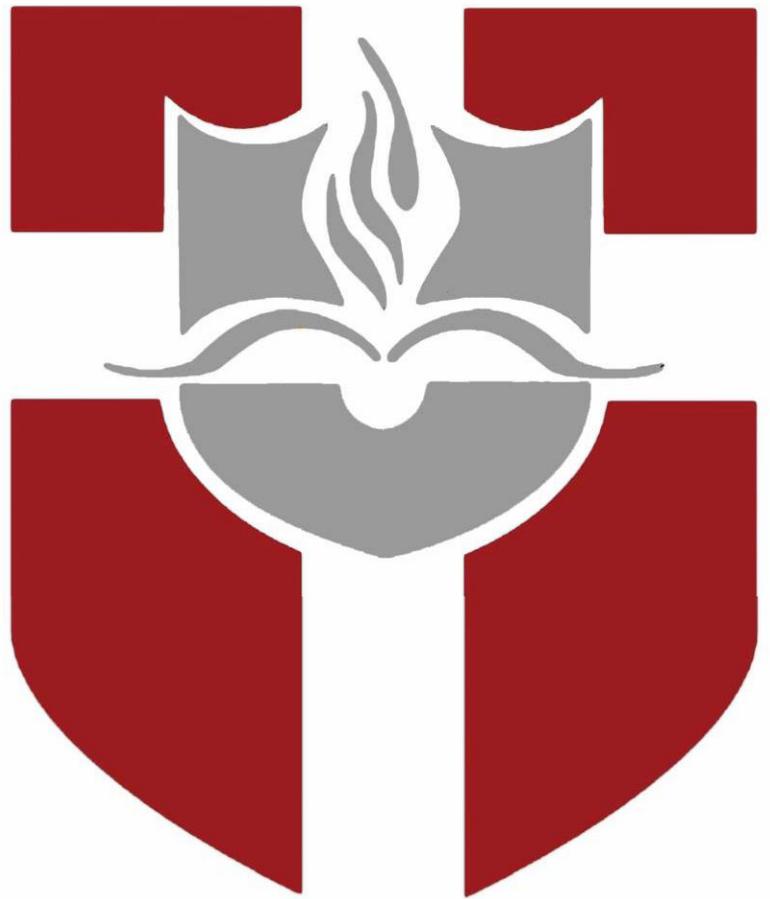


2020-2021

**North
Mobile
Christian
School**

A Ministry of REDEMPTIONCHURCH



[FAMILY HANDBOOK]

[Proverbs 22:6 Train up a child in the way he should go; even when he is old he will not depart from it.]

NORTH MOBILE CHRISTIAN SCHOOL

Administrator.....	Mr. Scott White
Head of School.....	Mr. Christopher Reed
Librarian/Curriculum Advisor.....	Mrs. Lisa Breedlove
Financial Secretary.....	Mrs. Carmen Christian
School Secretary.....	Mrs. Kim Finch
Receptionist.....	Mrs. Theresa Presnell

CONTENTS

MISSION STATEMENT	4
CORE VALUES.....	4
VISION STATEMENT	4
HISTORY	5
EDUCATIONAL GOALS.....	5
CHRISTIAN TRAINING AND CHAPEL	5
PHILOSOPHY AND OBJECTIVES	5
STATEMENT OF FAITH	6
ACADEMIC POLICIES AND PROCEDURES	7
NOTICE OF NON-DISCRIMINATORY POLICY.....	7
ADMISSION PROCEDURE	7
RE-ENROLLMENT POLICY.....	8
INTERNET ACCESS TO NMCS*	8
ATTENDANCE POLICIES.....	9
ATTENDANCE.....	9
1. ABSENCES.....	9
2. TARDINESS	10
3. EARLY DISMISSAL	11
ACADEMIC POLICIES	11
HONOR ROLL	11
GRADE LEVEL STRUCTURE.....	11
HOMEWORK POLICY.....	11
PARENT CONFERENCES	11
REPORTS TO PARENTS.....	12
CRITERIA TO REPEAT A GRADE	12
GRADES K5-5 TH	12

GRADES 6 TH -8 TH	12
ACADEMIC/BEHAVIORAL DISMISSAL	12
FINANCIAL POLICIES.....	13
PAYMENT PROCEDURES.....	13
CONDUCT AND DISCIPLINE POLICIES	13
DRESS CODE	13
JEANS DAY POLICY.....	14
CODE OF CHRISTIAN CONDUCT	14
GUIDELINES OF CONDUCT.....	15
DISCIPLINARY POLICY.....	15
DISCIPLINARY PROCEDURES	15
CORPORAL PUNISHMENT	15
BEHAVIOR PROBLEMS	15
MEDICAL POLICIES	17
MEDICAL RECORDS.....	17
HEALTH SERVICES	18
Basic Procedure for Student Illness	18
Basic Procedure for Student Injury on Campus	18
COVID-19 Procedures.....	18
Suspected abuse or neglect	19
ATHLETIC POLICIES.....	19
ATHLETIC RULES AND REGULATIONS	20
ACADEMIC REQUIREMENTS FOR STUDENT ATHLETES.....	21
ATHLETIC CONDUCT AND CLASS CONDUCT GRADES	21
EXTRACURRICULAR ACTIVITIES	21
SCHOOL ENTRANCE AND SUPERVISION	21
PICK-UP TIMES/SITES.....	22
EMERGENCY CLOSING OF SCHOOL	23
VISITORS ON CAMPUS.....	23
GENERAL POLICIES	23
PARENTAL INVOLVEMENT	24
TECHNOLOGY ACCEPTABLE USE POLICY.....	25
COVID-19 PROCEDURES.....	25
STUDENT RESPONSIBILITIES.....	26

MISSION STATEMENT

It is the mission of North Mobile Christian School to enable students to honor God in their spiritual, academic, social, and personal development through Christian education based on a Biblical worldview.

CORE VALUES

These values will provide a firm foundation for our school:

1. We value the Bible, the Word of God, as our foundation in life and daily studies.
2. We value Christian administration, faculty, and staff modeling Christian living.
3. We value Christ-centered leadership in all programs of the school.
4. We value high academic standards, which are maintained and reviewed regularly, by both internal and external evaluations (including AISA and SACS Accreditation).
5. We value offering our students a chance to excel academically and fully prepare them for further education.
6. We value sending forth students as missionaries armed with a sound Christian worldview into the various institutions they will attend after NMCS.

VISION STATEMENT

North Mobile Christian School teachers will help their students achieve academic excellence, to the best of their God-given ability, in all core subjects, technology, and writing. Teachers will prepare students to advance to the next educational level, challenging them to be socially responsible by exposing them to Biblical training and to Jesus Christ as Lord and Savior daily.

HISTORY

North Mobile Christian School had its beginning at First Baptist Church in Chickasaw. The School began in 1978 as a ministry for our church with just 14 students. Mrs. Mary Dean Sikes, former principal, was the first K-5 teacher. The school has grown to enroll as many as 400 students.

EDUCATIONAL GOALS

North Mobile Christian School exists to support parents and to provide them the opportunity to give their child a quality education based on the Word of God. Our school views itself as a ministry of Redemption Church and seeks to reach the North Mobile community for Christ.

