus of Nazareth as described in the Four Gospels was the promised Messiah of the Old Testament Scriptures, and that He died for the sins of the whole world, Jew and Gentile alike, and that men are eternally saved through repentance and faith in the atonement of Christ.
- The reliability of the Genesis record viz., that man was created as a direct work of the Holy Trinity bearing the image of God. Adam was the first man, and by choice, sinned and incurred upon himself and his total posterity of all generations of time, the curse of sin which brings not only physical death but eternal spiritual death as well. We believe that apart from the salvation of Jesus Christ, when any individual reaches moral responsibility (at whatever time in life), nothing can save and deliver them from sin's wages except the precious atoning blood of Christ.
- The reality of a personal devil and demon spirits loose and operative in this present world. That Satan and his demons are next *under* the power of the Triune God. We hold that they are fierce, totally wicked, proud, deceitful, cruel, ruthless, religious, vile, and hate the work of

God and the righteous lives of the saints. We affirm that only the Lord Jesus conquered *all of them* in His death, burial, glorified bodily resurrection and ascension, and that His victory is ours.

- The fact that heaven and hell are real places prepared by the Triune God as the abodes for the saved and the lost. We believe that soul sleep is a lie of paganism having no warrant anywhere in rightly divided Scripture, and that both heaven and hell are places of conscious *eternal* being and existence.
- The return of our Lord Jesus back to this world as He promised in the New Testament. We believe that His return will be according to the Historical Premillennial interpretation of Holy Scripture. We count repugnant the popular heresy of all modern day “date setters,” believing rather, that our Lord will be here when He gets here. This “blessed hope” is the greatest hope of the people of God.
- The teaching that Scriptural baptism is by immersion only. We believe that baptism is only for those previously born again or saved.

### **IMPLICATIONS OF THE DOCTRINAL STATEMENT**

The doctrinal statement will serve as the basic body of truth that the school’s faculty will use to teach the students in Bible classes, chapel and in the process of integrating Biblical truth throughout the curriculum.

### **THE PURPOSE AND GOALS OF NORTH HARDIN CHRISTIAN SCHOOL**

- To teach the Bible as the authoritative and infallible foundation for all life. Bible classes and chapel services are mandatory and part of the student’s course of study.
- To lead the students to an understanding of the individual need to receive Christ as their personal Lord and Savior.
- To develop a desire to learn and obey the will of God as revealed in the Scriptures.
- To encourage the importance of living a Godly life according to the instructions of Scripture.
- To provide Christian growth by teaching that the Christian life depends upon fellowship with God through prayer, Bible study, and service to mankind.

### **PHILOSOPHY OF EDUCATION**

The courses for Christian education are clearly stated in II Peter 1:5-10: “And beside this, giving all diligence, add to your faith virtue; and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brotherly kindness; and to brotherly kindness charity. For if these things be in you, and abound, they make you that ye shall neither be barren nor unfruitful in the knowledge of our Lord Jesus Christ. But he that lacketh these things is blind, and cannot see afar off, and hath forgotten that he was purged from his old sins. Wherefore the rather brethren, give diligence to make your calling and election sure: for if ye do these things, ye shall never fall.”

The Bible teaches us that children are a gift from God and bring with them a most serious responsibility. Christian education recognizes that children are a unity of spiritual, mental, physical, and social beings. This is most important to recognize if we are to train the whole child. An education that includes the spiritual nature must be given, or else the child will grow up never knowing the true purpose for living, indeed, without ever fully living!

In the world at large, things secular and sacred are divided. Christian education recognizes no such division. Everything is to be done for the glory of God, and every truth learned is from God, whether it be scientific, historical, or spiritual. Christian education seeks to teach its full curriculum in this light, and only teachers with completely God-centered outlooks on life can communicate the concepts that God is the God of our everyday lives and that He must be the ruler of our lives.

*“Beware, lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ.” Colossians 2:8* North Hardin Christian School holds to the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and all life is God-created and should glorify Him. Man is by nature a sinner incapable of knowing God. He can do this only by being recreated in God’s image and by committing his life to Christ as Lord and Savior.

Therefore, the total process of education must seek to guide to this restoration in Christ by developing the whole person, spiritually, mentally, socially, and physically. Truth must be presented as God’s truth and integrated with God’s Word.

North Hardin Christian School’s philosophy of education results in subject matter being interpreted from a Biblical perspective. The students are instructed to view life from God’s perspective rather than just man’s. The Biblical philosophy of education is not an education that is based on religion; it is itself based on truth and righteousness.

The sixth chapter of Deuteronomy plainly teaches that Christian education is the responsibility of the parents under God. Verses 4 through 9 tell us, *“Hear, O Israel: The LORD our God is one LORD: And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates.”* The scope of Christian education includes all of life; it can and should go on night and day. The Christian school is only one forum in which Christian education should take place.

North Hardin Christian School is a private Christian school. There is nothing wrong about the word private, but it should never be used when describing our school without the word Christian. This is because a school can be private without being Christian. NHCS is a private Christian school as opposed to a public secular school.

## IMPLICATIONS OF THE PHILOSOPHY STATEMENT

- The students will be taught a Christian worldview which comes from the truths of the Christian faith.
- **The school and the home must cooperate closely in every phase of the student’s development, especially as it relates to the school program.**
- Subjects and activities will be integrated with Biblical teaching.
- The student will be taught to apply Biblical ethics and standards of morality to every part of life.
- The school will strive to instill a desire for excellence in the academic disciplines and the skills required for higher education and future employment.
- The school will help the student to develop his or her personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God.
- The school seeks to help students develop a right relationship with God which results in respectful and loving concern for family members, teachers, and all others in society.
- The school will emphasize to the students that their bodies are the temples of God’s Spirit and that they have the responsibility to treat their bodies with great respect. Physical fitness will be promoted through physical education and extracurricular athletic opportunities.

- North Hardin Christian seeks to provide an environment consistent with the school's Biblical and philosophical positions. Being a Christian school, NHCS has certain responsibilities and concerns that public schools do not have when considering a student's conduct or attitude. As a Christian school, the faculty and students present themselves as representatives of Christ and the church.
- This sense of responsibility has led the school to adopt a Code of Conduct for students and faculty members. The code of life style is detailed in this manual.

### **LIFE STYLE STATEMENT**

Parents and students should read these regulations carefully. Enrollment in the school should not be considered if one's life style is not in accordance with the school's code of behavior.

### **IMPLICATIONS OF THE LIFE STYLE STATEMENT**

- A family whose lifestyle is not in empathy with the majority and particularly the major lifestyle thrust of the school will produce an inconsistency, making it difficult for the school to minister to the student and achieve the goals stated in the school's purpose.
- Students and families who knowingly are incompatible or out of harmony with the school's philosophy of life, philosophy of education, statement of cooperation and code of conduct should not consider enrollment in the school.
- Students whose life style ceases to be in compliance with the school's expectations during their time of enrollment will be asked to withdraw or will not be permitted to re-enroll in the school for another year.

### **STRIVING FOR EXCELLENCE**

NHCS is accredited by AdvancED, American Association of Christian Schools (AACCS), and Tennessee Association of Christian Schools (TACS). In addition, NHCS is also certified by the Kentucky Department of Education.

### **PARTNERSHIP WITH PARENTS**

While we believe NHCS holds a sacred trust to mold the lives of our students, we further believe that God ultimately holds the parents responsible for the education and upbringing of their children. We are honored to assist families in this daunting task. However, our goals cannot be achieved without the direct involvement of parents.

### **PRAYER AND CHAPEL**

Prayer is a vital ingredient in our program of Christian training. Teachers lead the students to understand how God is central to all and that continual communication with Him is essential to consistent Christian living. Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise in all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share with others as they share their requests with Him.

Chapel is held weekly for students in grades 6-12. Through singing, prayer, and inspirational speaking, students are introduced to Jesus Christ as the only Son of God who has come so that they might have an abundant life.

Participation in Chapel is not elective, and is part of their Bible grade. Junior and senior high students are expected to bring his or her Bible to Chapel. The men of our staff serve as the primary speakers for Jr./Sr. High Chapel; however, local pastors, youth ministers, evangelists and missionaries serve as guest speakers from time to time.

### **FACULTY, STAFF, AND BOARD OF DIRECTORS**

Each member of the faculty, staff and school board of NHCS is a Christian committed to the basic fundamentals of the Christian faith and the education of all enrolled at NHCS. All faculty and office staff of NHCS is an active member of Fellowship Baptist Church or another local church. Strict adherence to Biblical basis and confinement within them is required of our faculty and staff. It is the declared purpose of NHCS to educate students, adhere to academic discipline, and promote moral excellence – not engage in doctrinal conflict.

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

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

## NORTH HARDIN CHRISTIAN SCHOOL CONDUCT POLICIES

### HOME AND SCHOOL COOPERATION POLICIES

The school cannot effectively solve all behavior problems; therefore, the home must contribute and assist the school in solving some student behavior difficulties. On occasion and with certain offenses, the school will take no action, but will expect the home to handle the behavior problem.

### SOCIAL MEDIA

Administration is very concerned about the impact of social media on our students. It has become a national epidemic in our school systems. There is no doubt that it has a very negative impact on the educational productivity of our students. We ask that parents take extra precautions when allowing your child access to social media. Bullying of any kind (including cyber bullying) will not be tolerated. Students often come to school angry and fighting over issues that took place as a result of email/text conversations or bullying comments on Facebook or other social media sites. Children at this age cannot handle much of the pressure placed on them by the hateful things said about them in these arenas. Please help us manage this growing problem by closely monitoring your child's activity. Administration is taking a tough stand against negative comments made against fellow students and faculty/staff members at NHCS.

- The first offense will be labeled harassment
- The second offense will be labeled bullying.

Students must understand the seriousness of such actions. Under Kentucky State Law, bullying, cyber bullying, and harassment are chargeable offences. KRS Statute Chapter 158 reads as follows:

**Section 4.** *KRS 525.070 is amended to read as follows:*

***(1) A person is guilty of harassment when with intent to intimidate, harass, annoy, or alarm another person he or she:***

***(a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; or***

***(b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or***

***(c) In a public place, makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or***

***(d) Follows a person in or about a public place or places; or***

***(e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or***

***(f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:***

***1. Damages or commits a theft of the property of another student;***

***2. Substantially disrupts the operation of the school; or***

***3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.***

***(2) (a) Except as provided in paragraph (b) of this subsection, harassment is a violation.***

***(b) Harassment, as defined in paragraph (a) of subsection (1) of this section, is a Class B misdemeanor.***

**Section 5.** KRS 525.080 is amended to read as follows:

*(1) A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she:*

*(a) Communicates with a person, anonymously or otherwise, **by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication;**[ or]*

*(b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or*

*(c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, **the Internet**, telegraph, mail, or any other form of electronic or written communication **in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.***

*(2) Harassing communications is a Class B misdemeanor.*

## HARASSMENT POLICY

The administration or teachers of NHCS will not tolerate harassment of any type. Harassment is defined as anything demeaning, degrading, or derogatory directed toward any individual verbally, in writing, or through jesting. Any student who continues in this behavior will be disciplined by the administrator and may be subject to suspension or expulsion.

