



NORTH HARDIN
CHRISTIAN SCHOOL

North Hardin Christian School

MAIN CAMPUS

Student/Parent Handbook

2025-2026

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INTRODUCTION/GENERAL POLICIES

WELCOME TO NORTH HARDIN CHRISTIAN SCHOOL

We are pleased to welcome each student and parent to the upcoming academic school year. We trust this handbook will serve as a helpful guide in introducing you to our school community. As we begin this journey together, we pray that our time spent with students and families will be filled with mutual understanding, respect, and growth.

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.

A MESSAGE FROM THE HEAD OF SCHOOL

Dear North Hardin Christian School Community,

The moment inevitably comes when we must plant the seeds of leadership in the next generation, nurturing them to grow and flourish. How do we pass on the greatest treasure entrusted to us? Our faith, our wisdom, and the transformative experiences of walking with Christ. These treasures must be shared intentionally and faithfully. At North Hardin Christian School, we are dedicated to shaping not only what children learn, but also who they are becoming. We are equally committed to academic excellence and the formation of the heart and soul.

Through the rich tradition of classical Christian education, we inspire our students to seek what is good, true, and beautiful, equipping them to think critically, act virtuously, and lead courageously. Our mission is not simply to educate minds, but to nurture souls, preparing students to stand firmly in their faith and to be salt and light in a culture that desperately needs men and women who reflect Christ in all they do.

We are committed to teach the hearts and minds of young people in an effort to prepare them for both time and eternity. We take seriously the call to “go and make disciples,” striving to cultivate a love for God in every student, while forming in them the character necessary to live faithfully in a world that often stands in opposition to truth.

We work hard with purpose and prayer, knowing that the footprints we leave must be grounded not in fables or the shifting sands of human opinion, but in the eternal truths of God’s Word. As we press forward in this calling, may we remain faithful to building up young men and women who will stand for God’s Kingdom and the Christian-American way of life, shining as beacons of light and hope in their generation.

Welcome to North Hardin Christian School.

Mr. Josh Elmore, Head of School

MISSION STATEMENT

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.

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

PARTNERSHIP WITH PARENTS

While we believe NHC 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 partner with families in this endeavor. However, our goals cannot be achieved without the direct involvement of parents. If, in the sole discretion of the administration, a parent has failed to support the Administration or ministry staff or the standards and code of conduct of the school, the Administration reserves the right to deny the student continued enrollment in the school.

FACULTY, STAFF, AND BOARD OF DIRECTORS

Each member of the faculty, staff, and school board of North Hardin Christian School is committed to the fundamentals of the Christian faith and the education of all enrolled at NHC. All faculty and office staff of NHC are active ministers to the students. It is the declared purpose of NHC to educate students, adhere to academic discipline, and cultivate moral virtue.

NOTICE OF NONDISCRIMINATORY POLICY

North Hardin Christian School prohibits discrimination on the basis of race, color, nationality, disability, age or ethnic origin in the administration of its educational, admission, tuition assistance, financial aid, employment policies or any other programs administered by the school. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities. Additionally, the school does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice.

The school reserves the right to use religion as a hiring and admissions criterion for all positions, due to the mission and nature of the school as a Christian faith-based institution, as permitted by law.

PARENT CHAPERONES/VOLUNTEERS

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

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 is a concern to the school for the safety of our students. The use of private vehicles by faculty, parents, or students shall be governed by the following guidelines:

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

SCHOOL FUNDRAISERS

All proposed fund-raising activities must be submitted to the administration for approval prior to implementation. NHC implements one major fundraiser every year. Families are strongly encouraged to support this event.

WITHDRAWAL PROCEDURES

All withdrawals must be completed in the school office. Since NHC 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. Families that withdraw after they have completed their enrollment will be subject to a \$200 per student early withdrawal fee. *If a family has requested the extended (12 month) payment plans, it will be necessary to refigure the tuition owed to the school based on the actual school year (10 months).* The school office must verify that all library books, athletic uniforms, 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. The receiving school must request student records/transcript, except for overseas PCS.

SAFETY AND SECURITY OF STUDENTS

THREATS OF VIOLENCE (TO OTHERS OR SELF)

NHC 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 its students. NHC seeks to provide an atmosphere that is not only safe for students, but also an environment that respects and supports all NHC students. If a student brings any weapon to school, the school will immediately investigate and will report to local authorities per Kentucky State Law. This could lead to suspension or expulsion. 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.

If a student threatens self-harm in any manner, an investigation will occur, and the student will be required to see a medical behavioral professional who will be able to properly assess their mental health and provide a statement that the student is safe to return to in-person learning.