North Mobile Christian School teaches its students through a balanced curriculum in intellectual, social, physical, and spiritual areas. We emphasize the purpose of God in school life and studies, and we acknowledge that the primary objective of man is to glorify God. Our ultimate aim is that each student will know Jesus Christ as a personal Savior and Lord.

Students are encouraged to reach their fullest potential in every activity. We are excited about the unique potential of each student and seek to nurture the independent thinking and creative ability of each student under the Lordship of Christ. Through a Christian Worldview, as supported in our curriculum, we desire that our students find balanced and meaningful lives. This preparation will enable our students to be fulfilled individuals and productive leaders in the future.

CHRISTIAN TRAINING AND CHAPEL

Students are given instruction in Biblical subjects and thinking. Parents are encouraged to follow up these activities with question-and-answer sessions at home and to otherwise encourage their children in the memorization of Scripture, and in involvement in the educational ministries of a local church. Chapel services are held weekly and provide opportunity for spiritual growth for both students and faculty. All faculty and students are required to attend chapel. Teachers will sit with their respective classes. We request all people to enter the sanctuary with a reverent attitude and in an orderly fashion. Any parent who would like to visit during chapel is always welcomed.

PHILOSOPHY AND OBJECTIVES

We recognize God as the Creator of all things and hold that the fear (reverent respect and knowledge) of God is the beginning of wisdom. We believe that each student is uniquely created by God as a physical, intellectual, social, and spiritual being and is endowed with particular talents. Our aim, as an extension of the home and church, is to help students grow to know God and develop their capabilities to their fullest potential.

THE OBJECTIVES OF NORTH MOBILE CHRISTIAN SCHOOL FOR SPIRITUAL GROWTH ARE:

1. To teach the Bible as the Word of God
2. To teach the basic tenets of the Christian faith
3. To encourage a personal relationship with Jesus Christ, honoring Him as Lord and Savior
4. To present a pattern of life based on Biblical standards
5. To aid students in the formation of a personal Christian philosophy of life and worldview

THE OBJECTIVES OF NORTH MOBILE CHRISTIAN SCHOOL FOR INTELLECTUAL GROWTH ARE:

1. To teach necessary skills of effective comprehension, communication, and computation
2. To provide a versatile, advanced curriculum in language, mathematics, history, and the sciences
3. To stimulate creative and critical thinking and responsiveness in arts and sciences

THE OBJECTIVES OF NORTH MOBILE CHRISTIAN SCHOOL FOR SOCIAL GROWTH ARE:

1. To encourage an individual's sense of personal worth as a special creation of God and recipient of His love
2. To foster the establishment of wholesome interpersonal relationships through an acceptance of one another in the Christian life, and learning to respect the views of others
3. To instill in students a respect for authority, love of country, and good citizenship

STATEMENT OF FAITH

About God:

There is one and only one living and true God. The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

About Jesus Christ:

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin, Mary. He honored the divine law by His personal obedience, and in His death on the cross, He made provision for the redemption of men from sin.

About the Holy Spirit:

The Holy Spirit is the Spirit of God. He exalts Christ. He convicts of sin, of righteousness and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service.

About the Bible:

The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It has God for its author, salvation for its end, and truth without any mixture of error, for its matter. The criterion by which the Bible is to be interpreted is Jesus Christ.

About Mankind:

Man was created by the special act of God, in His own image, and is the crowning work of His creation. By his free choice, man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore every man possesses dignity and is worthy of respect and Christian love.

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological gender is a rejection of the image of God within that person.

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) God has commanded that no intimate activity be engaged in outside of a marriage between a man and a woman.

About the Church:

A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel and in seeking to extend the gospel to the ends of the earth. This church is an autonomous body.

The Lord's Day:

The first day of the week is the Lord's Day. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion.

Baptism and the Lord's Supper:

Christian baptism is the immersion of a believer in water. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord's Supper is a symbolic act of obedience whereby members memorialize the death of the Redeemer and anticipate His Second Coming.

About Salvation:

Salvation involves the redemption of the whole man, and is offered freely, and is exclusive to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.

About Eternal Security:

Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end.

About Eternity:

God, in His own time and in His own way, will bring the world to its appropriate end. Jesus Christ will return personally and visibly, the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell. The righteous will receive their reward and will dwell forever in Heaven with the Lord.

About Evangelism:

It is the duty and privilege of every follower of Christ to endeavor to make disciples of all people and to seek constantly to win the lost to Christ.

ACADEMIC POLICIES AND PROCEDURES

NOTICE OF NON-DISCRIMINATORY POLICY

North Mobile Christian School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. NMCS accepts students for whom there is a reasonable expectation of success for this program. NMCS has the right to refuse admission of any student at the discretion of the Principal/School Board.

ADMISSION PROCEDURE

1. Initial Admission to North Mobile Christian School

Pre-school Admissions: All students must have developed proper bathroom habits to be enrolled in pre-school classes.

For Kindergarten: Age cut-off is October 1st. (example: K-4 must be 4 years old by October 1st of the current school year.)

- A. Application must be completed in entirety.
- B. Copies of student's birth certificate and social security card must be submitted.
- C. Immunization records must be submitted before attendance begins.
- D. Designated fees are due at time of registration. (See the current Registration Fee/Tuition sheet.)
 1. A new student entering grades 1st - 8th must take an entrance examination in the areas

of mathematics, reading, and language arts. Acceptance to our program will be determined based on the following criteria:

- a. Student's last Stanford Achievement Test
 - b. Previous school year's grades, including conduct
 - c. Satisfactory performance on entrance exam
2. Appointments will be made through the school office for the entrance exam. The fee is \$20.00 and due at time of test. Students who do not keep their appointment for testing may jeopardize their enrollment.
- a. Students who miss testing appointments are not guaranteed placement in a lower grade should their test results indicate that they are to be placed in a grade level that has full enrollment.
3. Students who have been **suspended, expelled, or cannot return to prior school attended** (for grades or discipline) will not be accepted at North Mobile Christian School.
4. Students who are required to repeat a grade by a previous school attended will not be allowed to register at North Mobile Christian School.

2. Continued Enrollment

- A. An annual application for continued enrollment will be required for each student in the month of January. Applicants will be considered on a first come, first served basis.
- B. Registration fees are due with completed application to retain enrollment for the following year.

3. Withdrawals/Transfers

- A. A withdrawal/transfer form must be completed prior to the intended withdrawal.
- B. Subject grades will be based upon work completed to date.
- C. School records will be released only upon payment of all tuition and fees. All fees are nonrefundable.

RE-ENROLLMENT POLICY

North Mobile Christian School believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to the accomplishment of the school's educational mission. The school accordingly reserves the right to terminate or deny renewal of a student's enrollment contract if the school reasonably concludes that the actions of the student and/or his/her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. This takes precedence over any other policy in the current Parent/Student Handbook.

INTERNET ACCESS TO NMCS*

A wealth of information can be found on the NMCS website at www.northmobilechristian.org. Each teacher has a webpage where assignments and goal sheets are posted. Parents may check this page to keep up with student assignments. This information will help in many ways to facilitate communication between the school and parents. This will also help when a student is absent. Some of the curriculum/textbooks used by NMCS students are available online. Be sure to check with your child's teacher for this information. NMCS will post the weekly "Bulletin" and lunch menus on our website.