## TEASING, BULLYING, OR INTIMIDATION

This policy seeks to clearly define what constitutes such behavior and the actions the school will take as a result. The policy should examine the level of maturity of the student and whether or not they are capable of understanding the significance of their behavior. Thus, the policy allows for some differences between a first-grader who teases another student as opposed to the actions of a middle school or high school student. While some forms of discipline would be appropriate in the younger student's case, this should be less restrictive and more designed to educate the student as to the inappropriateness of the conduct.

*Bullying is the use of force or coercion to intimidate or abuse others. The first offense will be considered harassment, while the second offense will be deemed bullying, a practice not tolerated at NHCS.*

For example, persistent tormenting, utilizing habitually cruel or overbearing comments, making fun or spreading rumors, mocking, belittling, encouraging exclusion, physical aggression of any kind and over-aggressive teasing. NHCS seeks to provide an atmosphere that is not only safe for students, but also an environment that respects and supports all NHCS students.

## MAKING THREATS OF VIOLENCE

NHCS has a zero tolerance policy involving threats or perceived threats of violence. Parents should understand that the school's first responsibility is the protection of all of its students. Therefore, if any person brings any weapon to school, the school will immediately suspend or expel the student and will report to local authorities per Kentucky State Law. Students making direct threats to any other person will be expelled. The person to which the threat was directed will be notified as well as the proper local authorities. In a situation where the threat is not credible (i.e. students were just joking with one another), the school will document the incident and notify the parents of the student. Students will be reprimanded and explained the seriousness of the situation.

## DISCIPLINE

It is the desire of NHC that students develop self-control and discipline in order that they may effectively serve God. Proper learning cannot take place without a structural environment. The goals of NHC are:

- To set standards that will unquestionably uphold the principles of the Word of God.
- To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
- To furnish institutional standards, that will provide a model for students as they determine personal standards.
- To incorporate a system that will provide a fair and consistent evaluation of a student's behavior.

Our teachers are all asked to establish their own classroom rules which will aid them in providing a learning environment for all students in their class. They are also asked to establish a system of "rewards and warnings." Each teacher has a designated point that the administration becomes involved with classroom discipline. You are urged to both support and appreciate the actions taken by our faculty and staff. If you have a problem or question with how a disciplinary action was handled, please discuss the problem only with the teacher or staff person directly involved. If the problem is still unresolved, please contact the school office for a conflict resolution for to complete. Administration will then get back to you within 24 hours. The NHCS Board of Directors reserves the right to review cases if it is the expressed wish of administration.

### RESPONSIBILITY OF PARENTS

Parents have been given the responsibility by God for the discipline of their children. Parents have conferred this responsibility to NHCS faculty and staff during the school day and in school activities. If a parent has questions or concerns regarding disciplinary actions, it is their responsibility to immediately discuss the situation with faculty, staff, or administration. Consistent disagreement with NHCS rules and regulations may result in the termination of services.

### RESPONSIBILITIES OF STUDENTS

General Standards:

1. Students are to be courteous, considerate, respectful, kind, honest, and obedient in all dealings with persons associated with the school.
2. NHCS expects its students to live above reproach, show respect to God, country, family, faculty, and fellow students. Lying, cheating, stealing, profanity, or disorderly conduct will not be tolerated.
3. NHCS expects full cooperation from both students and parents in the education of the students. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of NHCS, whether or not there is any definite breach of conduct, he or she may be requested to transfer.
4. Students must respect the appearance and care of NHCS facilities. Students are prohibited from sitting on desks/tables, carving or defacing desks/tables, eating in restricted areas, throwing objects or littering, and chewing gum. Damage or destruction of property must be paid for by the student.
5. In consideration of other classes, hallways are considered quiet zones.
6. Students are required to address all NHCS faculty and staff by Mr., Mrs., or Miss.
7. Students are required to respond to NHCS faculty and staff with sir or ma'am.
8. Students will not bully one another. NHCS has a **zero-tolerance** policy for bullying.
9. Students are required to adhere to our "hands-off" policy.

**Classroom Standards:**

1. Each teacher is given the liberty of making and enforcing classroom regulations that are posted on the classroom wall. It is the responsibility of the student to respect the teacher at all times as the authority in the classroom.
2. Students must be prepared and ready for class by having all needed supplies on hand in the classroom.
3. Students not in their seats at the sounding of the bell will be marked tardy.
4. Once in class, students are not permitted to leave the classroom without a hall pass given by the teacher.
5. Students must refrain from all coarse jesting and horseplay.

**Lunchroom Standards:**

1. Each person's space is to be cleaned and all waste placed in the trash can before leaving.
2. No opened food or drinks are allowed out of the lunchroom area, other than water.
3. Microwave use is not available to young elementary students due to time restraints.
4. Loud talking, loud burping, throwing food and other forms of disturbing behavior are prohibited.
5. High school students who drive to school may not go out to their vehicles during lunch break.
6. During nice weather, students in grades 6-12 may be permitted to eat outdoors.

**Playground Standards:**

1. Playground is available for students in Preschool to 5th grade.
2. Students should obey the adult supervision present.
3. Use playground equipment correctly and safely.
4. No climbing on the inside or outside of the fence.
5. Students must be seated while on the slides.
6. No throwing rocks.
7. No running in the rock area.

**School Sponsored Events:**

NHCS holds students to the same standards required in the classroom. Parents are encouraged to adhere to school policy when attending an event involving NCHS.

**CODE OF CONDUCT**

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (Romans 12:1-2).

**Strive to:**

- Maintain high standards of courtesy, kindness, morality, and honesty.
- Maintain a positive, good attitude.
- Be kind and helpful.
- Always respect those in authority.

NHCS is in the business of building up young people and restoring the struggling student. For those students who continually disobey, a conference will be scheduled with the parent or legal guardian. In an atmosphere of definite and positive Christian standards of conduct, there is an excellent opportunity to develop a strong and stable Christian character. Students showing incompatibility or lack of harmony with the school's philosophy of life, philosophy of education, statement of cooperation, and code of conduct will be suspended or expelled at the school's discretion and will not be permitted to re-enroll in the school.

## **HANDS-OFF POLICY**

NHCS observes a hands-off policy for all grades. There are to be no public displays of affection on school property or at school-sponsored events. Simply put, students are not to touch or put their hands or feet on another person or their belongings. Violation of this policy may result in suspension or expulsion. NHCS does not promote or condone boyfriend/girlfriend relationships from any student.

## **ITEMS BROUGHT TO SCHOOL**

Cell Phones - Students may bring cellphones to school. Cell phones must remain in silent mode. In the classroom and at lunch, cell phones must be kept in a pocket or in a purse and remain in silent mode. This also applies to group meeting times. (Devotions, chapel, etc.) Students may use their phone between classes to communicate with parents. Students cannot be late to class. Earbuds are not allowed.

The following items are not permitted on campus or at school related events:

- CD players, i-Pods, MP3 players, and other music devices. We strongly advise that no electronic devices be brought to school campus. NHCS is not responsible for damage, loss, or theft. Students who bring tablets, i-Pads, and other electronics are solely responsible.
- Weapons, knives, guns, explosives/fireworks, cigarettes, matches, and lighters
- Aspirin/painkillers / non-prescription drugs
- Magazines, comic books, and other materials not related to class work are not permitted on school property
- Literature of any kind with profanity or other material deemed objectionable by the administration
- Any other item deemed inappropriate or objectionable by the administration
- All above items will be confiscated and not returned to the student. Parents may pickup the offending article(s) in the school office.

Toys, electronic games, and sports equipment, if brought, are the sole responsibility of the owner and are not to be out or in use during class time. Play items must be kept in the backpack or locker throughout the entire school day due to the distraction they may cause in the classroom. Trading or selling of any kind is not permitted on school campus.

## **DISCIPLINE FOR PRESCHOOL – ELEMENTARY GRADES**

Discipline is a positive word coming from the same root as "disciple" which means to train and nurture. Therefore, at North Hardin Christian School, discipline is for discipleship. Discipline is designed to help develop "Christ-likeness" in the lives of students as set forth in the Scriptures. All should seek to build character traits such as obedience, courtesy, respect, diligence, neatness, punctuality, truthfulness, morality, and an overall positive attitude. Proper discipline is necessary for proper learning. It is the goal of the school to work with the parents and guardians in using discipline to build Christian character in students.

Possible steps of discipline in the classroom:

- Explanation of offense
- Initial reprimand
- Change of seating arrangements
- Loss of play time (Spent sitting quietly during recess)
- Verbal reminder
- Writing child's name on the board
- Call or note to parents
- Visit to administration

- Discipline in the elementary grades will be handled by teachers. Difficult cases may be referred to the School Administrator.
- Each elementary teacher will be expected to devise his/her system of discipline.

### **PULL-A-CARD DISCIPLINE POLICY**

#### "Pull a Card" Discipline System

After warning at least once before, give a formal verbal warning: (Highlight child's name on a class list) No card pulled = No recess lost.

If behavior continues a green card is pulled: Green card= no recess lost.

If behavior continues a purple card is pulled: Purple card = 5 minutes off recess.

If child continues to misbehave a yellow card is pulled: Yellow card= 5 more minutes off recess for a total of 10 minutes off.

If a child continues to misbehave, a red card is pulled: A red card = 15 minutes total off recess and an email to their parent.

Log abbreviated offenses on class list paper beside their names.

If a child improves their behavior dramatically, they may remove cards back down to the green card, but they do not lose their warnings.

If a red card is reached, they lose the 15 minutes and the email is sent to the parent regardless.

Seasoned with lots of grace built in, but also accountability. The teacher has recourse, and the student knows what to expect.

Sit with the child for a few moments in their timeout and let them know you care, and that you are rooting for them to not get any more time out.

Reward the students with a small piece of candy each day for keeping their names "clean."

If students continue to misbehave after parents have been notified, message Ms. Debbie for assistance.

### **REFERRAL SYSTEM**

Each student starts with a clean record. A rules chapel will be held the first week of school to discuss behavior that is expected of students attending North Hardin Christian School. Each teacher shall instruct the student regarding the rules of the school and each particular class. If a student exhibits a pattern of disobedience, the teacher refers that student to the Administrator.

The referral system is used by students in grades 6-12. A student will receive a referral to Administration for violations of the student code of conduct. The administrator will then counsel the student regarding expected behavior and consequences for continued misbehavior. If the student continues to receive referrals, the administrator will devise a set of consequences which include after school detention, Saturday school, suspension, or expulsion. The administrator will contact the parent to explain the situation and schedule a meeting to resolve the issue.

A detail of offenses is listed on the following page. The administration reserves the right to make the final decision concerning the assignment of any consequences for student's behavior.