STUDENT SEARCHES

School officials have the right to search students, their personal items (i.e. purse, book bag, etc.), lockers, desks, vehicles, or their property if a reasonable suspicion* exists that the search may reveal evidence that 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 NHC constitutes the parent's and student's consent to such

searches. If the student refuses to empty his/her pockets or remove from his/her person what is suspected, then the student's privilege to attend NHC will be revoked. In no instance will the school official strip search any student. The use of trained police dogs to locate controlled substances on property owned or controlled by NHC may be utilized. If a search yields illegal or contraband materials, such findings will be turned over to the proper legal authorities or those in ultimate authority.

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

FIRST AID PROCEDURES

- First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
- Parents/Guardians will then be notified. If parent/guardian cannot 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 parent/guardian cannot be reached. Please keep the school updated with contact information.
- The child will be transported to the nearest hospital emergency room by ambulance if the parent/guardian cannot get to the child in a timely manner. A school faculty/staff member will stay with the child until the parent assumes responsibility.
- 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 NHC, you also give permission for your child to take part in all school activities. NHC 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) in order to file a student claim. The student claim cannot be processed nor will bills be paid without the claim form and insurance card.

REPORTING SUSPICION OF CHILD ABUSE/NEGLECT

In accordance with state law and school policy, school staff is obligated under penalty of a fine and jail time 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.

ACADEMIC POLICIES

ATTENDANCE POLICY

All students, Kindergarten to 12th grade, are expected to attend school regularly. (Our preschool students have the option of attending school as there are no compulsory laws for 2, 3 and 4 year olds to attend school).

K5-12th grade students are allowed three (3) absences per quarter, or six (6) per semester (excused or unexcused). Absences exceeding this threshold may result in recovery school to ensure the student doesn't get too far behind academically.

Any student who has been absent from school without a valid excuse for three (3) or more days or tardy on three (3) or more days is a truant. Any child who has been reported as unexcused absent for six (6) or more times is a habitual truant. Any child who has been reported as an excused tardy for six (6) or more times is a habitual truant. State law does not differentiate between tardiness to school and tardiness from school (signing out of school before the end of the school day). Any student who is truant may be ineligible for field trips and competitions.

Students who have been absent or tardy to/from school shall report to the office upon returning to school with a note from a parent/guardian, funeral home, courthouse, or doctor which states the reason for the absence, including the specific nature of the illness. Students are expected to turn in their excuse notes upon returning to school. All notes for absences should be presented immediately upon returning to school. A student without a note will receive an "Unexcused" absence. Any note received past 3 days after the date of absence will be marked "Absent Unexcused Late Note". A parent signature on the sign-in or sign-out form is not an adequate excuse.

Excused absences and tardies require documentation consistent with the absence (Ex: Note from a licensed medical provider, a letter from the military, KY State Fair ticket, a letter from General Assembly, EHO Form). Students may submit a signed note from their parent/guardian to excuse an absence due to illness. Students may use up to six (6) of these notes per school year. These notes will only excuse a total of six days. For example, if a student misses two days due to illness and returns with a signed note from the parent/guardian, then two of the six allowed parent notes have been used. Any absence beyond the six (6) days due to illness must be verified by a doctor's statement in order to be considered excused. If a student is diagnosed with a prolonged illness (5 consecutive days or more) we will work with parents the best we can to make sure the student remains on track for success. Personal illness of a student requires the certificate of a doctor in order for these days to be excused. If the student has to learn from home or accommodated some other way, those days would be counted as present. This would be a rare and special circumstance. Under Kentucky State Law, we are required to notify the County Attorney's office when a student accumulates 15 or more unexcused absences throughout the academic year.

- Students who are absent a full day for reasons listed below must bring in a parent note to excuse a full day. Court, medical, orthodontist/dentist excuses listed below are only partial day excused; therefore, a parent note is required in order for a student to receive a full day excuse for the remainder of the day absent. Court, Counseling/Doctor's offices and Orthodontist/Dentist's offices do not excuse a full day for appointments listed below:
- Court - Excuse is dated and time stamped. Court requires students to return to school after court.
- Counselor Meetings - Ex: CDW, Communicare, etc. will only excuse time marked on note.
- Orthodontist - Most orthodontist appointments are completed within 15-20 minutes. Students are excused for the time marked on note.
- Dentist - Routine check-ups are typically a one-hour visit. Students are not excused by the dentist for a full day unless dental procedure is necessary and stated full day on note.
- Blood Pressure Check - Doctors and health department do not excuse full day.
- Allergy Shots - Doctors do not excuse full day.
- Glasses/Contacts - No full day excuse for pick up or repair of glasses.
- Physical Therapy - No full day excuse for therapy appointments unless stated by the therapist on

excuse note.