*Please refer to the Technology Acceptable Use Policy in the back of this handbook.

ATTENDANCE POLICIES

It is recognized that regular, punctual attendance at North Mobile Christian School is necessary for optimal learning by the student. Parents are encouraged to have their children in regular attendance. The maximum number of days that a student may miss a class and still receive credit for the course is twenty (20) days. Of the 20 absences, only seven (7) days may be excused by parents' notes, after which a doctor's excuse is required. The principal, based on the value of the absences, will make final determination of class credit. It is important to note that the 20 days may include both excused and unexcused absences.

There is a direct relationship between poor attendance and poor performance in school. Even when a student is allowed to make up work, there are dynamics in the classroom that cannot be duplicated apart from observing the teacher in the classroom environment.

Attendance

Regular attendance is essential to the progress of a student. This is necessary to stay current with all the daily work.

1. Absences

Any time that a student is absent, the parent or guardian must send a written note to school, satisfactorily explaining the absence. A satisfactory note from a parent or guardian meets the following Alabama state guidelines: illness; death in the immediate family; inclement weather which would be dangerous to the life and health of the child as determined by the principal; legal quarantine; emergency conditions as determined by the principal; and prior permission of the principal and consent of the parent or guardian. The note or doctor's excuse must be sent to the school on the day of the student's return to be counted as an excused absence. The day will be coded as unexcused if no note is sent.

A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding seven (7) absences. After the 7th parent excused absence, no work may be made up without a doctor's excuse.

Parents or guardians of a student who is absent seven (7) or more times with a parent excuse must present a clinical or doctor's excuse to the school in order for the absence to be excused. No work will be made up after the 7th non-doctors excused absence.

Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition.

Elementary students must be in attendance one-half of the instructional day (8:00AM-11:30AM or 11:30AM to 2:50PM) to be counted present. Tardiness and early dismissals are strongly discouraged. Please refrain from asking for early dismissals between 2:10PM and 3:00PM for students from 1st-8th grade.

Middle school students will have attendance taken in each class. The NMCS attendance policy is applied to each class separately. Again, only seven (7) non-doctors absences are permitted per class. Early dismissals cause students to miss important instructional class time if they leave before the end of a class. If parents arrive to request an early dismissal, we request that you wait until the end of class so that we do not interrupt instruction time.

Note: A suspension from school is counted as an unexcused absence and students will receive zeros for all work and tests missed.

Parents should make every effort to schedule non-emergency appointments during after school hours. For lengthy absences, parents may need to provide additional tutoring. Students will be required to make up missed work. Parents may go to our website at northmobilechristian.org for homework assignments and/or

contact the school office for more information.

The principal must clear “prior knowledge” absences. Teachers must be notified when information is known about an upcoming absence. Students must get all possible assignments (those teachers can prepare) from teachers. These assignments are due the first day of the student’s return. Middle school students are responsible for going to teachers, getting assignments, turning assignments in, and being ready to take any missed, scheduled tests on the first day back, or tests may be taken in advance for planned absences when possible. This policy for work missed when a student misses school applies for all absences.

Unless an emergency exists, teachers may not be asked by the office to give exams at times other than those specified for all students. If test(s) were scheduled prior to a student’s absence, students are required to take tests upon their return to school. A teacher has the prerogative to allow students to make up tests according to their profession judgement.

Policy for Excused Absences

If students are at school for any part of a day or attend an after-school practice or school function, they are expected to be prepared for all of their classes the next school day, even those classes missed. Missed work can be completed at home by contacting the school office, the teacher’s web page, or a reliable classmate, and by consulting the goal sheet of the class. Friends or family members may pick up books and notebooks from school. Should an unusual circumstance prohibit students from completing their expected work, the teacher may choose to excuse the student and extend the make-up time. Elementary students: Two or more days missed; teachers will schedule times for make-up work. Parents should arrange to obtain assignments on a regular basis during extended absences. Work not completed by the teacher scheduled cut-off date will be recorded as a zero.

Middle School Absences:

If students are absent for one day and miss a test, the test must be made up on the day they return. If students are absent 2 or more days, it is the students’ responsibility to schedule make-up tests with teachers on the day they return. Tests that are not rescheduled will be recorded as 0’s. Daily work and homework that a student misses after 1 day absent, the student will have 1 day to make-up work. When a student misses 2 or more days, for example, he/she will have 2 days to make-up work.

Reminder: If an absence is unexcused, a zero may be recorded for any missed work or test. Students should bring a note no later than the day after the absence. The day will be coded as unexcused if no note is sent.

Excused Versus Unexcused Absences

Parents may keep their student out of school for any reason. However, the determination of excused or unexcused status will be determined by the principal based on the value of the reasons given for the absence. A student may not make up any work missed due to an unexcused absence. A student who is excused may make up the work missed. The work must be made up on the day the student returns to school. This includes any previously announced examinations or reports that are due the day of the absence. It is the student’s responsibility to seek out the teacher for work that is missed.

2. Tardiness

Tardiness to classes is disruptive and must be avoided. The school day begins at 7:50AM and a student will be tardy after 8:00AM. Middle school students should arrive in time to go to lockers before reporting to class by 8:00AM. Late arrivals must obtain an admission “tardy” slip from the receptionist to the class before

entering the class. **A student arriving to school after 11:30AM will be counted as absent.** Students (K5 – 8th) will be permitted five tardies per quarter. On the day of the 6th tardy, the day will be counted as an unexcused absence.

3. Early Dismissal

If parents need to pick up a child during school hours, a note should be sent to school with the child when possible. The note should include the date, checkout time, student name, and the daytime phone number of a parent who can verify the note. The office will send for the child when the parent/guardian arrives. For your child's safety, you may be asked to present I.D. Early dismissals prior to 11:30AM will be counted as an absence.

ACADEMIC POLICIES

A standard grading scale and policies are established by North Mobile Christian School to assure uniformity and fairness.

The following grade scale is adhered to for academic subjects:

A - 90-100 Excellent

C - 70-79 Average

F - 59-Below Failure

B - 80-89 Good

D - 60-69 Poor

HONOR ROLL

Academic achievement by students in grades K5 - 8th will be recognized by placement on the Honor Roll.

>Honor Roll Requirements<

- ✓ "A" Honor Roll - All "A" s
- ✓ "A-B" Honor Roll - All "A" s and "B" s
- ✓ **A student with a "C" or below in any graded subject will not be eligible for Honor Roll.

GRADE LEVEL STRUCTURE

Grades K2 - 3rd are in self-contained classrooms.

All children in K5 - 8th have additional teachers in P.E., Library, and Computer.

Grades 4th - 8th are taught in a departmentalized manner. During the course of the day, students change classes to receive instruction in differing subjects.

HOMEWORK POLICY

Assigned work should be completed and turned in on time. Class policies should be followed concerning make-up work and testing. Teachers will issue class guidelines at the beginning of the year. Students and parents should be thoroughly acquainted with all class policies with regard to homework. In order for students to fully explore their options to worship with local churches, homework will not be given on Wednesdays. Homework in this instance does not refer to completion of classwork or studying for quizzes or exams.