**The following is a list of offenses which merit intervention. The list is not all-inclusive.**  
*Administration reserves the right to review each situation accordingly and give out discipline they feel is in the best interest of the student or NHCS. Repeated offenses will result in extra demerits.*

REFERRALS	AUTOMATIC SUSPENSION	SUSPENSION/ EXPULSION
Gum & candy	Cheating	Immorality
Horseplay	Lying	Drinking
Talking	Stealing	Smoking
Criticism Including use of Social Media	Inappropriate Language	Immoral Suggestions
Dress Code	Defacing personal property	Drugs
Tardiness	Cutting class	Consistent non-compliance with rules and expectation of student behavior
Use of slang words	Physical fighting	Stealing
Manners	Notes (passing, writing, or reading)	Fighting
Sitting on desks/tables	Disrespect to faculty/staff Including use of social media	Insubordination
Class Disruption		
HW Offense		
Not following directions		
Hands-off Policy		
Defacing school property		
Concealing violation of school policies		
Disrespect Including use of social media		

### Suspensions

Suspensions are served in school or out of school. Procedures include the following:

- Students are isolated from other students.
- Students are given school work to do.
- Students are given a Biblical study to complete.

Students are allowed to do make-up work with a grade scale no higher than an 80%.

## **DISCIPLINARY PROBATION**

A student will be placed on disciplinary probation when the administration feels that his behavior pattern and record indicate that he is not conducting himself as he agreed to do in abiding by the rules of the school. The student will be referred for disciplinary guidance. A school counselor/administrator will work with the student to monitor the student's progress academically and behaviorally. Students showing no improvement will be referred to administration. This Disciplinary Program is designed to aid the students in correcting attitude problems and to give them the opportunity to bring their attitudes into harmony with the spirit of NHCS. During this time some privileges may be denied, and the student will be observed carefully to see if he is making any real effort to improve his attitude and actions. The Disciplinary Program will be carried out in a spirit of meekness (Galatians 6:1) and concern for the student. The administration reserves the right to say whether or not a student will be retained at the end of any probationary period.

## **DISCIPLINARY PROGRAM**

North Hardin Christian School is in the business of building up young people. Therefore, students who seem out of-sorts with the spirit of North Hardin Christian School may be referred for Disciplinary Guidance. This program is designed to give students the opportunity to bring their attitudes into harmony with the spirit of North Hardin Christian School and to insure fairness and loving friendship.

However, after a time of individual discipline, North Hardin Christian School may find it necessary to ask for the withdrawal of any student who, in the judgment of the administration, chooses not to meld into the spirit of the school, regardless of whether or not he conforms to its specific rules and regulations. While we recognize the responsibilities to guide the wise and disciple the simple, our purpose is not to wrestle with the scorner, but to train Christian youth to be successful in life (Proverbs 21:11, 22:10).

There is a strong desire to work with parents in the education process. ,

## **EXPULSION**

Students will be expelled from North Hardin Christian for certain violations of the student code of conduct. Certain violations are listed on the previous page; however, there may be infractions not specifically listed on the code of conduct that will warrant student expulsion. Upon expulsion the school assumes no responsibility or obligation in assisting the expelled student to finish academic work or in helping the student to make arrangements about getting into another school program other than normal transfer of academic records. Seniors forfeit all graduation privileges.

## **RESTORATION**

NHCS reserves the right to deny re-enrollment to any student whose actions demonstrate that it is in the school's best interest to not allow re-admission. It is the responsibility of the administration and Board to protect the environment of NHCS.

The request for re-admission should be in writing to administration. In the spirit of true Christianity, NHCS may consider re-enrolling students who present evidence of genuine repentance. During the restoration period, academics must be carried out at another school or at home. Upon completion of the probationary period, students may be allowed to return to NHCS campus. NHCS administration

and counselors will be in close contact with the student. Any student returning under such circumstances will be on probation for one year.

### **ELIGIBILITY for EXTRA-CURRICULAR ACTIVITIES**

The athletic program is intended to be extracurricular. A student must be academically eligible in order to participate. A student is ineligible when they have a failing grade in one out of six subjects. The ineligibility period is until the student brings the failing grade up to a passing grade. Students may not participate in any way in athletics until the grade is brought up to a passing grade.

Athletes are going to be leaders because of society's emphasis on athletics. For this reason, North Hardin Christian School expects its athletes to be leaders in a positive direction both spiritually and academically. Students participating in the athletic program should be unquestionably loyal to the school, its standards, and its goals.

### **VISITORS: PARENTS & STUDENTS**

Visitors and parents are asked to support the school guidelines by conforming to NHCS dress standards while on campus and at school functions. Smoking on school property is not permissible. While attending athletic events, parents should refrain from making derogatory remarks towards the competition. In the spirit of good competition, we ask parents to lead by example.

Parent visits to school are encouraged, but should be done by appointment to avoid preventing or detaining the teachers from completing their school responsibilities. Parents should not go directly to the student's classroom without first checking in with the school office. All visitors are required to check in at the school office and must wear a visitor's pass during their visit.

Items that need to be delivered to students need to be dropped off at the school office so as to not disturb class. NHCS is a closed campus. Visitors are not permitted unless accompanied by an administrative or faculty member of NHCS. Tours of the campus are to be scheduled through the front office. Visitors must stop by the school office in the main building to obtain a guest pass. Please display your visitor pass while on campus.

### **ADMISSIONS POLICIES & PROCEDURES**

All students must be enrolled in North Hardin Christian School by the student's parents or legal guardian who will be responsible for the student's behavior and tuition. The admissions procedure is listed later in this section.

### **SCHOOL AGE**

NHCS follows the Kentucky Department of Education guidelines on the eligibility to attend school, which is subject to change by the State.

- Students in Kindergarten (K-5) must be five (5) years of age or older on or before **AUGUST 1<sup>st</sup>** of the current school year. Due to school age requirements per Kentucky Department of Education guidelines, students entering four-year old preschool must be 4 by **August 1<sup>st</sup>** and students entering three-year old preschool must be 3 by **August 1<sup>st</sup>** of the current school year.

- All preschool and kindergarten students must be able to take care of toileting needs independently. Students must also be able to consistently and independently use the restroom.

- In addition, preschool students must respond to authority. The goal of NHCS is to educate students at levels appropriate to their age. Children that disrupt the classroom learning environment will not be allowed to attend NHCS.

## SPECIAL LEARNING NEEDS

NHCS is designed to meet the needs and provide a challenge for children performing on an average or above average level of achievement. It is not considered a proper place for children with learning disabilities or children performing at below average achievement levels. At this time, we are not equipped for students needing special attention such as those with severe learning disabilities. Administration will make the determination of acceptance on an individual basis.

## SCHOOL IMMUNIZATION REQUIREMENTS

Immunizations protect children against the following: Hepatitis B, Measles, Mumps, Rubella (German measles), Pertussis (whooping cough), Diphtheria, Tetanus, Haemophilus Influenzae Type B, and Chicken Pox. All of these immunizations need to be given before children are 2 years old in order for them to be protected during their most vulnerable period. Also, children must present an up-to-date immunization certificate before entering school. Waivers based on religious beliefs must be documented on a KY Immunization Exemption form from a doctor of medicine.

Please consult your child's pediatrician in order to insure your child's immunizations are up-to-date. An initial physical exam is required within twelve months prior to entrance into kindergarten. Be reminded that the Comprehensive School Health Regulation, 704 KAR 4:020, mandates that all students have a second physical prior to entry into sixth grade as stated in KRS 158.035. This physical needs to be conducted within twelve months prior to the start of school. Also, beginning August 1, 1998, for children born October 1, 1992 or later, a Hepatitis B vaccine (HEPB) series and Haemophilus Influenzae type B conjugate vaccine (HIB) are required. In addition, Kentucky requires a second dose of MMR to be received before entering the kindergarten program. All kindergarten students are required to have the Hepatitis B vaccine as well as all new elementary students coming to NHCS for the first time. Secondary students are exempt. All school age students are required to have two Hepatitis A vaccines; and two Meningococcal vaccines by 16 years. NHCS enforces the immunization requirements as outlined by the American Academy of Pediatrics (AAP) and will require a Kentucky Immunization Certificate prior to entry into the classroom. You may download a chart showing the recommended immunization schedule by going to [www.cdc.gov/nip](http://www.cdc.gov/nip).

## APPLICATION FOR ENROLLMENT

NHCS considers new and transfer students based on the following schedule:

1. Read the NHCS Student/Parent Handbook.
2. Schedule an interview with administration.
3. Complete the New Student Application and return with required fees and documentation.
4. Complete testing if entering 1<sup>st</sup> grade and higher.

## STEP ONE: NHCS HANDBOOK

Before applying for admission, read the *Student/Parent Handbook* carefully to determine whether North Hardin Christian School offers the type of education you want for your child(ren).

## STEP TWO: INTERVIEW

An informal interview with administration will be scheduled to discuss enrollment. This interview is held with a parent or guardian and child(ren), if possible. Please call the school office to schedule. We will try to schedule an interview during school hours in order for parents to view the classroom "in action". Interviews during summer break will be grouped according to the administrations schedule.

### STEP THREE: NEW STUDENT APPLICATION

After the interview, each new student must submit a completed application and return it to the NHCS school office. The application must be accompanied by the registration fee in order to reserve a place for the student. Applications are available online.

Each application must be accompanied by the following:

- Registration fee (\$50 per student)
- Pay in Full or Sign-up for Payments. A link to FACTS will be sent to your email.
  - Proof of an eye exam from an optometrist before entering kindergarten (required of K4 students)
  - Proof of a dental screening for children entering kindergarten
  - Proof of medical examination for children entering kindergarten and sixth grade
  - Copy of current Kentucky Immunization Certificate
  - Copy of the state certified birth certificate, No hospital certificates.
  - Existing school references to request transcripts

### STEP FOUR: TESTING

After submitting the application form and registration fee, and a date will be scheduled for testing in order to determine their general ability and achievement level. (This is not a placement test and is given to all incoming new students entering grades 1-12.)

### STEP FIVE: FINAL ACCEPTANCE

**A 2.5 GPA is preferred of all transfer students.** The administrator and/or the school board must review any exception. All new students are accepted on a 45-day probation period. At any time during this probationary period, a student can be asked to withdraw. As a rule, NHCS does not accept students who have been dismissed from other schools or who have been in serious disciplinary trouble at other schools. Administration reserves the right to review each situation. NHCS does not accept married or pregnant students. In addition, NHCS does not accept students who have children. Students transferring to NHC from a non-certified school for their senior year are required to take a college entrance exam prior to enrollment at NHC. Test scores will be evaluated for admission requirements.

### RE-ENROLLMENT

During the month of January, in-house or closed re-enrollment begins for the following school year for existing students. Existing school families are not required to complete a new application. Intent forms will be emailed to all current school families. Parents are responsible to update any information that has changed since the prior school year. Early payment in full is eligible for a 3% discount if paid July 15th.