- Chiropractic - No full day excuse for adjustments unless stated by the chiropractor on excuse note.
- Health Department - No doctor on duty for illness and no appointments for full day.
- Ex: physicals, medications, immunizations, etc.

Any student who is receiving Social Security benefits and who is eighteen (18) years of age must comply with all attendance laws. Any violation of attendance laws will be reported to Social Security immediately. A violation of attendance laws may result in the loss of social security benefits.

Students wishing to be excused from school for extended periods due to out of town reasons (religious retreats, college visits, vacations, personal competitions, athletic state finals, etc.) shall submit a letter to the Head of School two (2) weeks prior to the absence for consideration and approval. Such absences will not be excused if the student has excessive absences, low grades and/or excessive disciplinary infractions. In addition, students participating in school sponsored functions such as (but not limited to) athletics, clubs, field trips, school competitions, must meet the prior criteria to be excused to miss school and participate. (Students with excessive absences, low grades and/or excessive disciplinary infractions will not be permitted to attend or participate).

A. Excused Absences

- a. Illness that is verified by a doctor or medical agency
- b. Orders of the court, including a summons or subpoena, or a copy of license/permit.
- c. The absence is verified by the parent in a written statement specifying the nature of absence (up to six absences per year). Death or severe illness in the immediate family verified by a written statement. Immediate family shall mean father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew or anyone living under the same household roof with the student.
- d. School activities or circumstances if approved by the Head of School.
- e. Two days for eligible students for an on-campus visit to post-secondary institution with a letter of verification upon return. Eligible students must have prior approval for any visit over the two allowed days.

B. Unexcused Absences

- a. Any absence without a valid parent, medical, or legal note.
- b. Any absence not listed under "excused absences".
- c. Any absence for illness exceeding three (3) days per semester and not verified by a medical statement.
- d. Extended absences for death and severe illness in the immediate family when the school is not notified in advance.
- e. Any absences for a state athletic event in which the student is not a participant of the specific sport.

NOTE: The Head of School shall determine the validity of each note presented.

LOSS OF CREDIT FOR THE YEAR DUE TO ABSENCES

In order for students in grades 9th-12th to receive graduation credit in any class, total absences may not exceed three (3) per quarter, six (6) per semester or twelve (12) for the year. Whether absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances by the administration.

TARDY TO/FROM SCHOOL POLICY

The following is NHC's tardy policy for unexcused tardies to and from school. A signature from a parent to sign-in or sign-out is not sufficient to excuse the absence/tardy. Recovery school may be assigned as a result of excessive tardies/absences. All students not arriving by 8:00am must sign in at the front desk. After the start of the school day, no student will be admitted to class without a note from the School Office. Please note that this policy relates equally for unexcused tardies to and from school (sometimes referred to as early dismissal from school). State laws do not distinguish "tardiness to school" from "tardiness from school". Either will be handled the same.

Other items to remember regarding excused absences:

- A student must be fever free (without fever-reducing medication) before returning to school.
- A student who has vomited will not be admitted to school until he or she is free of all symptoms.

CLASS TARDINESS

Teachers close their doors at the beginning of each class. If a student is tardy to class, they must go to the front office to receive a tardy slip. They will not be permitted into class without a tardy slip. A student with ten (10) tardies may have their driving privileges revoked. In grades 6th-12th, five (5) tardies equal a detention.

MAKEUP WORK

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 number of days to complete the makeup work. Announced tests and projects for which the student 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 an 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. Classwork must be made up if missed, and will be graded based on our excused absence policy.

INCLEMENT WEATHER PROCEDURES

In the case of inclement weather, administration will make the call to cancel school. NHC uses an all-call system to notify parents of emergencies and/or closings. The numbers that you provided in FACTS will receive a pre-recorded message. Families will be notified via phone call, Fox Snow Alerts, NHC Facebook page, and email and/or text message. We will continue our academics on these days through our Snow Day Packets (Lower School) and Google Classroom (Upper School). **Please rely on these sources instead of calling the school. NHC will not answer questions on school closings via Facebook. NHC DOES NOT necessarily follow Hardin County Public Schools snow closing schedule.**

For any emergency closings, inclement weather, disciplinary issues, or administration-approved exceptions, NHC will use the following NTI (Non-Traditional Instruction) protocols:

- Grades K5-4th will complete Snow Day Packets as directed by their teacher.
- Grades 5th-12th will utilize Google Classroom.
- 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.

- Please utilize the teacher's NHC email address for questions regarding assignments. Email addresses are as follows: firstname.lastname@nhcky.org (Ex: Jane Smith would be jane.smith@nhcky.org).