PARENT CONFERENCES

Parent/Teacher conferences may be scheduled through the school office or by email, by request of the parent or teacher. The proper channel to go through initially is for the parent to contact a teacher, via email or by phone, to schedule an individual or grade level conference. If parents have questions or concerns after speaking with a teacher, an appointment can be made with the principal. If the question or concern is still not

resolved, a conference may be made with the school administrator.

REPORTS TO PARENTS

- Elementary school teachers will send reports home each week in grade folders for the month of August.
- Middle school teachers will send reports home every other week for the first month of the year.
- Grade reports will be available starting in the first quarter through the ParentsWeb portal and sent home weekly. Report cards are sent home each quarter for K5 - 8th grades. Parents should monitor reports and contact teachers if concerns arise. Parents must also be aware that these reports are not a substitute for parent-child communication. Because grades can occasionally change drastically from day to day, it is essential that parents be able to rely on students for their most accurate report of current status.

CRITERIA TO REPEAT A GRADE

Grades K5-5th

Students failing one core subject (Reading, English, Social Studies, Science, and Mathematics) may return to NMCS, but must repeat this grade. Students transferring to another school may be promoted, depending on the policy of the school they choose to attend.

Failure of any two subjects will result in retention. Students who are retained will be allowed to return to NMCS only at the headmaster/principal's discretion. Factors influencing retention will include attendance, conduct, and various other considerations.

Grades 6th-8th

Students who fail one subject may attend a summer school program (approved by the principal) to make up the course and advance to the next grade. Failure of two subjects will result in retention. Students who are retained will be allowed to return to NMCS only at the headmaster/principal's discretion. Factors influencing retention will include attendance, conduct, and various other considerations.

TEXTBOOKS

Textbooks are leased by students. The annual Book Fee covers the cost of this lease. Students should not mark in textbooks. Teachers will distribute textbooks and note their condition on a textbook card. Parents are responsible for any damage, excessive wear, and/or lost books used by their child.

ACADEMIC/BEHAVIORAL DISMISSAL

If the administration in its professional judgment concludes that the needs of a student are not being met by the academic program at NMCS (determined after reviewing test scores, report cards and the student's progress), a conference will be held with the parents, classroom teacher, and principal. At that time, it will be decided if it is in the best interest of the student to repeat a grade, receive tutoring, or be withdrawn from the school.

The faculty will review students consistently receiving unsatisfactory conduct grades, and strategies for correction will be suggested to the parents and the involved teachers. The principal has the authority to determine if a student shall not be permitted to continue at NMCS due to his/her behavior.

- Any student with a conduct grade below a 'C' at the end of the school year will not be re-admitted to NMCS.

TESTING

NMCS will administer a nationally norms-based standardized test each spring. Results are compared to students throughout the nation. These tests are mandatory for all NMCS students, grades 1st through 8th. It is very important that a student be present during the week of this testing.

FINANCIAL POLICIES

North Mobile Christian School relies on the payment of tuition by its students to operate. The School Board will take action in all financial matters to insure proper use of financial resources.

PAYMENT PROCEDURES

Tuition payments will be due by the 1st of each month beginning in August and the last payment in May. A late fee of \$20.00 will be added if tuition is not paid by the 5th of the month. If tuition is not paid in full by the 10th, the student will not be able to attend school until the tuition is paid. Children arriving at school on the 10th with an unpaid balance will be removed from class, and parents will be required to pick them up immediately. Concerning all financial policies, parents should direct questions to the principal, by appointment with the school office.

The school discourages and will not be held responsible for parents sending cash to the school with students for tuition or daycare payments. Parents should bring cash to the office and obtain a receipt. The student may bring checks or money orders to the teacher. Payments mailed to the school will be posted according to the date received rather than the date written on the check.

Post-dated checks should not be sent to the school and will not prevent the assessment of late charges to an account. A fee of \$25.00 will be charged for all returned checks.

Registration fees (for current enrolled students) are due in January or upon the date of registration. The Registration Fee and Book/Supply Fees are due for all new students to NMCS at the time of registration. All fees are nonrefundable in the event of withdrawal. All fees excluding tuition will have a \$10.00 late fee if paid after 10th day of the month in which they are due. See the current Registration Fee/Tuition sheet.

All payments mailed or sent by students should be accurately labeled and sent to school in an envelope. The parent bulletin contains a convenient order form for lunches and miscellaneous payments. A sample is represented at the end of this handbook.

CONDUCT AND DISCIPLINE POLICIES

DRESS CODE

Students at NMCS are expected to adhere to the dress code without being constantly reminded of the dress standards expected. The dress code applies equally to both male and female students for all students. Students will be expected to be in dress code, shirts tucked in at all times, well-groomed and neatly dressed while on school grounds. Teachers will check for uniform violations periodically.

K-3 through K-4 - A school shirt is required to be worn on field trips.

K-5 through 8th grade - Uniforms are mandatory for students in K-5 through 8th grade.

Information on uniforms is available in the school office. Uniforms may be purchased through any supplier which conforms to our uniform guidelines and standards.

- **The skirt length for girls is no higher than 2" above the knee.** *Girls notified of improper skirt lengths will receive a letter sent home at the first offense; student will be sent home for the second offense.*
- **A black belt must be worn with pants having belt loops.** *Elementary students may remove belt loops and not wear a belt if parents prefer.*
- **Solid white, black or maroon T-shirts or long sleeve shirts** *with no exposed emblems* may be worn under uniform shirts/blouses.

- **Hairstyles and make-up should be neat and conservative.** Hair color and highlights must be a natural color. Male students' hair cannot pass their eyebrows, and be modest in length in the back.
- **There should be no excessive markings, piercings or jewelry worn.** *Students may not draw on themselves. Boys will not be allowed to wear earrings. No visible permanent or temporary tattoos*
- **Black soft sole shoes are required** (or girls' black/white oxford). *No sandals.*
 - *"Tennis shoes" must be a majority black.*
- **Only maroon (hoodie) sweatshirts*, windbreakers*, cardigans*, gray fleece, and maroon sweaters may be worn to school as uniform jackets. *Notes ONLY OUTERWEAR items requiring the school emblem.**

STUDENTS IN GRADES K5 – 4 WHO ARE NOT IN COMPLETE UNIFORM:

- **FIRST OFFENSE:** a note will be sent home and parents may be contacted.
- **SECOND OFFENSE:** a parent will be contacted to have the correct uniform brought to school for the student or student must go home.

STUDENTS IN GRADES 5-8 WHO ARE NOT IN COMPLETE UNIFORM:

- **FIRST OFFENSE:** a note will be sent home and parents may be contacted.
- **SECOND OFFENSE:** a parent will be contacted to have the correct uniform brought to school for the student or student must go home, and may be given a demerit depending on the severity of the infraction.

It is very important that parents label ALL items coming to school (uniforms, lunch boxes, etc.).

Items placed in lost and found will not be returned if owners cannot be identified.

The ultimate decision on proper attire will be at the discretion of NMCS faculty.

Jeans Day Policy

Students will be allowed to dress out of uniform on specified, special days. This is a privilege and the following guidelines MUST be followed.