Currently enrolled students must re-register by the end of January. A re-enrollment email will be sent and parents should respond accordingly. Re-enrollment is only allowed if accounts are paid up to date.

**Open enrollment begins on February 1.** At this time, we will accept applications from new students. We cannot assure existing students a space after this date. Registration fees received are not refundable unless an unforeseen military or other work-related move occurs.

### FINANCIAL INFORMATION

Registration Fee <i>(Non-Refundable)</i>	\$50 per student	Due at time of application
School Fees – Covers all technology, science, and PE fees <i>(6<sup>th</sup>-12<sup>th</sup> Grade)</i>	\$50 per student	Included in tuition payments.
Middle School. JV & Varsity Fee <i>(Student Athletes Only)</i>	\$50 per student per sport	Due beginning of sports season
Senior Trip <i>(Seniors Only)</i>	\$250 per Senior	Included in tuition payments.

### TUITION PAYMENT PLAN

Tuition may be paid in full at time of registration or set up for automatic withdrawal from your checking or savings account through FACTS Management. Accounts not kept in good standing will be grounds for dismissal.

- Single Installment Plan: All tuition is due on or before July 15th. By following this plan, a family saves 3% on tuition if paid by July 15th.
- Monthly Installment Plan: Parents who wish to make monthly tuition payments may do so through the FACTS Payment Plan. There is an annual enrollment fee of \$20-\$50 per family for the each year. Families are required to complete the signups for the FACTS account. A link will be emailed to new families to sign up. The first tuition installment is due in August. Parents must select to have automatic electronic withdrawals made on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. All tuition payments must be received by the end of July. Report cards and records will not be sent until all financial obligations are met. Families may elect to make payments using a credit card. A 3% convenience fee will be assessed.
- Individual arrangements will be made for mid-year transfer students.

### TUITION FEES AND DISCOUNTS

<b>Half Day</b> K-3 and K-4	\$3,400
<b>Full Day</b> K3 - 5th Grade	\$3,900
6th Grade – 11th Grade	\$3,950
12th Grade	\$4150

\$250 Discount for Families with multiple students.

Payment Plans are available via FACTS Management. A link will be sent to your email address.

### GENERAL INFORMATION

The administration of NHCS has attempted to provide the schedule and information needed for the entire school year. As situations and unplanned events often occur, we strongly encourage parents to consistently access our website and FACTS/SIS. The school event calendar is kept up to date with unforeseen situations. In addition, important announcements such as school pictures and special school days will be posted.

### SUPPLY LIST AND CALENDAR

At the time of registration, a complete school calendar and supply list will be provided to each school family. Although NHCS follows the alternative calendar year, our school session is not the same as

Hardin County Schools. In an effort to limit inconvenience, the NHCS calendar is set very similar to Hardin County. Please refer to our school calendar or access [www.nhcky.org](http://www.nhcky.org) for verification and a list of supplies required for each grade.

**SCHOOL HOURS**

1. Preschool to 5<sup>th</sup> grade students arriving at school between 6:00 AM and 7:45 AM must report to Before School Care and should enter the building through the gymnasium entrance. Students are not, for any reason, to wander around the school grounds or in the school building before school opens. School doors will open at 8:00 AM. Students are counted as tardy to school if not in their classroom at 8:10 AM.
2. 6<sup>th</sup> through 12<sup>th</sup> grade students arriving at school before 8:00 AM must sit quietly on the bleachers in the gymnasium. A teacher is assigned to the gymnasium from 7:45 AM to 8:00 AM.
3. Students arriving to school at 7:45 AM need to be dropped off at the rear door of the PC building for grades K3-K5 and at the gym door of the main building for students in grades 1-12. Students in grades 1-6 may enter the main doors if arriving at 8:00 AM or later. Any late students, grades 1-12, after 8:10 AM, will need to enter the main doors for a tardy note to enter class.
5. Students not involved in an after school activity must leave campus immediately after school. Any student who has not left school by 3:20 PM will be placed in Extended Care under adult supervision and charged accordingly. No student is to be in the gym or on the playground without adult supervision. Detention will be issued for those who do not adhere to this policy.
6. Parents are to arrange transportation to and from school for their children.
7. Dismissal time begins at 2:45 PM. NHCS buses will leave the parking lot at 2:45 PM before any students can be picked up. NHCS school families are issued a dismissal tag that is to be visible in the dash of your pickup vehicle. As vehicles approach our dismissal team, your child's name will be radioed into the primary center or main building pickup areas where the students are waiting for pickup. Your student and other members of the dismissal team will be waiting at the rear entrance of the primary center or on the sidewalk at the main and gym entrances when you pull up. This system allows students to stay supervised and free from poor weather throughout the entire dismissal process.
8. Outside of church/school sponsored activities, no person is permitted on campus after 6 PM neither on weekdays nor at any time on the weekends.

**EXTENDED CARE: PRESCHOOL - 8<sup>TH</sup> GRADE**

As a service to our school families, NHCS offers extended care for both pre- and after-care hours. Pre-care is available Monday through Friday beginning at 6:00 AM. After-care is available Monday-Friday until 6:00 PM. This service is available for NHCS students ONLY, and is *only available on days that school is in session*.

Cost is \$3.00 per hour/per student. The payment is based on the time at the top of the hour. Rates are not prorated by the minute. NHC provides a 30-minute period of time for pickup at no charge. However, students not picked up by 3:20 will be charged for the first hour. Please see the breakdown of charges below:

	<i>Each student will be charged...</i>	<i>If a student is picked up...</i>
AM Extended Care (6-8 AM)	\$3.00	After 3:20 and Before 4 PM
PM Extended Care (3-6 PM)	\$6.00	After 4 PM
	\$9.00	After 5 PM

This service will only be extended to those who keep their account current. Any student not picked up by 3:10 will automatically be placed in extended care for security purposes. Send drinks and snacks if your child will be staying for over one hour. Snacks may be purchased for \$2.00. Snack charges will be drafted with care charges.

### **INTERIM BREAK CARE – FALL, CHRISTMAS, SPRING AND SUMMER BREAK**

NHCS provides non-academic care for enrolled students during the school breaks in the fall, and spring break. Care is available from 6:00 AM until 6:00 PM. The cost is \$20 per student per day. There is not an hourly rate fee during daycare sessions. Breakfast, lunch and snacks will be provided to students. Parents are welcome to send lunches that can be stored in the refrigerator and later microwaved. In addition, NHCS also offers a summer break program. The cost will be the same as school break sessions \$20 per day/per student. Parents are required to sign up for the service prior to the end of every quarter. Please specify the times that you will be using the service. Invoices will be sent via FACTS/SIS on the first week of every month for the prior month's service. Payment is due by the 15<sup>th</sup> of the following month. Services will not be extended to families who do not keep their accounts current. The preferred method of payment is via automatic deduction. Contracts are available in the school office. Payment not auto drafted must be received in the school office by the 5<sup>th</sup> of the month.

### **ATTENDANCE**

All K-5 to 12<sup>th</sup> grade students are to attend school regularly. Although NHCS does not recommend unnecessary absences, preschool students have the option of attending school. We believe that regular attendance in the classroom is essential to the success of a student's school experience. A student is never able to fully make up or compensate for absence from class. A student must be present for at least four hours to receive credit for the day. Students in K-5 to 12<sup>th</sup> grade are allowed six (6) absences per semester. Absences in excess of 12 per year may result in a Saturday detention or after-school detention at the discretion of the administrator. Students must attend 2-two hour sessions for each day to be made up. The cost is \$20 per session. Failure to attend detention results in automatic one-day suspension. When a prolonged illness is documented by a physician, the administration will work with parents to make the best educational choices for the student. However, the final decision as to whether or not a student will pass or fail will be made by administration.

#### **EXCUSED AND UNEXCUSED ABSENCES:**

Students must bring a note explaining their absences on the first day returning. Students have three days to submit a note explaining their absence for it to be considered excused.

1. Absences are excused for the following reasons:
  - a. illness
  - b. injury
  - c. death in the immediate family (2 day maximum)
  - d. medical or dental appointments that cannot be scheduled after school hours (Students may only be absent for the appointment time; students must return to school after A.M. appointments.)
  - e. family reasons pre-approved by administration (one week prior notice)
  - f. marriage in the immediate family (2 day maximum)
  - g. one morning or one afternoon in order to obtain their driver's license
  - h. limited educational trips of an educationally redeeming nature (must be pre-approved by administration)

- i. special circumstances where a student may have the opportunity to represent his church or youth group will be considered by the administration based on the student's grades, previous absences, and disciplinary record.

***Other items to remember regarding excused absences:***

- A student will only be excused as long as the appointment plus traveling time (reasonable time). If a student is absent longer than reasonable time, the absence will be counted unexcused.
- A student must be free of fever for 24 hours (without fever reducing medication) before returning to school. On the day of return following an absence due to illness, should a student run a temperature of 100 degrees or higher, he or she will be sent home. Students should stay home until they are completely free of symptoms.
- A student who has vomited will not be admitted to school until he or she has been free of all symptoms for 24 hours.
- Personal illness of a student requires the certificate of a doctor if more than five consecutive school days are missed for grades K5 – 12<sup>th</sup>.
- Vacation or family time during school time is strongly discouraged. Please plan personal trips during the quarterly breaks. Written notification must be made at least one week prior to the date of a trip so that teachers can have time to prepare work for the student. Assigned work must be completed immediately upon returning to school. Make up test will be given at the convenience of the teacher and should be completed within four school days of the student's return.

2.. Absences are unexcused for:

- oversleeping
- not returning to school after a doctor's appointment
- hair appointments
- shopping excursions
- automobile repairs
- working on class assignments
- unapproved personal trips
- truancy
- tardiness
- parents notes without any explanation
- failure to bring a note in the three day grace period

3. Consequences for Unexcused Absences: A zero will be given for any daily assignment given in class such as a daily grade, quiz, or test that is not made up in the proper time frame. Students have the opportunity to make up any assignments on the day they return to school but will be graded no higher than (80%) eighty percent.

4. Loss of Credit for the Year Due to Absences: For students in grades 9-12 to receive graduation credit in any class, total semester absences may not exceed six (6) or the year absences may not exceed twelve (12). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances by the administration.

**TARDINESS**

A student is considered tardy if they are not in their seat when the bell rings. Teachers are instructed to close the door at the bell. Students must wait outside the door in the hallway while attendance is taken before being allowed into the classroom. A note for tardy to class or school should be brought the day of the tardy. If a student does not bring a note by the start of school/class the next day, it will be unexcused. Middle and high school students should be aware that tardies affect their possible exam exemption. In addition, a student with 10 tardies will have their NHCS driving privileges revoked. In grades K5-12, 5 tardies equal a Detention.