TEACHER STANDARDS AND QUALIFICATIONS

Teaching is not just a profession, but a calling. It is an opportunity to honor and serve Christ through the transformative work of education. We seek educators who view their role as more than imparting knowledge, they offer their students a holistic, formative education rooted in faith, hope and love. Teaching is an art that requires continual growth and dedication, and we look for faculty who are passionate about developing their skills while inspiring a lifelong love of learning. We value educators who model enthusiasm for their subject, creating an environment where students feel both challenged and excited to engage. All NHC 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

NHC 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 NHC scope and sequence, administration has determined a level of academics required for each grade level. Publishers used are BJU Press, Memoria Press and Canon Press. NHC will assess a \$475 textbook fee for the 2025-2026 school year.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework assignments 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:

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

GRADE REPORTING

Parents are strongly encouraged to use FACTS Family Portal to monitor their child's grades. Quarterly report cards are issued via email. Report cards will be withheld if any part of a family's financial account is not current.

GRADING SCALE

NHC has adopted the following grading scale:

Lower School:

<u>Range</u>	<u>Letter Value</u>	<u>Definition</u>
91.50-100.00	A	Excellent
82.50-91.49	B	Above Average
73.50-82.49	C	Average
67.50-73.49	D	Below Average
0.00-67.49	F	Failing

Upper School:

Range	Letter Value	GPA Value
97.50-100.00	A+	4.0
94.50-97.49	A	4.0
91.50-94.49	A-	4.0
88.50-91.49	B+	3.0
85.50-88.49	B	3.0
82.50-85.49	B-	3.0
79.50-82.49	C+	2.0
76.50-79.49	C	2.0
73.50-76.49	C-	2.0
71.50-73.49	D+	1.0
69.50-71.49	D	1.0
67.50-69.49	D-	1.0
0.00-67.00	F	0.0

GRADING STANDARDS

- Credit will be awarded on a semester basis. The semester average is derived from the two quarter grades.
- Quarter grades are derived from the following averages:
 - 33% daily grade average
 - 33% quiz grade average
 - 34% test grade average
- Cheating on a 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 1st 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:

- Students have one "F" in a major subject or three "D's" in minor subjects.
- Promotion to next 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)
- Parents will be notified at the interim of the third quarter of possible retention of their child.

Middle School:

- Students have one "F" in a major subject or three "D's" in minor subjects.
- Promotion to next 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)
- Parents will be notified at the interim of the third quarter of possible retention of their child.

High School:

- Students have one "F" in a major subject or three "D's" in minor subjects.
- Students must achieve a passing grade of 70% or higher to earn credit for a class.
- In some courses, students must pass a final exam or complete a capstone project to demonstrate mastery of the material.
- 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.

CLASS STANDINGS FOR HIGH SCHOOL

Sophomore: In order to be classified as a sophomore, a student must have 5 non-Bible credits by the end of their freshman year.

Junior: In order to be classified as a junior, a student must have 11 non-Bible credits by the end of their sophomore year.

Senior: In order to be classified as a senior, a student must have 18 credits at the end of their junior year.

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 defines 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 senior students that take advantage of the Dual Credit courses may enroll at Elizabethtown Community and

Technical College (ECTC), Campbellsville University and other approved institutions.

Students must meet NHC's academic requirements. 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 for up to four courses.

A. GUIDELINES FOR STUDENTS TAKING COLLEGE CLASSES ONSITE AT NHC'S CAMPUS:

- a. Students must abide by all school rules.
 - i. 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.
 - ii. They may not be on YouTube or any other site not related to their schoolwork.
 - iii. They may not wander through the building or leave campus without written permission from the office. They may not go off campus to get lunch for themselves or other students.
 - iv. Students may not join other classes during that class period.
- b. Students must plan their time to ensure they are on time for their next class. Failure to do so will result in an unexcused absence.
- c. Students will be assigned a supervising teacher for the class period corresponding to their dual credit class. Students may sign out and take a Chromebook to the assigned class.
- d. 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 of class.

BELL SCHEDULE FOR MIDDLE SCHOOL

7:35-8:00	Arrival
8:00-8:10	Homeroom
8:15-9:05	First Period
9:10-10:00	Second Period
10:05-10:55	Third Period
11:00-11:35	Lunch
11:40-12:15	Enrichment
12:20-1:10	Fourth Period
1:15-2:05	Fifth Period
2:10-3:00	Sixth Period
3:00-3:30	Dismissal

BELL SCHEDULE FOR HIGH SCHOOL

7:35-8:00	Arrival
8:00-8:10	Homeroom
8:15-9:05	First Period
9:10-10:00	Second Period
10:05-10:55	Third Period
11:00-11:35	Enrichment
11:40-12:15	Lunch

12:20-1:10	Fourth Period
1:15-2:05	Fifth Period
2:10-3:00	Sixth Period
3:00-3:30	Dismissal

STUDENT STANDARDS & DISCIPLINE

STANDARDS FOR ALL STUDENTS

A. CODE OF WISDOM

As we seek to holistically cultivate wisdom into the mind, body, will and affections of our students the “Code of Wisdom” is central. All students at NHC will be expected to conduct themselves according to the code of WISDOM listed below.