- Blue jeans (DENIM) are the only acceptable alternative to uniform pants.
- No shorts will be allowed except uniform shorts.
- Clothing must fit properly, neither too loose, too tight, short, and must be modest in every way.
- Jeans may not be worn with holes or below the students' hip points and the crotch may not be exaggerated, with excessive droop or sag.
- No muscle shirts, tank tops, halter-tops, crop tops, midriff shirts, low-cut shirts, spaghetti straps, or any revealing tops may be worn.
- Shirts with pictures and/or messages advertising alcoholic beverages, tobacco, drugs, obscene messages, music groups, etc. will not be allowed.
- The staff/faculty will be the final judge on the appropriateness of the student dress.

Parents are required to ensure that their student arrives in appropriate attire. Parents will be called to bring their student's uniform if staff/faculty determines attire is inappropriate. The child may lose out of uniform privileges if violations are repeated.

CODE OF CHRISTIAN CONDUCT

It is expected that the students of North Mobile Christian School will conduct themselves in a godly manner and with personal integrity. Our desire is to create an atmosphere in which there is excellence in education and character formation.

GUIDELINES OF CONDUCT

1. Students will maintain high standards of morality, honesty, kindness and courtesy.
2. Students will be obedient following the rules of the school and of the individual classroom teacher.
3. Students are to respond respectfully to those in authority.
4. Students are to be good stewards of the school and church property. The parents and/or legal guardians of NMCS students will be liable for payment for replacement or repair, which will be at the school's discretion, of any and all damages done to property owned or used by a student of NMCS.
5. Students will respect the rights and property of other students.
6. Fighting, use of profanity, cheating, and other disruptive actions are not permitted.
7. Students will be responsible for maintaining textbooks. Textbooks should not be written in, highlighted, or defaced in any way. Students will be accessed for the replacement of any damaged textbooks.
8. Failure to follow the Code of Conduct will result in disciplinary action as outlined in the disciplinary policy.

DISCIPLINARY POLICY

Classroom guidelines and rules are stated plainly and positively so that students know exactly what is expected of them. If a child has behavior problems, the disobedience will be dealt with in a timely and consistent manner. A teacher's time is meant to be focused on academic instruction rather than behavioral problems. An appropriate level of classroom intervention will be attempted by the teacher, and, if behaviors/attitudes do not improve, the teacher may enlist the help of the principal to assist in adjusting offending behaviors.

DISCIPLINARY PROCEDURES

The principal has the authority to suspend a student due to uncontrollable behavior and/or disobedience. If behavior does not improve after returning to school, the principal has the authority to issue a dismissal from the school.

The principal has the authority to issue dismissal of a student from the school due to the lack of cooperation and/or willingness of a parent to conform to the standards and rules of NMCS.

The principal has the authority to issue corporal punishment.

CORPORAL PUNISHMENT

The Discipline Policy of our school follows the guidelines approved by the administration and school board and may include a paddling to be administered under the following circumstances:

A paddling may be given under the following conditions:

- The paddling will always be administered by the principal.
- A school staff member (besides principal) must always be present as a witness to a child being paddled.
- A signed permission card from the parent must be on file.

While it is the parents' choice whether corporal punishment is appropriate for their student, if a parent does not give written permission for corporal punishment and a rule violation rises to a sufficient level, a child may be suspended or otherwise disciplined for the offense in line with the school's conduct and behavioral guidelines.

BEHAVIOR PROBLEMS

**** Kindergarten through 4th grade ****

1. A verbal warning by the teacher.
2. Consequences of misbehavior would include actions such as losing a privilege, part of playtime being taken away, writing sentences, and being sent to have a conference with the principal.

3. Paddling (administered by the principal), suspension, or expulsion.

**** 5th - 8th Grade ****

Examples of inappropriate behavior for the middle school

1. Talking at inappropriate times
2. Disruptive behavior
3. Disrespect of teachers
4. Failure to adhere to school/class rules
5. Shirttail not tucked in.

A teacher will issue conduct marks based upon his/her professional judgment. These marks will be used to determine conduct grades. Conduct grades will be used to determine athletic, field trip, and extracurricular eligibility.

NMCS will also employ a demerit system. Students receiving three (3) demerits in one quarter will be suspended for one day. In the event of a second suspension, the student will receive a three-day suspension. A third offence will result in expulsion.

When a teacher issues a demerit, a written account of the offence will be submitted to and signed by the principal and sent home to parents to be signed and returned.

Demerits may be issued at any school function, including field trips and ballgames on or off campus.

Demerits will be given for the following:

- | | |
|-----------------------------------------------------------|------------------------------------------------------------------------------|
| 1. Cheating | 5. Receiving three (3) zeros in one class, per quarter |
| 2. Dress code violation, including shirttails | 6. Defacing school property, sitting on tables |
| 3. Not correcting behavior after receiving a conduct mark | 7. Disrespect |
| 4. Repeated violation of class rules | 8. Talking too loudly in hallways (quiet zones) while classes are in session |

The principal will have the authority, without going through the steps above, to issue demerits, to suspend a student, or expel a student due to uncontrollable behavior and disobedience.

NOTE: Uniform, tardy, and homework demerits do not count toward a student's weekly conduct grade, but an accumulation of 3 demerits in 1 quarter will result in an in-school suspension (ISS).

Suspensions may be issued for the following:

1. Fighting
2. Cursing
3. Cheating (2nd offense)
4. Verbal or physical threats to students/staff
5. Defiance/Disrespect to staff member
6. Receiving 3 conduct grades below 70 in one quarter

Expulsion will be issued for the following:

1. Multiple fighting incidents
2. Bringing a weapon on campus
3. Theft, vandalism
4. Possession of drugs
5. Multiple incidents of defiance
6. Multiple cheating incidents

The principal is not bound by the preceding list. A student may be suspended or possibly expelled for any offense that, in the opinion of the principal, is a sufficiently serious transgression and contrary to good order.

Cheating

Cheating is considered a serious offense at NMCS and may reflect a character deficiency of the student involved. Students found guilty of cheating will receive a zero for the work and the teacher will notify the parent/guardian immediately. Cheating includes copying from someone else's work, or a student allowing his/her work to be copied. A record of the cheating episode will be made and placed in the student's discipline folder. In that it reflects on the character of the student, it may be considered for selection to various student organizations requiring high character standards. A second offense will result in a zero for the work, parents/guardians notified, and one-day suspension. Additional incidents may result in expulsion.

Personal Electronic Devices, Cell Phones, Radios, iPods, MP3 Players

Students may not use these items in the school building or during school sponsored functions from 8:00AM to 3:00PM. If any of the above items are used during school, they will be confiscated by the staff and turned in to the principal. The item will be released to the parent and the student will receive consequences.

Cameras are allowed at games and field trips. Cell phones use is prohibited at school during school hours. Use of a cell phone will result in disciplinary action up to and including suspension, as outlined in the school's cell phone agreement.

Contraband Searches

The Principal reserves the right, if contraband is suspected, to search any student and student belongings to include, but not limited to handbags, book bags, lockers, etc. When possible, the student will be present, but is not necessary.

A personal body search may be conducted. If a body search is conducted, the principal (or an appointed proxy), in the presence of one other staff witness, will conduct the search. A female staff member in the presence of a second female staff member will search female students.