1. Unexcused Tardies:
  - a. Oversleeping
  - b. Mismanagement of time
  - c. Not reporting to class according to bell schedule
  - d. Not bringing a note the day of a tardy
2. Excused Tardies:
  - a. Student or parent vehicle delay or breakdown en route to school (unless habitual)
  - b. Detainment by the office or another teacher
  - c. Temporary illness
  - d. Doctor or medical appointments with a note

Being on time is a life skill important to each student's future. A child's tardiness is disruptive to the class and is a bad habit if allowed to develop. Promptness to class protects the teacher's right to begin the instruction of time for all students. With the SIS People Management System, the faculty at NHCS is able to maintain period attendance. This information becomes part of a student's permanent transcript. It is vital for students to understand the importance of time management.

### **EARLY CHECKOUT AND LEAVING CAMPUS DURING THE SCHOOL DAY**

Parents are welcome to enjoy lunch with their student on campus; however, we ask that parents do not take students away for lunch. All students must be signed out in the school office by a parent or guardian before leaving campus. Returning students must check in with the school office as well. Seniors must have written permission on file in the office to leave before the end of the regular school day and may not re-enter the building until the school day is over (3:00 PM). All students must be checked out through the school office before leaving campus. Driving students may check themselves out with parental permission. Parents can check their student's attendance record via FACTS/SIS.

### **MAKE UP WORK**

With Parents Web, homework assignments are available daily. If for some reason a student cannot access their account, it is the responsibility of the student and parent to contact the teacher regarding makeup work. *If an absence is excused*, the student is expected to make-up the missed work for full credit. For every day that the student has an excused absence, he or she will have the same amount of days to complete the make-up work. Announced tests and projects for which students had an adequate time to study shall be made up on the day immediately following the absence. Students are not allowed to miss regularly scheduled classes in order to make-up work.

*If an absence is unexcused*, students should meet with their teacher to find out what was missed during their absence, but zeros will be recorded for all missed work, including major tests. Students have the opportunity to make up any missed assignments (daily grade, quiz, or test), but will be scored no higher than 80% (eighty percent). Students must turn in major projects or term papers on the first day of their return from an unexcused absence, with the same grading penalty.

*If a student is absent before or on the day of a test* and the test was announced while he or she was present at school, the student must be prepared to take the test on the date he or she returns to school. It is up to the teacher's discretion to determine if an additional day will be granted in order for the student to prepare.

Families who are experiencing a family emergency will receive the same consideration they would if school were in session. Classwork must be made up if missed, and will be graded based on our excused absence policy.

## LUNCHES

Well-balanced lunches are available Monday through Friday for a cost of \$3.00. Double portion lunches (jumbo size) are available for \$6.00. Lunches include a main dish, drink, and snack. An alternate lunch consisting of Peanut Butter and Jelly uncrustable sandwich, chips, and dessert is available every day for \$3.00. A \$3.00 fresh salad bar is also an option for middle and high school students. Additional candy and sodas may be purchased to benefit the athletic funds. Lunch menus are available in Parents Web. Visitors are welcome to order lunch; however, lunch orders must be placed by 9:00 AM.

Microwave ovens are available to heat lunches for students. A refrigerator is available for students as well. Children who can operate a microwave may bring lunches to be heated in microwave safe containers. Extra plates are not available. Because of time limitations, do not send items that require opening with a can opener or take longer than **one minute** in the microwave.

At times, a teacher or school family may arrange to have lunch or snacks brought in for the students. Parents are welcome to celebrate birthdays and special events during lunch period.

## CELLULAR / TELEPHONE / IPOD / IPAD USE & INCOMING CALLS

Telephone calls are permitted only in cases of emergency, and with the permission of the school office. In the event a student or staff member receives a call, he or she will be called out of class only in the case of an emergency. Normally, phone calls for students and staff will be handled between classes, during lunch time, or after school. Phone numbers for faculty and staff will not be released by the school office. Cellular phones are allowed to be carried by the student only in silent mode. Cell phones may be used between classes to contact parents. Students will not be late to class. Earbuds are not allowed. Tablets, iPods, and iPads are permitted on school property as long as they are turned off during class time. **Due to the possibility of text-message cheating, electronic devices, including cellular phones are NOT permitted to be used in the classrooms without permission from the instructor. Electronic devices that are used improperly in the classroom will be confiscated and returned to the student at the end of the day. Failure to adhere to the policy can result in loss of privilege to carry cell phone on campus.**

Cheating penalties may apply.

## PARENT-TEACHER / ADMINISTRATION MEETINGS

Teachers will use the Communications messaging center in Parents Web to communicate with parents. Any parent interested in scheduling a meeting with a teacher should notify the teacher. Parents are asked to pledge their loyalty to the aims and ideas of North Hardin Christian School. Often, a lack of communication leads to misunderstanding. For that reason, NHCS has implemented the Conflict Resolution Reporting process. Families are required to complete and submit this report prior to scheduling a meeting with Administration. This form is available online under Downloads at [www.nhcky.org](http://www.nhcky.org). Administration will contact a family within 24 hours of receiving this form. All meetings with Administration are scheduled by APPOINTMENT ONLY.

## SNOWDAY VIRTUAL CLASSROOM STANDARDS AND POLICIES

On inclement weather-days, administration will make the call to cancel classes. Families will be notified via phone call, WHAS 11 TV and AM Radio, NHCS Facebook, and/or Website Google Calendar. We will continue our academics on these days through our Snow Day Packets (elementary) and Google Classroom (Middle/High School).

1. Snow Day packets and Google Classroom assignments must be completed for students to be considered present that day. An unexcused absence will be assessed for students with

uncompleted assignments. Late assignments will be graded according to school policy. They can be made up within the set guidelines, but grade penalties will apply.

2. Feel free to use the teacher's nhcky.org email address for questions regarding assignments. Their address is their first initial and last name @nhcky.org. (Sally Smith would be [ssmith@nhcky.org](mailto:ssmith@nhcky.org)).
3. Any student needing their Google or Microsoft accounts reset must sign-up on the sheets in the student computer lab. We have provided students with a ID/Password sticker to be placed in their student agendas. Please make sure your student has completed this sticker for easy access. We will have the student reset within 24 hours of notification.
4. Several teachers may opt to utilize Google Classroom throughout the school year. If homework requires the use of Google Classroom (in cases where other information is attached), teachers will make a note of it on Parents Web homework tab. PLEASE keep in mind, homework assignments on Parents Web are not updated until 4 PM each day. We allow time for our teachers to make adjustments based on the day's learning environment.
5. As a rule, we expect students to spend between 2-3 hours completing a Snow Day Packet and Google Classroom assignments. We do not recommend waiting to complete multiple days in one session as this will overwhelm students and frustrate parents!

### EMERGENCY CLOSINGS

NHCS uses an instant calling system to notify parents of emergencies and/or closings. The numbers that you have chosen in Parents Web will receive a pre-recorded message. In case of circumstances that would necessitate the closing of school, students and parents should listen to radio station 840 WHAS or watch Channel 11 (WHAS). Be sure to join the NHCS Facebook Page for instant updates.

**Please rely on these sources instead of calling the school. *NHCS DOES NOT necessarily follow Hardin County Public Schools snow closing schedule.***

### ATHLETIC PROGRAM

The NHCS Falcons are members of the Kentucky Christian Athletic Association (KCAA) Please visit [www.kcaaonline.com](http://www.kcaaonline.com) for more details. We offer competitive teams in the following sports:

**Ladies:**

Co-Ed Elem, JV & Varsity Cross-Country  
Co-Ed Varsity Soccer  
JV & Varsity Volleyball  
Middle School Volleyball  
JV & Varsity Basketball  
Middle School Basketball  
JV & Varsity Cheerleading  
Middle School Cheerleading  
Varsity Fast pitch Softball  
JV & Varsity Golf  
Bass Fishing

**Men's:**

Co-Ed Elem, JV & Varsity Cross-Country  
Co-Ed Varsity Soccer  
JV & Varsity Basketball  
Middle School Basketball  
Varsity Baseball  
JV & Varsity Golf  
Bass Fishing

A \$50 athletic fee will be charged for each sport. This fee will assist in covering uniforms, equipment, and traveling expenses.

NHCS also offers fall soccer for our elementary grades.

Students ages 4 – 16 are encouraged to participate in Vine Grove Recreational League. Depending on the sport, registration fees range from \$40 to \$50 each season. The following athletic teams are available:

**Elementary:**

Co-ed Fall Soccer for NHC students 4 year old thru 6<sup>th</sup> grade. \$40 per child. Registration is in July & early August. Season is from mid-August to end of September.

**Vine Grove City Leagues:**

Co-ed Fall Soccer – Registration is in July. The season is from September to October.

Co-ed Winter Basketball – Registration is in September. The season is from December to March.

Softball & Baseball & T-Ball – Registration is in Feb/Mar. The season is from April to July.

### GUIDELINES FOR ATHLETES AND FANS

NHCS Fans Traveling on School Bus:

- Student fans in grades 6-8 must have a chaperone to attend away games.
- Student fans attending away games must maintain dress down dress code.

### DRESS CODE

The key word in describing what is acceptable as school clothing is MODESTY, REASONABLENESS and NEATNESS. Dressing appropriately is a part of the disciplined life that God requires of each of us. I Timothy 2:9 speaks directly to the need for modest apparel for females. I Corinthians 11 speaks to the issue of hair. Close study of such passages would indicate that immodest apparel is an indication of a heart condition that is not pleasing to God. I Samuel 16:7 states that "*...for man looketh on the outward appearance, but God looketh on the heart.*" For these reasons, standards of modesty, reasonableness and neatness will be applied to both dress and hair styles for both males and females in the student body.

*It is admitted that many of the standards have nothing to do with issues of right or wrong.* The standards become an attempt to establish some uniformity in dress and hairstyles that are applied to both males and females.

The faculty and administration of North Hardin Christian School have no desire to place undue hardship on parents. Reasonableness will be applied, and students will be dealt with on an individual basis. However, standards of modesty in dress must and will be applied to males and females alike. Therefore, the support of parents is sought in the matter of dress. Both the administrator and the faculty are willing to discuss matters of dress and hair styles with those who inquire.

**At all times, students are expected to use good taste and judgment concerning their choice of dress..**

- Middle and High-School students are required to adhere to a Business Casual dress code. For further clarification, please refer to <http://www.wikihow.com/Dress-Business-Casual>. Further explanation of dress code is detailed in the following pages.
- Clothing that is unclean, too tight, or is sufficiently loose as to present a sloppy appearance is not to be worn.
- Football jerseys, army fatigues or mesh shirts may not be worn.

- Pants must be worn with a belt when the clothing is so designed (does not apply to elementary), i.e., when the belt loops go completely around the waist.
- Denim material is permissible for elementary boys' pants and all girls' skirts and jackets.
- Clothing that has unacceptable slogans, advertising, pictures or brand names should not be worn.
- Final decisions about the appropriateness or modesty of clothing will be made by the administration.
- A record will be kept and parents will be notified when, in the judgment of the North Hardin Christian School Administration, clothing is in violation.
- Students should not wear faded or tattered clothing.
- Students participating in Physical Education classes will be required to wear the school-issued uniform. Additional sets can be purchased from the school office.