- W Work diligently, as unto the Lord
- I In all things be truthful
- S Speak respectfully to teachers, staff, and adults
- D Do all things in good order
- O Obey quickly, completely, and cheerfully
- M Make every effort for peace with others

This will be the primary verbiage that teachers and staff use with our students.

B. GENERAL STANDARDS

- a. NHC expects cooperation from students and parents. If at any time the administration feels that this cooperation is lacking, the student may be requested to withdraw. If the student’s behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of NHC, whether there is any definite breach of conduct, he or she may be requested to withdraw.
- b. Students must respect the appearance and care of NHC facilities. Students are prohibited from sitting on desks/tables, carving or defacing desks/tables, eating in restricted areas, throwing objects or littering. Damage or destruction of property must be paid for by the parent/guardian of the student.
- c. In consideration of other classes, **hallways are considered quiet zones.**
- d. Students are required to adhere to our Hands Off Policy
- e. Students are expected to know that having a cell phone in our hallways is a privilege and the compliance with the guidelines is of utmost importance if they expect to maintain that privilege.
- f. Students are expected to show proper attention to their health and hygiene. There should be ample evidence that they are prioritizing proper hygiene and sleeping habits.

C. CLASSROOM STANDARDS

- a. It is the responsibility of the student to always respect the teacher as the authority in the classroom.
- b. Students must be prepared and ready for class by having all needed supplies.
- c. Students not in their seats at the sounding of the bell may be marked tardy.
- d. Once in class, students are not permitted to leave the classroom without a hall pass given by the teacher.

D. LUNCHROOM STANDARDS

- a. Each person's space is to be cleaned and all waste placed in the trash can before leaving.
- b. Burping, throwing food and other forms of disturbing behavior are prohibited.
- c. During nice weather, students in grades 6th-12th may be permitted to eat outdoors with adult supervision.

E. PLAYGROUND STANDARDS

- a. Playground is available for students in Lower School. Swings are available for all.
- b. Use playground equipment correctly and safely.
- c. No climbing on the fence.
- d. Students must be seated while on the slide.
- e. No throwing rocks
- f. No running in the rock area.
- g. No rolling down the grass hill.

F. STANDARDS FOR SCHOOL SPONSORED EVENTS

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

G. STANDARDS FOR SCHOOL SPORTING EVENTS

It is important that all students follow the guidelines outlined below to ensure a safe and enjoyable experience for everyone. Parents are expected to communicate these guidelines to their students and support our staff in enforcing them.

a. MIDDLE AND HIGH SCHOOL STUDENTS

Ticket Purchase: Students must pay for their tickets before entering the gym. Tickets will be available for \$2 each.

b. ELEMENTARY STUDENTS

Students must stay in the gym. Upstairs high school area and green cafeteria are off limits.

H. HANDS OFF POLICY

NHC 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.

ITEMS BROUGHT TO SCHOOL

Cell Phones - Students may bring cell phones to school; however, due to the impact of cell phones on the student body and the educational experience, there are certain restrictions for cell phone storage and usage based upon age that must be adhered to at all times.

A. CELL PHONE GUIDELINES

The following guidelines are for Lower School (K5-5th grade):

- a. Bringing cell phones to school is highly discouraged.
- b. If cell phones are brought to school, students must leave cell phones in their backpack and on silent mode for the entire school day.
- c. Students may only have access to their cell phone before the school day begins, after the school day ends or when the teacher gives specific permission.

The following guidelines for Upper School (6th-12th grade):

- a. Students must place their cell phone into the cell phone pouches near the teacher's desk each

class before the bell rings. Their phones should be on silent and they will not be permitted to take their cell phone with them if they ask to leave the classroom.

- b. Cell phones are not permitted at lunch or chapel. If a student does not adhere to this guideline, their cell phone will be confiscated and a parent/guardian can pick it up from the front office after school.

B. 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 the Lost and Found that are not claimed by the end of each quarter will be disposed of or donated. All lost and found items will be displayed on the bleachers of the gymnasium during the last week of each quarter.