MEDICAL POLICIES

MEDICAL RECORDS

Parents must notify the school of any information relating to the child's medical history that may affect his learning or participation in school-related activities.

Alabama law requires documented proof of immunizations for any child entering school for the first time. Health records for all other children should indicate that the immunizations are complete or are in progress. Up to date immunization records (blue cards) must be on file at the school. Parents must respond promptly to maintaining immunization schedules in order to maintain student enrollment. The following are required:

- A. DPT- Diphtheria, Pertussis (Whooping Cough), Tetanus (At least four injections; the latest after the fourth birthday).
- B. Polio - At least three doses, and a booster between the ages of 4 and 6.
- C. MMR - Between the ages of 15-18 months
- D. Chicken pox vaccine for K2 – 3rd grade students (or date noted on blue slip when the child had the chicken pox)

If a student cannot take immunizations for medical reasons, a physician's statement should be submitted for the school records.

HEALTH SERVICES

Basic Procedure for Student Illness

Upon determining that a child is ill, the child is sent directly to the office. The secretary takes the child's temperature to check for fever. If fever is present, the child's parents are called, and the child is taken home. If no fever is detected, but the child complains of pain, the parents may be called. Sometimes the child may lie down until the pain/nausea has passed or until parents arrive to take the child home. NMCS staff cannot administer medication. Students may not have medicine in their possession while at school (neither prescription nor non-prescription).

Children with fever will not be allowed to remain in class. Parents should practice good judgment in allowing children to return to school after recovery from a contagious illness. Rashes or eye infections may require a child to go home when there is a question of contagion. A child may return to school when the family physician is willing to notify the school in writing that it is safe to do so. Students with head lice must be free of all nits before returning to school.

Basic Procedure for Student Injury on Campus

Parents are required to sign an authorization for emergency care. The authorization form identifies the physician and hospital preferred in the event that parents could not be reached. Parents shall keep this information current by notifying the school of any changes. When an injury occurs, parents are notified at once. The school has emergency locating cards with emergency telephone numbers on all students. Parents shall keep the school current on changes in emergency numbers.

If the injury is of a serious nature, parents are asked to meet the school official(s) at the hospital. If the injury is not serious, parents are notified and may be asked to pick up child from the school.

COVID-19 Procedures

Since March of 2020, NMCS has initiated pandemic plans to address issues surrounding COVID-19. NMCS's framework for planning re-opening is in accordance with local government health orders, Alabama Department of Public Health/Mobile County Health Department guidance, and a continuum of decisions that must be made to operate schools in the fall of 2020 safely. Successful implementation will require a community effort.

Parents, guardians, and students will need to help assist with the following protocol for monitoring symptoms before reporting to school.

- Parents/guardians are directed to keep child(ren) home if they are sick.
- Monitor student health the evening before school and the morning of school.

DO NOT COME ON CAMPUS if any of the following is observed.

- Do not send students to school if he or she has one or more of the following symptoms:
 - Fever of 100 or higher the day before or in the morning on a school day.
 - Cough, runny nose, and/or trouble breathing.
 - Diarrhea or vomiting.
 - Abdominal pain without other explanation.
- If a child or a family member in close contact is diagnosed with COVID-19, contact the school office.
- If a child has a serious underlying health condition, seek medical guidance before returning to school.

- For more serious symptoms, contact your child’s doctor immediately or call ahead and go to local ER:
 - Rash all over the body.
 - Both eyes appearing pink or red.
 - Swollen hands and feet, which might also be red.

Call your child’s doctor before you go to their office and follow their instructions. Children who have exhibited signs of COVID-19 may return to school with a written excuse from the doctor indicating clearance to return to school.

PHYSICAL DISTANCING: Classrooms will be organized to create the most physical distance possible between students. Beginning the first day of school, NMCS teachers will demonstrate to all students the importance of physical distancing. Parents, please help us by emphasizing the importance of distancing.

SANITATION: School personnel will be employing and modeling heightened sanitation practices for students. Help us by encouraging students to frequently wash hands with soap and water or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Encourage students to avoid touching their eyes, nose, and mouth, as germs spread this way. And help them to avoid close contact with those who are ill.

MASKS: Students 2nd grade through 8th must wear masks based on municipal or health department orders, unless not tolerated. Masks must not be distracting or vulgar. Gaiter-type neck gear is acceptable.

TEMPERATURE ASSESSMENT: Scanning thermometers are strategically placed throughout the school to provide ease of access for periodic or needed temperature checks.

Suspected abuse or neglect

Under Alabama Code § 26-14-3 (2012). Mandatory reporting of suspected abuse/request is required. (a) All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, daycare workers or employees, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

ATHLETIC POLICIES

ATHLETIC RULES AND REGULATIONS

All athletes and students involved with extracurricular sports activities are under the direction of NMCS administration/athletic director. NMCS is a member of the Gulf Coast Christian Athletic Association. All rules and regulations of the GCCAA in addition to the rules of NMCS regulate athletic participation by all of our student athletes. Students and coaches must sign agreements and meet certain criteria to represent NMCS in athletic competition.

ATHLETIC PHYSICAL EXAMS (GRADES 5-8)

All athletes of all NMCS teams are required to have a medical exam and submit the approved medical form to the NMCS office prior to participation in school sports.

STUDENT ACCIDENT INSURANCE

All student athletes will provide proof of accident insurance coverage prior to enrollment in the program.

ACADEMIC REQUIREMENTS FOR STUDENT ATHLETES

Students are required to maintain a “C” average (quarter average or progress report grades/not semester grades) to participate in athletics. An “F” in any subject automatically disqualifies students from participating in athletics. Eligibility will be determined from the most recent grade report (report card or progress report) issued prior to try-outs. Also, averages must remain at a “C” during the duration of the season. Progress reports or report cards will be checked during the season, and students with F’s or falling below a “C” average will be suspended from team competitions until the grade is brought up (academic probation) or through the next grade report, after which, if the grade hasn’t improved, the student will be disqualified from competition altogether. Athletic fees are not refundable.

ATHLETIC CONDUCT AND CLASS CONDUCT GRADES

Students will be ineligible for athletic participation if their conduct grade on their report card or progress report is below a C or 70, or at the discretion of the coach or the principal. Those receiving a weekly conduct grade below 70 will be placed on conduct probation. Students on conduct probation may not participate in athletics until approved by the principal/athletic director. Students serving suspension will be placed on conduct probation for a minimum of 1 week. A coach may dismiss a player if, in his/her opinion, a serious breach of conduct has occurred or a player has displayed an irresponsible attitude.

EXTRACURRICULAR ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

Middle school classes will elect officers and representatives to the S.G.A. The S.G.A. will provide avenues of leadership training and involvement of the student body in activities of the school. The S.G.A. will sponsor holiday activities, assemblies, and social events.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a club that recognizes students for outstanding academic achievement. They will be involved in projects to assist our school and community.

NEWSLETTER STAFF

Students will assist a staff member and produce a school newsletter. Students will also submit information to local newspapers for publishing about students and activities at NMCS.

YEARBOOK STAFF

Students will work with a staff member to ready an annual NMCS yearbook.