<b>ELEMENTARY DRESS CODE</b> <b>Kindergarten – 5<sup>th</sup> Grade GIRLS</b>	
Blouses	No bare shoulders, mid-sections, or back areas should be revealed. Spaghetti strap fashions are not allowed without a jacket.
Shirts	Casual shirts with any pattern or color are permitted. Graphic t-shirts and screen-printed shirts are <i>permitted</i> attire, in good taste; NHC logo t-shirts may be worn any day. Spaghetti strap fashions are not allowed without a jacket.
Sweatshirts	Hoodies/sweatshirts are permitted.
Dresses / Skirts	No shorter than two- inches above the knee in length and suited to the physical development of the student. Skirt must fit loosely enough to prevent undergarment lines from showing. Clingy, form-fitting styles are prohibited. Spaghetti strap fashions are not allowed without a jacket.
Slacks *	Solid colored pants are permitted. Must be <b>loose fitting</b> and ankle length. No jean styles are permitted. No skinny pants nor low-rider fashions are permitted. Leggings must be covered with a knee-length tunic , dress, or skirt. No capris or short-pant styles.
Shorts or skorts *	Knee-length shorts or skorts are permitted. Must be full and loose fitting. Straight tight fitting shorts are prohibited.
Leggings	Permitted with a <b>knee-length</b> dress, skirt, or tunic. Leggings may not be worn as pants.
Jewelry	Modest, traditional jewelry is permitted, but not recommended for younger students.
Jackets	Light sweaters or jackets may be worn in class. Coats and heavy jackets not permitted in class.
Makeup	Excessive makeup is to be avoided. Gothic looks of any kind are prohibited.
Hairstyles	Hair must be neat and well-groomed. Fad haircuts and unnatural artificial color are not permitted.
Body markings or piercings	Not permitted. Only two earrings permitted in each ear. No other piercings permitted.
Shoes	Casual shoes, sandals, or clean tennis shoes are permitted.

<b>ELEMENTARY DRESS CODE</b> <b>Kindergarten – 5<sup>th</sup> Grade BOYS</b>	
Shirts	Casual shirts with v-necks, crewnecks, and collars are permitted. Graphic t-shirts are <i>permitted</i> attire. NHC logo t-shirts may be worn any day.
Sweatshirts	Hoodies/sweatshirts are permitted.
Pants	Neat jeans or casual pants are permitted. Pants must be worn at the waist line. No sagging pants are permitted. No holes, tears, or scuff marks. No skinny pants nor low-rider fashions are permitted.
Shorts*	Knee-length shorts are permitted. Must be full and loose fitting.
Jewelry	No jewelry, except for a ring or watch and one bracelet. No earrings are permitted.
Jackets	Light sweaters or jackets may be worn in class. Coats and heavy jackets not permitted in class.
Makeup	Makeup and fingernail polish is prohibited. Gothic looks are prohibited.
Hairstyles	Hair should be off the eyebrows, ears, and collar with a reasonable degree of taper and thinning completely around. Fad haircuts and unnatural artificial color are not permitted. Hair may not be excessively full or long. Hair should not be long enough to be pulled into a ponytail or bun. Neither are permitted.
Body markings or piercings	Not permitted.
Shoes	Casual shoes or clean tennis shoes are permitted.

<b>ELEMENTARY DRESS CODE</b> <b>Dress Down Code for Field Trips and Fun Days</b>	
Shirts	Graphic t-shirts are <i>permitted</i> as long as they are in good taste. Vulgarity is never tolerated.
Sweatshirts	Hoodies/sweatshirts will be permitted.
Shorts/Pants	Girls may wear loose-fitting athletic pants, joggers or knee-length shorts.. Boys may wear loose-fitting athletic pants or jeans or knee-length shorts.
Shoes	Tennis shoes are permitted.

<b>MIDDLE/HIGH SCHOOL DRESS CODE</b> <i>Business Casual</i> <b>6<sup>TH</sup>-12<sup>TH</sup> Grade GIRLS</b>	
Blouses	No bare shoulders, mid-sections, or back areas should be revealed. Layered looks may not include a tight, revealing undershirt. All shirts must be able to fully cover the mid-section during normal movements when sitting and standing. Spaghetti strap fashions are not allowed without a jacket.
Shirts	Casual shirts with any pattern or color are permitted. Graphic t-shirts and screen-printed shirts are <i>permitted</i> in good taste. NHC logo t-shirts may be worn any day. Spaghetti strap fashions are not allowed without a jacket.
Skirts/Dresses	No shorter than two inches above the knee in length when walking or sitting and suited to the physical development of the student. Skirt must fit loosely enough to prevent undergarment lines from showing. Clingy, form-fitting styles are prohibited. Splits must not come more than two inches above the knee. Spaghetti strap fashions are not allowed without a jacket.
Slacks	Khakis and dress slacks are permitted. Must be straight leg, ankle length and loose fitting. No jean styles are permitted. Underwear lines cannot be visible. No skinny pants nor low-rider fashions are permitted. No capris or short-pant styles.
Shorts	Shorts are not permitted as part of business casual attire.
Leggings	Permitted with a <b>knee-length</b> dress or skirt.
Jewelry	Modest, traditional jewelry is permitted, but not recommended for younger students.
Jackets	Light sweaters or jackets may be worn in class. Coats and heavy jackets not permitted in class.
Makeup	Excessive makeup is to be avoided.
Hairstyles	Hair must be neat and well-groomed. Fad haircuts and unnatural artificial color are not permitted.
Body markings or piercings	Not permitted. Only two earrings permitted in each ear. No other piercings permitted.
Shoes	Casual shoes and sandals are permitted
FORMAL ATTIRE	When school events request formal attire, all school modesty policies must remain in effect. No bare shoulders, mid-sections, or back areas should be revealed. Strapless & spaghetti strap fashions are not allowed without a jacket. Visible cleavage is not permitted. At a minimum, must be knee-length.

<b>MIDDLE/HIGH SCHOOL DRESS CODE</b> <i>Business Casual</i> <b>6<sup>th</sup>-12<sup>th</sup> Grade BOYS</b>	
Shirts	Casual shirts with collars are permitted. Graphic shirts are <i>permitted</i> attire. NHC logo t-shirts may be worn any day. Collarless sweaters are permitted. Henley's are permitted. Thermal underwear shirts are not permitted.
Pants	<b>Solid-colored</b> casual pants are permitted. Pants must be worn at the waist line. No sagging pants are permitted. No holes, tears, or scuff marks.
Shorts	Shorts are not permitted as part of business casual attire.
Jewelry	No jewelry, except for a ring or watch and one bracelet. No earrings are permitted.
Jackets	Light sweaters or jackets may be worn in class. Coats and heavy jackets not permitted in class.
Makeup	Makeup and fingernail polish is prohibited.
Hairstyles	Hair should be off the eyebrows, ears, and collar with a reasonable degree of taper and thinning completely around. Fad haircuts and unnatural artificial color are not permitted. Hair may not be excessively full or long. Hair should not be long enough to be pulled into a ponytail or bun. Neither are permitted.
Body piercings	Piercings or markings are not permitted.
Shoes	Casual shoes or clean tennis shoes are permitted. Sandals and work boots are not permitted.

<b>MIDDLE/HIGH SCHOOL DRESS CODE</b> <i>Dress Down Code</i>	
Shirts	Graphic t-shirts are <i>permitted</i> as long as they are in good taste. Vulgarity is never tolerated.
Sweatshirts	Hoodies/sweatshirts will be permitted
Shorts/Pants	Girls may wear loose-fitting athletic pants, joggers or knee-length shorts. Boys may wear loose-fitting athletic pants or jeans or knee-length shorts.
Shoes	Tennis shoes are permitted.

**Administration reserves the right to define and update dress code at their discretion**

## NHCS ACADEMIC POLICIES

### TEACHER STANDARDS AND QUALIFICATIONS

The faculty of NHCS are Christians, dedicated to serving the Lord through teaching, and are active members of Fellowship Baptist Church or another local church. Each staff and faculty member has been interviewed and selected by the administration because of their abilities and qualifications. All NHCS teachers shall be certified by the Tennessee Association of Christian Schools (TACS), or shall agree to be certified within one year of being hired, providing they are otherwise qualified.

### CURRICULUM AND TEXTBOOKS

NHCS does not adhere to pre-planned curriculum, but rather holds to set goals and objectives that lay out a student's total educational goals written to ensure that students will receive the highest level of daily instruction in mathematics, history, science, English, Bible, physical education, computer skills, foreign language, art appreciation and other electives. In the NHCS scope and sequence, administration has determined a level of academics required for each grade level. Textbooks and materials are supportive of the goals and objectives required of each grade level. Bob Jones University Press and Houghton Mifflin Harcourt supplies materials for the secondary and elementary mathematics and science departments. Positive Action supplies most Bible materials. Expert English may be incorporated as resource material. A list of all materials used are posted online.

Although there is no initial cost for textbooks, students are responsible for their books and should damage or loss occur, they are required to pay the replacement cost.

### CLASSROOM CURRICULUM

In addition to standard academic classes, NHCS elementary students from Kindergarten to 5<sup>th</sup> grade are given classes in Spanish, music, art, physical education, and health. A full description of individual class GOALS AND OBJECTIVES are available at [www.nhcky.org](http://www.nhcky.org).

### NHCS SCHOOL PLANNERS

NHCS requires all students utilize the school planners or student agendas provided by NHCS. Faculty will instruct students in how to properly use the planner. Students will be required to write down all homework assignments in a specified manner. Elementary planners have a section reserved for teacher-parent communication.

### EXTRA-CURRICULAR CLASSES

Students are instructed in a traditional setting with enhancements. NHCS offers internet connection in every classroom with the option of a smart board. In addition, students may receive instruction in physical education, computer, music, art, and foreign language as part of the standard curriculum.

## COMPUTER LAB & TECHNOLOGY

NHCS provides students with a state of the art computer lab in a windows environment. Students in advanced classes are taught proficiency in the study of digital cameras, scanners, smart boards, media development (CD's and DVD's), and web development. Each classroom is equipped with high-speed internet access, surround-sound systems, computer, and projection. Teachers are instructed in utilizing technology in their presentation of educational material. Middle and high-school classrooms are equipped with smart boards, wireless slates, and digital cameras to further enhance the educational environment. Students begin receiving computer training via Chromebooks in first grade utilizing Spelling City and Reflex Math to enhance their education. All elementary classes continue this training through middle school.

## TUTORING

Tutorial sessions for NHCS students are opportunities for students to receive extra help or to make up work they have missed from being absent. Several high school teachers offer after-school help classes at no cost to the student. Students are responsible to inquire and attend such classes at their discretion. If tutoring is needed in the elementary level, parents should make arrangements with the teacher. Youth United is also available to assist students with their academic struggles. Most tutorial sessions occur immediately following the end of school and last no longer than one hour. Parents are expected to reimburse the teacher for their time. Any student not picked up after a tutoring session will be placed in extended care and charged accordingly.

## HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance in his or her studies. Therefore, each student is expected to complete the homework assignments. Homework is given for several purposes:

1. For drill: Most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration and review of new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. However, following instruction, homework is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

Homework Expectations: The following amount of homework time can be expected per night:

- Grades K5-2: average of 10-30 minutes (Parents must sign any reading homework).
- Grades 3-4: average of 40-50 minutes
- Grades 5-6: average of 50-60 minutes
- Grades 7-12 average of 60 minutes

Please contact your student's teacher if homework levels do not meet expectations.

- a) Homework will not be given over holidays and vacation times except for literature reading and long term/major projects (i.e. science fair, research papers)
- b) Homework is to be turned in at the beginning of each class period for which it was assigned.
- c) Grades 1-5: Homework not turned in on time will be lowered one letter grade for each day it is late.
- d) Grades 6-12: Homework not turned in on time will be graded no higher than 80 if one day late, and no higher than 70 if turned in two days late. After the third day, homework will be graded as a zero.

## GRADE REPORTING

Parents are strongly encouraged to use Parents Web. Up to date daily grades, quizzes, and test are all posted for parents to access at any time at 5 PM daily. Quarterly report cards are issued via email. Scheduled Open House can be found on the school calendar. Parents are encouraged to drop in from Noon-5:00 PM. Report cards will be withheld if any part of a family's financial account is not current.

## GRADING SCALE

NHCS has adopted the following grading scale:

No. Grade	Grade	GPA
97.50-100.00	A+	4
94.50-97.49	A	4
91.50-94.49	A-	4
88.50-91.49	B+	3
85.50-88.49	B	3
82.50-85.49	B-	3
79.50-82.49	C+	2
76.50-79.49	C	2
73.50-76.49	C-	2
71.50-73.49	D+	1
69.50-71.49	D	1
67.50-69.49	D-	1
0-67	F	0

A-Excellent  
B-Above Average  
C-Average

D-Below Average  
F-Failing

## GRADING STANDARDS

1. Credit will be awarded on a semester basis. The semester average is derived from the two quarter grades.
2. Quarter grades are derived from the following averages (with the exception of elementary electives):
  - 33% daily grade average
  - 33% quiz average
  - 34% test average
3. Grades are not always given for homework; however, teachers may ask students to exchange papers and be checked by a fellow student, and the work may be graded as a daily grade or quiz.
4. Cheating on daily, quiz, or test will result in a zero grade for that assignment. Plagiarism will receive an automatic zero grade for the assignment.

## FINAL EXAM POLICY

At the end of the second semester, students may be rewarded for excellent performance by possible exemption from taking the final exam in any course where they have earned an "A" in every quarter.

## PROMOTION - RETENTION

The decision to promote or retain a student at the end of the school year will be determined by the administration with input from the teacher in consultation with the parents. The factors that will be considered include:

### KINDERGARTEN:

- The Kindergarten standard for promotion is based on individual evaluation and assessment.
- Promotion to 1<sup>st</sup> Grade is based on the teacher's evaluation of student readiness and the student's mastery of core foundational objectives.
- Social and emotional development
- Excessive absences (12 per year) or (6 per semester)

### ELEMENTARY:

- Student has one "F" in a major subject
- Student has one "F" in a major subject or three "D's" in minor subjects
- Student has failed to finish the year with a 2.0 cumulative GPA
- Social and emotional development
- Excessive absences (12 per year or 6 per semester)

### MIDDLE SCHOOL:

- Student has one "F" in a major subject
- Student has one "F" in a major subject or three "D's" in minor subjects
- Student has failed to finish the year with a 2.0 cumulative GPA
- Excessive absences (12 per year) or (6 per semester)

### HIGH SCHOOL:

- Student has an "F" in Bible
- Student has one "F" in a major subject and did not follow through with make-up credit during the summer
- Excessive absences (12 per year) or (6 per semester)

Parents will be notified at the interim of the third quarter of possible retention of their child.

## EARLY GRADUATION

Believing that the senior year is of the utmost importance in the final preparation for college, NHCS does not permit early graduation. With NHCS's graduation requirements, the social dimension of students, and the maturation process of life in general, NHCS desires to encourage young people to experience their senior year in high school.

## SENIOR TRIP

There is a one-time fee of \$250.00 per senior to be paid with tuition<sup>t</sup>. Attendance is expected. In mid-April or early May, NHCS schedules a week at the Wilds in Brevard, North Carolina. Faculty or administration accompanies the seniors for a week of physical and spiritual refreshment with other seniors across the country. All seniors are expected to participate in the fundraising. The spring annual "Senior Sale" raises additional trip and spending money for each senior.

## CLASS STANDING FOR HIGH SCHOOL

1. **Sophomore:** In order to be classified as a Sophomore, a student must have 5 non-Bible credits by the end of their Freshman year.
2. **Junior:** In order to be classified as a Junior, a student must have 11 non-Bible credits by the end of their Sophomore year.
3. **Senior:** In order to be classified as a Senior, a student must have 18 credits at the end of their Junior year.

## END OF YEAR AWARDS

1. **HONOR ROLL:** NHCS awards honor roll awards to elementary students in grades 1-12.
2. **PERFECT ATTENDANCE:** Awards are issued to students who have no unexcused absences for the entire school year.
3. **DEPARTMENTAL AWARD:** Awards are presented at each grade level during the Awards Assembly to an outstanding student in each subject. Selection is based on the student's grade and love for the subject.
4. **PRESIDENTIAL AWARD FOR ACADEMIC EXCELLENCE (GOLD):** Awarded to students in grades K5 through 12<sup>th</sup> grade for educational excellence.
5. **PRESIDENTIAL AWARD FOR ACADEMIC ACHIEVEMENT (SILVER):** Awarded to students in grades K5 through 12<sup>th</sup> grade for outstanding student effort.
6. **BENAIAH AWARD:** The senior who has exhibited the most loyalty, courage, encouragement, and honor to fellow classmates and faculty is presented with this award at graduation. This prestigious award is passed down from past graduates who stand without apology for the Christian values.
7. **PRINCIPAL AWARD:** Awarded to a Senior who demonstrates a cooperative spirit, maintains a desire to honor the Lord, distinguishes an attribute which exemplifies a Christian, follows the school's guidelines in attitude and spirit, and leads in a right direction.

## DUAL CREDIT

**Dual Credit** - a student is enrolled in a course which allows him/her to earn high school credit and college credit simultaneously. This course may be taught on a college campus or on a high school campus, but it will be in conjunction with a college or university. Dual credit courses must comply with KRS [158.007\(8\)](#) which defined dual credit as "a college-level course of study developed in accordance with [KRS 164.098](#) in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study."

Our junior and senior students that take advantage of the Dual Credit courses are enrolled at ECTC, Elizabethtown Community and Technical College.

Academic eligibility is required. ACT scores will be reviewed, or the student may take a placement test for qualification.

Due to the course load, any credit for dual credit courses, are given a point higher GPA. For example, our high school GPA for an A is 4.0. A student that receives an A via dual credit courses will receive a 5.0.

### Guidelines for students taking college classes:

**As NHC implements a new opportunity to provide dual enrollment to our students, guidelines are needed to maintain the integrity of the program and provide the proper oversight required. Consequently, these guidelines are formulated as we anticipate the prospective growth of the program.**

1. Students must abide by all school rules.

- a. They may not have cell phones in their possession. If they need to email a teacher or use electronic mediums for any other use, they may use a Chromebook.
  - b. They may not use headphones unless it is required to watch a media presentation for the class, Prior to use, they must inform a teacher.
  - c. They may not be on You Tube or any other site not related to their school work.
  - d. They may not wander through the building or leave campus without written permission from the office or a teacher. They may not go off campus to get lunch for themselves or other students. Students may not join other classes during that class period.
2. Students must plan their time to ensure they are on time for the next class. Failure to do so will result in an unexcused tardy.
3. Students will be assigned a supervising teacher for the class period corresponding to their dual credit class. Students may take a Chromebook to the assigned class.
4. Students must maintain the academic integrity required by the educational institution. A copy of those guidelines must be provided to the supervising teacher prior to beginning the class.

## NHCS MINIMUM GRADUATION REQUIREMENTS

NHCS minimum graduation requirements exceed the Kentucky (704 KAR 3:305) state requirements.

1. All students must meet the minimum diploma requirements that are appropriate for their graduation year.
2. Students are required to have a Bible, English, and Math course for every semester they are enrolled.
3. Students may not have more than one study hall period per semester.
4. All students are strongly encouraged to graduate with a college prep diploma.
5. Administration reserves the right to set schedules according to their discretion.

SUBJECT	STANDARD DIPLOMA	COLLEGE PREP DIPLOMA
Bible 9-12	4 credits	4 credits
ENGLISH	4 credits, English I, II, III, IV	4 credits, English 9 <sup>th</sup> -12 <sup>th</sup>
MATH	4 credits: Algebra I, Geometry, Algebra II and Business Math	4 credits: Algebra I & II, Geometry, and Pre-Calculus or Calculus or Personal Finance
SCIENCE	3 credits: Physical Science, Biology, and one (1) elective sci.	4 credits: Physical Science, Biology, and Chemistry/Physics. Advanced Chemistry
SOCIAL STUDIES	3 credits: World Geography (1/2), World History (1), U.S.History (1), American Government (1/2)	3 credits: World Geography (1/2), World History (1), U.S.History (1), American Government (1/2)
FOREIGN LANGUAGE	-	2 credits: Spanish I & II
HEALTH/ P.E.	1 credit	1 credit
ARTS	1 credit: History & Appreciation of Visual, Performing Arts	1 credit: History & Appreciation of Visual, Performing Arts
COMPUTER SCIENCE	1 credit: Advanced Computer Applications	1 credit: Advanced Computer Applications
ELECTIVES	1 credits	2 credits: (1 rigorous)*
TOTAL	22 credits	24-26 credits

COURSE OFFERINGS		
SUBJECT AREA	CREDIT	COURSES
MATH	1	Algebra I (8-12 grade)
	1	Algebra II (9-12 grade)
	1	Geometry (10-12 grade)
	1	Business Math (10-12 grades)
	1	Pre-Calculus (11-12 grades)
	1	Calculus (11-12 grades)
	1	Personal Finance (11-12 grades)
ENGLISH	1 each year	English I, II, III, IV
ARTS	1	History and Appreciation of Visual, Performing Arts
SOCIAL STUDIES	1	Civics (9-12 grades)
	1	World History (10-12 grades)
	1	U.S. History (11-12 grades)
	½	Economics & Current Events (11-12 grades)
	1	Physics (11-12 grades)
SCIENCE	1	Physical Science (9-12 grades)
	1	Biology and Lab (9-12 grades)
	1	Chemistry and Lab (11-12 grades)
	2	Advanced Chemistry and Lab (11-12 grades)
TECHNOLOGY	1	Advanced Computer Applications (11-12 grades)
HEALTH / PE	1	½ Health, ½ Physical Education
FOREIGN LANGUAGE	1	Spanish I
	1	Spanish II

## **NORTH HARDIN CHRISTIAN SCHOOL OFFICE INFORMATION**

### **OFFICE HOURS**

The NHCS school office is open from 8:00 AM until 3:30 PM on regular school days. School break & summer office hours are posted on our calendar at [www.nhcky.org](http://www.nhcky.org). Please contact the office by calling (270) 351-7700 or email [info@nhcky.org](mailto:info@nhcky.org). All faculty and staff members have an email address accessible through the NHCS website. Parents are welcome to contact NHCS via email during school session; however, faculty and staff are not likely to check emails during school breaks.