C. ITEMS NOT PERMITTED

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

- We strongly advise that no electronic devices be brought onto the school campus. NHC is not responsible for damage, loss or theft. Students who bring tablets, iPads and other electronics are solely responsible for their own items.
- Weapons, knives, guns, explosives/fireworks, cigarettes, e-cigarettes, vapes, lighters and matches
- Aspirin, painkillers, non-prescription drugs
- Magazines, comic books, and other materials not related to class work
- Literature of any kind with profanity or other material deemed objectionable by administration
- Any other item deemed inappropriate or objectionable by the administration

All above items will be confiscated and not returned to the student. Parents/Guardians may pick up the offending article(s) in the school office.

ELIGIBILITY FOR EXTRACURRICULAR 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 one "F" or two "D"s. The ineligibility period is until the student brings the failing grade up to Satisfactory or a minimum of a C.

STUDENT DRIVERS

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

- The student driver and vehicle is subject to all laws of the state of Kentucky.
- Vehicles must be registered with the school office.
- Drivers must provide a copy of their driver's license and proof of liability insurance coverage.
- All student vehicles are required to display an NHC Parking Pass which will be provided by the School Office upon receipt of the Student Driver Form.
- Students must maintain a GPA of 2.5 or higher.
- Students must park in designated areas upon arrival and leave school grounds immediately upon dismissal.
- Students may not transport other students without written approval from both parents.
- Should a student be involved in an accident on campus, this occurrence must be reported to the school office immediately.
- The maximum speed in the parking lot is 5 miles per hour.
- Students may not visit their personal vehicle during school hours without permission.

- Students should not allow others to ride on the outside of the vehicle. All students should be properly restrained with vehicle seat belts inside the car.
- Students should refrain from playing loud music of any kind. Offensive music on school grounds is not permitted.
- NHC is not responsible for lost, stolen or damaged property regarding student drivers and their vehicles.
- NHC reserves the right to inspect or search any vehicle parked on school property. The interiors of student 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.
- 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. Lockers must be kept neat inside. No lewd advertisements or photos are allowed. Students may not have pictures of stars or celebrities. Magnets may be used inside the locker, but stickers and tape are prohibited. Photos of friends and family are allowed inside the locker if they are in good taste. Nothing posted is allowed on the outside of the locker. 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. Loitering at lockers is not allowed. Administration reserves the right to search student lockers at any time without notice, without student consent, without parental consent and without a search warrant.

DRESS CODE

Tops Permitted:

Polo shirts, collared button-down shirts, blouses/shirts/henleys with modest necklines.

Sweaters or cardigans. (May also be worn over a shirt).

Not Permitted:

Tank tops, spaghetti straps, or crop tops.

Transparent or translucent clothing

Language or images promoting violence

Language or images that depict, promote or advocate the illegal use or sale of drugs, alcohol or tobacco products; violent conduct; curse words; pornography; that contain threats or expressions which are violent, discriminatory, lewd or obscene; or that advocate or promote any other illegal item or activity or the use of the same secular musicians and bands

Derogatory speech/imagery or targeting groups based on race/color, ethnicity/national origin, sex/gender, sexual orientation, disability, religion, or any other characteristic protected by law.

Bottoms Permitted:

Khaki, dress pants, or slacks (in neutral colors like black, navy, gray, tan, etc).

Skirts or dresses at a maximum of 3 inches above the knee (no high slits).

Clean, unripped jeans (no excessive acid wash or designs).

Shorts are permitted for lower school at a maximum of 3 inches above the knee.

Leggings may be worn under a dress or skirt that meets the guidelines above. (Leggings are not permitted to be worn with a large baggy sweater.)

Not Permitted:

Shorts in Upper School, leggings worn as pants, or ripped/distressed jeans.
Skirts/dresses shorter than 3 inches above the knee.
Sweatpants or Jogger type pants

Shoes Permitted:

Closed-toe shoes, dress shoes, or athletic shoes, sandals, Birkenstock style slides.

Not Permitted:

Flip-flops, athletic slides, Croc style clogs, lounge slippers.

Accessories & Outerwear

Belts are encouraged for pants with belt loops.

Hats, caps, or hoods should not be worn indoors.

Grooming

Hair must be clean, neatly groomed, and out of the face.

Makeup should be age-appropriate.

No extreme hairstyles or unnatural hair colors.

Additional Notes

Dress code applies to all school events unless otherwise specified.

Administrative discretion will apply for clothing that may be questionable or borderline inappropriate.

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

K5-5th graders are allowed to wear active/athletic apparel due to the more active nature of the learning experience. This includes Cat & Jack style leggings as long as they are not too tight.

Middle and High-School students are required to adhere to a business casual dress code.

Sleeveless tops/dresses are permitted for school sponsored formal events

NHC-issued athletic uniforms or practice attire outside of the NHC school dress code are only permitted when worn by participants during athletic practices and sporting events.