SCHOOL ENTRANCE AND SUPERVISION

All NMCS students MUST enter the building through the awning on A-Building. Students may arrive as early as 6:30AM and must report to designated waiting areas (K2 in A-135, K3-K5 in A-134, 1st -5th grades in the cafeteria, and middle school in the Connection Café beginning at 7:15AM; before this time, they will meet in the school cafeteria). No child should be left unsupervised on the campus of the school prior to 6:30AM. Social distancing will be practiced to the greatest extent possible.

Parents will be asked to help ensure that students are ready to exit vehicles (unbuckled from car seats, for example) so that teachers may open doors practicing social distancing and limit contact that could cause illness.

- By 7:45AM, a teacher will take middle school students from the café to the middle school hall. Any students arriving after 7:45AM MUST enter the school through the office under the awning at A-Building (“the middle school building”).
- Middle school students MUST BE dropped off at the awning in front of the office (A-Building).

All students are to report to their classes no later than 8:00AM. Middle school students are to report to middle school hall by 7:45AM. for their first locker privilege, then report immediately to homeroom no later than 8:00AM.

All students arriving after 8:00AM should report to the reception desk in front of the office and obtain a tardy slip prior to entering class.

- No student may be on campus without faculty supervision. A nominal fee will be charged for students arriving before 7:30AM or staying after 3:10PM. Students not picked up by parents will automatically be sent to after-school care at 3:10PM. (2:55PM for K-2 through K-5)
- For student safety, students shall be dropped off and picked-up after school only in designated areas. Cars must not be parked or left unattended in the driveway. Parking is permitted only in designated parking spaces. Students must be dropped off in the morning carline or parents must park in the parking lot and walk students into the school.
- **PLEASE, DO NOT BYPASS CAR LINE AND DROP STUDENTS OFF IN FIRE LANES**

Drivers must observe flow-of-traffic regulations; this includes the 5 MPH speed limit on the school campus parking lots.

Parents (K5 – 8th) may not walk students to class beyond the second day of the school year. Parents should not go to classrooms in the morning. If there is a need to meet with your child’s teacher, send a note or email the teacher or call the office to schedule a conference/meeting. **This keeps teachers free to be attentive to every student entering the classroom and also begin the morning routine without interruption.** K5 students may be walked to the door of the classroom for the first two weeks of school. After this time, parents must encourage their child to walk to class alone.

BEFORE/AFTER SCHOOL DAYCARE

Daycare will be available every morning at 6:30AM. If students arrive at school before 7:50AM, they must go to the daycare room provided for them. Any time after 7:50AM students may go directly to their classroom. A fee will be charged to all students arriving before 7:30. No fee is charged for students arriving

after 7:30AM. Daycare in the afternoon will be from 3:00PM until 6:00PM. Afterschool childcare is a privilege and not a right of current students. Students who do not conform to rules or are referred to the office may be suspended or expelled from the program at the discretion of the school administration.

PICK UP OF STUDENTS

The safety of our students is very important. When students are placed in a car in carline or picked up from the office, the person picking the student up may be asked for identification until the person becomes familiar to our teachers/staff. It is always best to notify the teacher by note or contact the school office if someone new to the teacher will be picking your child up from school or daycare. Always notify the teacher and the office if there is a situation that restricts someone from picking your child up. A place is available on the student's Registration Form in the office to note anyone who should NOT be allowed to pick up your child. In cases of divorce, Alabama law restricts the school from refusing to let parents pick their child up if they can produce parental proof, unless the custodial parent has sole custody of the child and a copy of such papers are maintained in the student's school file.

DAYCARE PAYMENT POLICY

Daycare bills are sent out with students on Fridays and will include daycare charges, daycare snacks, late fees if applicable, and balance due. All daycare fees are to be paid in full on Mondays. If your bill is not paid by Wednesday, a late charge of \$5.00 will be added to the bill. After the 2nd week, the account must be paid in full for the student to continue to attend daycare. It is the responsibility of parents to ensure that students bring bills home on Fridays. Should a student not have a bill, parents should contact the school office to avoid late charges being added.

ARRIVAL AND DEPARTURE PROCEDURES

There will be a single line of traffic for arrival and departure. Please remain in your cars in the line of traffic. When arriving at school, parents are to turn in to the designated entrance. Names of children should be posted on car visors for the first couple of weeks.

Please follow the times listed to pick up your child. If you have an older child in other grades, send a note to the school to coordinate, wait, and pick up children at the later time. Younger children should stay with their classes until older siblings come out.

PICK-UP TIMES/SITES

K2	2:30PM Building A - parents must pick up inside
K3 through K5	2:40PM Building A - under covered driveway
1st - 2nd grade	3:00PM Building A - under covered driveway
3rd - 5th grade	3:00PM Building C - under covered driveway
6th - 8th grade	3:00PM Entrance to the Gym - (Covered)

- The only times that the above schedule will be altered is in the event of an emergency or for rainy day pick up. For rainy day pick up, students may be released 10 minutes early in order to accommodate parents picking them up in inclement weather.

If you wish to park and come in, you must park ONLY in designated parking!

EMERGENCY CLOSING OF SCHOOL

In severe weather conditions or other similar emergencies, NMCS will follow the emergency closing policy of the Saraland City School System. On such occasions, announcements of closing will be made via email and text messages, on our Facebook page, www.northmobilechristian.org website, WALA-TV, WKSJ, WBHY, WABD, and other radio and TV stations or media outlets. Parents should have an emergency plan to pick up children in the event that closure takes place during school hours. The basic guideline to follow is if public schools close for emergency reasons, we will close also. In the aftermath of a disaster, NMCS may re-open before public schools. Parents should listen to local stations for announcements of re-opening. An answering machine will be put in place for parents to call the school for information at (251) 679-3273. This number may be used at emergency times only as this is our fax line.

VISITORS ON CAMPUS

During the regular school day, visitors must report to the school office. VISITORS SHOULD ALWAYS ENTER THROUGH THE MAIN ENTRANCE. All school rules apply to visitors. Parents are required to report to the school office upon entering school buildings and must obtain permission to visit classes. In general, students will be called to report to the office for parent visits. THIS YEAR, VISITATION WILL BE LIMITED.

BEFORE/AFTER SCHOOL FUNCTIONS

Students may not be dropped off for before and after school functions (basketball games, etc.). Parental supervision is required at all school functions.

GENERAL POLICIES

LUNCHES

Lunches will be served five (5) days a week at a cost of \$3.50/day. A monthly menu will be sent home on a calendar. A weekly order form will be sent home as a part of our *Crusaders Corner* bulletin, and can be found on our website. Please mark the form for the days your child will buy hot lunch, À la carte items, and return it in an envelope along with payment for the week on MONDAY. Parents with children in more than one class should send separate orders and money with each child. Lunch orders must be made on Monday only. If your child is absent on Monday you should contact the school office by 9:30AM and order your child's lunches for the week. Lunch payments should be made on separate checks from other payments.

FIELD TRIPS

Field Trips will greatly deepen and enrich the learning experience. All students must remain with the group at all times unless prior permission to leave is obtained from the sponsor/teacher. The Teacher/Principal is the final authority at all school-sponsored events.

Students must maintain a "B" average in conduct to remain eligible for participating in field trips. Any student who has served a disciplinary suspension must have parental accompaniment on field trips. *Brothers and sisters may not accompany students or parents on any field trip.* Chaperons will not be allowed to smoke or consume any alcoholic beverage on field trips.