### **FACTS MANAGEMENT: FACTS/SIS**

The school office and classrooms of NHCS are linked together through an Web Based System – FACTS/SIS. If any student or family information changes throughout the year, please notify the office immediately or go online and update your data via FACTS/SIS. Please provide NHCS with all the information requested on the student application and addendums.

### **FACTS/SIS - COMMUNICATION WITH PARENTS**

The mark of an effective Christian school is how well it communicates with parents. All NHCS faculty have an email address. Parents are welcome to correspond with teachers in this manner. However, FACTS/SIS completes the connection. Parents are able to access vital information about their student. FACTS/SIS connects you 24/7 with a broad variety of personal services and is password protected. The FACTS/SIS app allows parents to access their student's information via your cellphone. The following information is available through FACTS/SIS:

1. Gradebook – Grades are posted by subject and by category (daily grade, quiz, test). The grades are posted by date and task description. The current grade average is automatically calculated and displayed for each subject.
2. Discipline – Parents have access to all disciplinary action taken by faculty and staff.
3. Homework – Each week's homework assignment is listed by day (M-F) and by subject. Teachers partner with parents by showing all assignments in a timely manner. Data is updated at 5 PM daily.
4. Family Account Statement – A summary of charges are shown by student name, date charged, amount, payments made and date of transaction. Payment method is also shown.
5. Calendar of Events – An entire month of school activities is displayed on this screen. The month prior to the current month and the month after may also be viewed.
6. Extra-Curricular – Athletic events, fine arts programs, and related calendar events.
7. Lunch Menus – The entire lunch menu is posted for every school day of the week. Parents are welcome to order school lunches online.

### **ADMINISTERING MEDICATION**

In order to abide by the guidelines and requirements of the Kentucky State Board of Health and accreditation stipulations, we must follow the procedures below concerning medications at school:

1. NO medication will be administered to a student unless it is sent with the child's name and directions for use (frequency and dosage).
2. No student is permitted to be in possession of any medication at any time while on campus or at school-sponsored events. All medications (prescription and over-the-counter) must be kept

in the school office. Students may give their medication to a coach/sponsor if it is necessary to travel with the medication. Parents are required to give permission to coaches to administer medication.

3. Over-the-counter medications must have parent's permission as listed on the student application. A log of medicine administered is kept in the school office.
4. NHCS reserves the right to inspect and verify any student medication. The school may also decline a parent's request to administer medications.

### **PERSONAL ITEMS**

All personal items such as coats, lunch boxes, books, and other materials should have the student's name on them. Items turned in to "lost and found" that are not claimed by the end of each quarter will be disposed or donated. All lost and found items will be displayed on the bleachers of the gymnasium during the last week of each quarter.

### **STUDENTS DRIVING TO SCHOOL**

High school students with proper license may drive to and from school with the following stipulations:

1. The student driver and vehicle is subject to all laws of the State of Kentucky.
2. Vehicles must be registered with the school office.
3. Drivers must provide a copy of their driver's license and proof of liability insurance coverage.
4. Students must park in designated areas upon arrival, and leave school grounds immediately upon dismissal.
5. Students may not transport other students without written approval from both parents.
6. Should a student be involved in an accident on campus, this occurrence must be reported to the school office immediately.
7. The maximum speed in the parking lot is 5 miles per hour.
8. Students may not visit their personal vehicle during school hours without permission.
9. Students should not allow others to ride on the outside of the vehicle. All students should be properly seat belted inside the car.
10. Students should refrain from playing loud music of any kind. Offensive music on school grounds is not permitted.
11. NHCS is not responsible for lost, stolen, or damaged property in regards to student drivers and their vehicles.
12. NHCS reserves the right to inspect or search any vehicle parked on school property. The interiors of student's vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
13. Failure to operate a vehicle in the appropriate manner will result in disciplinary measures and/or suspension of driving privileges.

## LOCKER GUIDELINES

Students are required to use their lockers to store books and other school-related materials. Book bags cannot be carried from class to class for security reasons. Lockers must be kept neat inside. No lewd advertisement or photos are allowed. Students may not have pictures of stars or celebrities. Magnets may be used, but stickers and tape are prohibited. Photos of friends and family are allowed as long as they are in good taste. Lockers are assigned to individuals by the school office at the beginning of the year. The school office must maintain a copy of all combinations if used. Administration reserves the right to search student lockers at any time without notice, without student consent, without parental consent, and without a search warrant.

## STUDENT SEARCHES

School officials have the right to search students, their personal items (i.e. purse, book bag, etc.), lockers, desks, automobiles, or their property if a reasonable suspicion\* exists that the search may reveal evidence the student has violated a school rule, policy, or the law. The purpose of the search is to protect the safety and property of others. Registration of a child at NHCS constitutes parent's and student's consent to such searches. If the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend NHCS will be revoked. In no instance, shall the school official strip search any student. The use of trained police dogs to locate controlled substances on property owned or controlled by NHCS may be utilized. If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities or those in ultimate disposition.

*\* The school official must be able to articulate the reason for the search.*

## BELL SCHEDULE FOR GRADES 7-12

8:00- 8:10 AM	Students may enter the building
8:10- 8:20 AM	Homeroom
8:20 - 8:30 AM	Devotions
8:35 9:25 AM	1 <sup>st</sup> Period
9:30 10:20 AM	2 <sup>nd</sup> Period
10:25 - 11:15 AM	3 <sup>rd</sup> Period
11:20 - 11:50 AM	Lunch
11:55 - 12:45 PM	4 <sup>th</sup> Period
12:50 - 1:40 PM	5 <sup>th</sup> Period
1:45 - 1:35 PM	6 <sup>th</sup> Period
2:35 - 2:45 PM	Bus Dismissal
2:45 - 3:00 PM	Elementary and Primary Center Dismissal
3:00 - 3:10 PM	Middle School and High School Dismissal

## FIRST AID PROCEDURES

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. Parents will then be notified. If parents can be consulted immediately, efforts will be made to contact those on the emergency list. This information will be on file for each student in case the parents cannot be reached. Please keep the school updated with contact information.
3. The child will be transported to the nearest hospital emergency room by ambulance if the parents cannot get to the child in a timely manner. A school faculty member will stay with the child until the parent assumes responsibility.
4. Internal medication will be given only by or on the order of a physician.

## **STUDENT SAFETY / LIABILITY**

Once a student arrives at school campus, he or she will not be permitted to leave until the close of the day. Exceptions of this rule must comply with our attendance policy. No student is to be taken from school before the close of the day without checking them out at the school office. Students remaining at school for an after-school activity must be supervised. These rules are for the safety and protection of your child. Disciplinary action will be taken if the rules are violated. By enrolling your child at NHCS, you also give permission for your child to take part in all school activities. NHCS provides a student accident policy to all registered students. This policy is a secondary policy that is used to supplement the family's primary insurance plan. In the event a student is injured while on campus or during a school-sponsored event off-campus, the family must complete a claim form in a timely manner at the school office and must provide a copy of the primary insurance card (if any). The student claim cannot be processed nor will bills be paid without the claim form and insurance card.

## **PARENT CHAPERONES / VOLUNTEERS**

At times, parents may serve as chaperones, class volunteers, coaches, or club sponsors as long as they have passed a background check performed by NHCS. Any driver must provide a copy of their driver's license and liability insurance policy. We ask that all parents follow the same standard of modesty in dress and conduct as the students. Parents are asked not to smoke or use any form of tobacco while on field trips, while attending NHCS functions, or while on school property.

## **FIELD TRIPS**

Several field trips are taken at various times during the school year to places of educational interest. On field trips, the students are required to maintain the same level of self-discipline away from school as they are at school. The school dress code applies on all trips unless specified by the administration. We prefer not to grant field trip permission over the phone as this is not a safe practice. The official permission slip will be issued by the teacher and must be signed by a parent before a student is permitted to attend the field trip. Field trip permission slips are available on the school's website. Families must give specific written permission allowing their student to ride with another parent.

## **TRANSPORTATION OF STUDENTS**

The problem of transporting students on field trips, to and from sporting events, and other similar occasions are a concern to the school for the safety of our students. The use of private automobiles by faculty, parents, or students shall be governed by the following guidelines:

1. All students are required to wear seat belts.
2. Parents, faculty, and staff providing transportation for a school related event shall submit to the school office:
  - a. A copy of their Kentucky driver's license
  - b. A photocopy of current liability insurance coverage on the vehicle being used, and
  - c. Background check provided by NHCS

## **SCHOOL FUNDRAISERS**

All proposed fund raising activities must be submitted to the administration for approval, prior to implementation..

NHCS implements one major fundraiser every fall. Families are strongly encouraged to support this event. Over the last several years, NHCS has been able to purchase the gymnasium bleachers, playground, computer technology, science labs, textbooks and other school improvements through funds raised by this event.

## WITHDRAWAL PROCEDURES

All withdrawals must be completed in the school office. Since NHCS hires teachers, purchases textbooks, and makes other financial commitments on a yearly basis largely determined by the strength of re-enrollment and new admissions, parents should understand that the student(s) are enrolled for the entire school year. A monthly pro-rated refund will be issued if the student withdraws due to NHCS administration's recommendations or if the family is required to move to another location. However, families that withdraw with for any other reason, after May 1, will be subject to a \$200 per student early withdrawal fee. *If a family has requested the extended (11-12 month) payment plans, it will be necessary to refigure the tuition due the school based on the actual school year (10 months).* The school office must verify that all textbooks, library books, athletic, and all other school equipment have been returned before the withdrawal process will be complete. In addition to tuition fees, all lunch fees, extended care fees and other school fees incurred must be paid in full before student transcripts or records will be released. Receiving school must request student records/transcript, except for overseas PCS, records will be released to the requesting school.

## STATEMENT ON HOMOSEXUALITY

NHCS holds to the Biblical view on relationships and marriage. A full copy of our statement on homosexuality is available for review in the school office.

## REPORTING SUSPICION OF CHILD ABUSE / NEGLECT

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to the authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest 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.

## STATEMENT OF POLICY

***North Hardin Christian School retains the right to make amendments or changes to these policies at any time without prior notice. Administration reserves the right to make decisions regardless of the stated rules and regulations stated in this student/parent handbook.***