Dress Down Code**Permitted on Dress Down Days ONLY:**

Sweats

Shorts with a minimum of 5" inseam

Pajamas are only permitted on specified pajama days

***Please note that all other dress code guidelines remain in effect during dress-down days.**

DISCIPLINE POLICY

We desire our students to live a life dedicated to God, guided by virtues that promote spiritual and personal growth. To support this growth, NHC has standards centered on Biblical principles and the classical Christian virtues: prudence, justice, fortitude, temperance, faith, hope, and charity. These virtues guide our school community and define the character we aim to cultivate in every student. Students are expected to live by these standards at all times—whether at home, school, or elsewhere, and regardless of whether or not school is in session.

- Prudence: Wisdom in Thought and Action. Students are expected to demonstrate discernment and sound judgment in their decisions and behavior. This includes:
 - Developing a love for God's Word as the foundation for all wisdom.

- Honoring God, others, and property through thoughtful actions and decisions.
 - Avoiding activities or entertainment that undermine their faith, character, or reputation.
- Justice: Honoring What Is Right and Fair. Students are called to act justly by:
 - Respecting the dignity and worth of every person.
 - Avoiding any behavior that causes dissension, such as harassment, violence, or threats.
 - Maintaining integrity in all interactions, upholding honesty, and pursuing reconciliation when conflicts arise.
- Fortitude: Courage to Uphold Goodness. Students are encouraged to stand firm in their faith and values, even in the face of challenges. This includes:
 - Avoiding activities that compromise their witness for Christ.
 - Rejecting involvement in behaviors or lifestyles contrary to Scripture.
- Temperance: Self-Control and Moderation. Students are expected to practice self-discipline in every area of life by:
 - Upholding modesty and purity in clothing, actions, and speech.
 - Avoiding excess or indulgence in any form, including harmful entertainment or unwholesome influences.
- Faith: Trust in God and His Promises. Students are called to live out their faith by:
 - Trusting in God's plan for their lives and submitting to His authority.
 - Participating actively in the spiritual life of the school and a local church.
- Hope: Confidence in God's Plan for the Future. Students are encouraged to live with hope by:
 - Pursuing their education and personal development as a response to God's calling on their lives.
 - Encouraging one another toward growth in Christ and His purposes for them.
- Charity: Love for God and Others. Students are expected to exhibit love in their relationships by:
 - Being kind, considerate, and encouraging toward others.
 - Seeking opportunities to serve and support those in need.

Accountability and Consequences

Students who fail to uphold these standards will be subject to correction, which may include counseling, discipline, or administrative withdrawal.

Our ultimate desire is to see all students develop a personal relationship with Christ and live out the Gospel (2 Peter 3:18; Gal. 2:20; Matt. 28:16-20). By aligning their lives with these virtues, students contribute to a culture that glorifies God and prepares them for a lifetime of faithful service.

Progressive Discipline Policy for North Hardin Christian School

- A. North Hardin Christian School is committed to providing a safe and nurturing environment for all students, where they can grow academically, socially, and spiritually. In order to maintain a positive learning atmosphere, it is essential to establish a clear and consistent discipline policy. This Statement of Purpose outlines the steps that will be taken when addressing disciplinary issues in accordance with the school rules outlined here in the student handbook.
- B. Objectives: The primary objectives of the progressive discipline policy at North Hardin Christian School are as follows:
 - a. To promote a safe and respectful learning environment for all students.
 - b. To encourage personal responsibility and accountability for one's actions.
 - c. To foster character development and growth in students.
 - d. To ensure fair and consistent disciplinary actions are taken when school rules are violated.
 - e. To provide opportunities for students to learn from their mistakes and make positive changes.

C. Progressive Discipline Steps:

- a. Verbal Warning: When a student violates a school rule, the first step in the progressive discipline process is a documented verbal warning. The teacher or staff member will privately discuss the infraction with the student, emphasizing the importance of adhering to the school rules and expectations.
- b. Written Warning: If the student continues to violate the same rule or commits a different offense, a written warning will be issued. This warning will be documented and shared with the student's parents or guardians. The purpose of this step is to ensure that the student understands the seriousness of their actions and the potential consequences if the behavior persists.
- c. Detention (Upper School Only): In cases where the student's behavior does not improve after receiving a written warning, a detention may be assigned. Detentions will be held after school hours or during school and will provide an opportunity for the student to reflect on their actions and make amends. The student's parents or guardians will be notified in advance of the detention.
- d. Loss of Privileges: If the student's behavior continues to be problematic, they may face the loss of certain privileges, such as participation in extracurricular activities or other activities during school hours. This step aims to motivate the student to reconsider their choices and take responsibility for their actions.
- e. Parent-Teacher Conference: If the student's behavior remains unchanged, a parent-teacher conference will be scheduled. During this meeting, the teacher, school administration, and parents or guardians will discuss the student's behavior, potential underlying issues, and develop a plan for improvement. The purpose of this step is to involve parents or guardians in the disciplinary process and collaborate on finding solutions.
- f. Suspension: In cases where the student's behavior poses a significant disruption to the learning environment or jeopardizes the safety of others, a suspension may be imposed. The duration of the suspension will be determined by the severity of the offense and will be communicated to the student's parents or guardians. During the suspension, the student will be expected to reflect on their actions and demonstrate a commitment to positive change.
- g. Expulsion: In extreme cases where all previous disciplinary measures have failed to rectify the student's behavior, expulsion may be considered. Expulsion will only be used as a last resort, when it is deemed necessary to protect the well-being and educational experience of other students, or if there is an imminent threat or danger to other students, staff, or self.