All field trip deposits and payments are nonrefundable. Payment schedules must be followed. A student's place on a field trip will not be held if scheduled payment plans are not kept current. Students who do not pay to go on field trips cannot come to school the day(s) of the field trip.

- **All field trip deposits are nonrefundable**

BIRTHDAY PARTIES

Kindergarten students are allowed to have a simple birthday party at school accompanied by a parent.

Parents may bring cupcakes and drinks to the party. First grade and up may bring simple treats like cupcakes for snack, but this time is relegated to snack time only, and no visitors other than parents (and pastors/youth pastors) are allowed.

MESSAGES

Calling your child at school should be reserved for emergencies or matters of extreme importance. Please do not call to give routine messages to students.

Students will not be allowed to use the phone unless it is an emergency or due to illness. Students not picked up by 3:10PM will be sent to daycare.

PARENTAL INVOLVEMENT

PARENTAL CONTRACT

The goals of North Mobile Christian School are to offer its students a program of education characterized by a belief in the Christian faith, in the Bible as the inerrant Word of God, and a curriculum of academic excellence. The Parent is in accord with these goals and desires to provide his/her child with this type of formal religious/educational environment. The Parent Agrees to cooperate with the administration and faculty of North Mobile Christian School and to adhere as well as assure that his/her child adheres to the policies and procedures outlined in the 2020-2021 Family Handbook.

The Parent hereby enters into this contractual agreement with North Mobile Christian School to pay the required fees and charges as published in the 2020-2021 Tuition and Fee Schedule on the basis of enrollment for a full school year, or that part of the school year remaining after entrance. Parent agrees that all fees are nonrefundable. Tuition payments are due on the 1st of each month, and a late fee of \$20.00 will be added if tuition is not paid by the 5th of the month. If tuition is not paid by the 10th, the student will not be allowed to attend class until the account is no longer past due.

All daycare fees are to be paid in full on Mondays. If your bill is not paid by Wednesday, a late fee of \$5.00 will be added to the bill. After the 2nd week, the account must be paid in full for student to continue to attend daycare.

- **All records, including report cards, will be held for any outstanding balances.**

ROOM MOTHERS

Room Mothers are invaluable to the teachers at NMCS in assisting with the social activities of the class. Holiday parties, special events, field trips, and fund-raising efforts require the help and coordination of Room Mothers. If you can assist in this way, be sure to inform your child's teacher. NMCS Faculty and Staff are not eligible to serve as Room Mothers.

LIBRARY ASSISTANTS

Assistants are needed to help manage the circulation of materials in the library. Volunteers are needed any part of the day and can be used for useful service in the library. Please contact the office if you can assist.

TECHNOLOGY ACCEPTABLE USE POLICY

Computer technology and the Internet offer opportunities for expanded and applied learning experiences for today's students. With these opportunities come responsibilities for students to use all available technology appropriately. Therefore, we ask that you read this document carefully before signing the agreement or permission forms.

Communications on the school's network are often public in nature; therefore, good behavior on the school's computer network is expected of all students. School rules for appropriate language and behavior will apply to the use of all communication technology. Network storage areas will be treated like school lockers. Administrators will monitor files and communications to ensure that users are utilizing the system responsibly, as well as to maintain system integrity. Users should never expect that files stored on any device on North Mobile Christian School's campus will be private.

North Mobile Christian School recognizes that the Internet is an electronic communications network that provides an enormous array of resources that no individual or organization controls. There are sites that contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. The school uses programs, filters and hardware which are able to block certain types of information from being accessed. Even with said controls in place, however, it is impossible to regulate all materials. Any user finding offensive material on any web site should report that finding to a teacher so that steps may be taken to restrict access to said site and any others like it. The policy of this school is that the advantages provided by the Internet far outweigh any disadvantage of finding material that is not consistent with the educational goals of North Mobile Christian School.

During school, teachers of younger students (elementary) will monitor and guide them to appropriate sites. Students in grades 6th-8th will have more independent access to the Internet by the nature of their class requirements, but will by no means have unlimited access. The system administrator has the ability to monitor all online activity for users at any time and a log of sites visited by each user is routinely kept on the system administrator's computer. Outside the school, parents or guardians are responsible for the materials accessed by the students.

Upon submission of forms by parents and by students, independent students' use of the Internet will be permitted. Use of the Internet and the North Mobile Christian School network is not a right, but a privilege. That privilege will be quickly revoked for inappropriate conduct as set forth in this agreement. The school administrators will make revocation decisions and that decision will be final. The system administrator at the request of the administration, faculty, or staff is able to deny short-term access to users at any time.

Unacceptable Use/Inappropriate Conduct

- Accessing chat services or other chat-simulating web sites.
- Damaging computers, computer systems, or computer networks.
- Harming or destroying another user's data. This includes creating and uploading viruses.
- Intentionally wasting limited space on the hard drive or the server.
- Loading software without the system administrator's permission.
- Purchasing or subscribing to any service for which a fee is charged. The school will seek reimbursement and full restitution from students or their parents or guardian for any such fees.
- Receiving or sending information about dangerous or illicit instruments. (bombs, automatic weapons, etc.)
- Sending or playing offensive messages or pictures.
- Transmitting personal information without parents' written permission.
- Trespassing in the folders, work or files of other users.
- Using a computer without permission
- Using obscene language or profanity. Harassing, insulting, or attacking others.
- Using racial, gender or other slurs. Promoting violence.
- Using the Internet for non-school related activities.
- Using the login name or password of another person.
- Using the network for financial gain.
- Violating copyright laws by using unauthorized copies of commercial software.

Unacceptable use of North Mobile Christian School's network or the Internet may result in more than "loss of access" privileges. The administrators or faculty for violations of rules concerning inappropriate language or behavior may impose additional disciplinary action. When applicable, law enforcement agencies may be involved.

STUDENT RESPONSIBILITIES

- Assume responsibility for your own actions.
- Assume school rules are in effect at all times.
- Avoid gossip, hearsay, and rumors, as they tend to degrade you and do great damage to your friends and your school.
- Avoid improper language at all times.
- Be careful when using school equipment and facilities. Respect property.
- Be ever mindful that as a student at NMCS your words and actions give witness to you and your school.
- Be honest with yourself and others.
- Be on time and prepared for all classes and other school functions.
- Be prompt in returning documents and information requiring parental attention, signature, etc.
- Don't blame others for your own actions.
- Dress and groom according to the approved dress code.
- Listen to announcements.
- Maintain a respectful attitude towards your teachers and other staff and faculty members.
- Make a special attempt to keep your school clean and free of litter.
- You are an NMCS Crusader 24 hours a day, 7 days a week. NMCS, in a very real way, is measured by the behavior of its students.

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student.

I certify that I consent to and will submit to all governing policies of the school as outlined in the school's by-laws and governing documents, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind North Mobile Christian School and is subject to change without notice by decision of North Mobile Christians School's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Student's Name: _____ Date: _____

Teacher's Name: _____

Parent's Signature: _____

This handbook is written for clarification of policies of North Mobile Christian School.

When necessary, policies may be changed by the School Board and/or administration of NMCS without prior notice.