- D. Conclusion: North Hardin Christian School is dedicated to maintaining a disciplined and respectful learning environment. By implementing a progressive discipline policy, we aim to guide students towards personal growth, accountability, and positive decision-making. Through consistent application of this policy, we strive to ensure that all students have the opportunity to thrive academically, socially, and spiritually.

Progressive Discipline Policy for Lower School

A. General Structure of the Disciplinary System

- a. Classroom-Based Discipline: Teachers will handle all minor offenses directly within their classroom, utilizing ClassDojo for immediate feedback.
- b. Escalation Process: If behaviors persist or become severe, teachers will escalate concerns to the Head of Lower School and Assistant Head of Lower School
- c. Emergency Protocol: In the case of immediate safety concerns or significant disruptions, the Head of School (Mr. Josh Elmore) or the Assistant Head of School (Mr. Marquist Dorsett) will be contacted.

B. Behavioral Criteria for Each Disciplinary Level

Below you can find examples of behaviors and their corresponding disciplinary actions:

Level 1: Classroom Warnings and Consequences (Minor Behaviors)

Teachers will manage these behaviors with verbal warnings and ClassDojo points.

- **Examples:**
 - Talking out of turn
 - Disruptive behavior (mild)
 - Incomplete homework or assignments
 - Lack of respect for classroom rules
 - Minor disrespect to peers (e.g., interrupting)
- **Actions:**
 - First Instance: Verbal warning and warning Icon on ClassDojo (worth zero points)
 - Second Instance (same behavior): Teacher conference with the student; loss of ClassDojo points.
 - Third Instance (same behavior): Loss of privilege (e.g., activity, classroom role) and parent communication via a Class Dojo direct message.

Level 2: Escalation to Head of Lower School/Assistant Head of Lower School (Moderate Behaviors)

Once a behavior persists or becomes more disruptive, the teacher escalates it to the Head or Assistant Head of Lower School.

- **Examples:**
 - Continued disruptive behavior after warnings
 - Repeatedly failing to follow directions
 - Moderate disrespect to peers or staff
 - Inappropriate language (not severe)
 - Minor defiance or refusal to comply with teacher instructions
- **Actions:**

Note: These are examples of potential consequences. The Head and/or Assistant Head of Lower School will collaborate with teachers to provide and discuss appropriate, restorative consequences on a case-by-case basis.

 - First Offense: A meeting with the student will be conducted by the Head or Assistant Head of Lower School. The student will fill out a behavior reflection form, which must be signed and returned by a parent. Parent contact will also be made.
 - Second Offense: The student will be sent to an in-class reflection time during a special activity or music class. Alternatively, the student may be assigned to another classroom for a community service project or a similar activity.
 - Third Offense: A formal meeting will be held with the parents, teacher, and Head and/or Assistant Head of School to create a behavior improvement plan.

Level 3: Head of School or Assistant Head of School (Serious Behaviors)

In cases where behaviors threaten the safety or well-being of others, or if moderate behaviors continue without improvement, emergency escalation to the Head of School or Assistant Head of School can occur.

- **Examples:**
 - Physical aggression or threats
 - Bullying (repeated and verified)
 - Vandalism or property damage

Severe defiance or insubordination
Using highly inappropriate or offensive language
Harassment of peers or staff

- **Actions:**

Note: Actions will be determined at the discretion of the Head and/or Assistant Head of School. The following is provided as an example, and exceptions may be made based on individual circumstances.

First Offense: Immediate removal from the classroom; meeting with Head of School or Assistant Head of School; parent meeting.

Second Offense: Suspension (in-school or out-of-school depending on severity) and development of a formal behavior contract.

Third Offense: Extended suspension or possible expulsion depending on circumstances.

This handbook does not contractually bind North Hardin Christian School and is subject to change without notice by decision of the Administration and/or School Board.