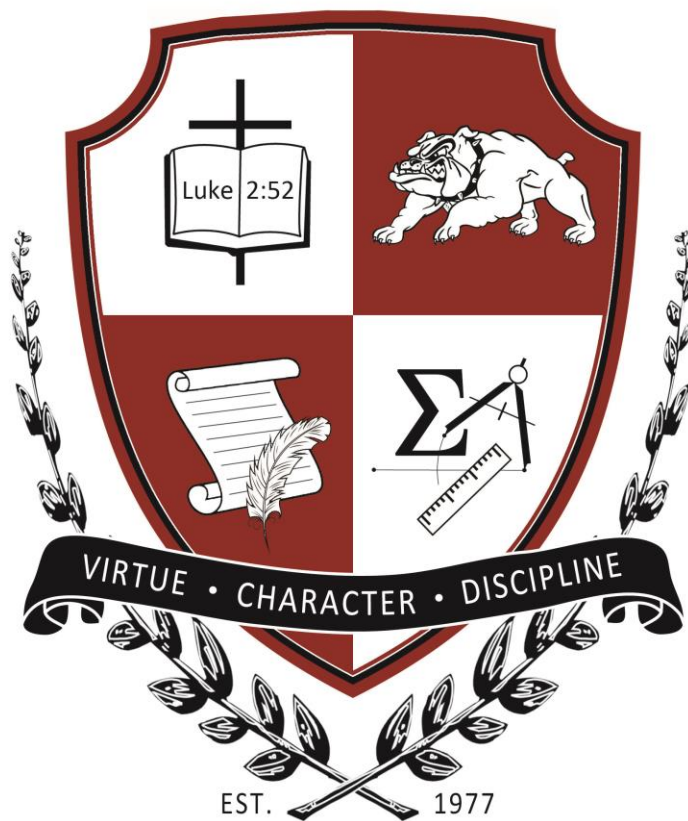


# North Valley Baptist Schools

## Student Handbook



**2023-2024**

And Jesus increased in wisdom and stature, and in favour with God and man.  
**Luke 2:52**

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## Our Purpose

The purpose of North Valley Baptist Schools (NVBS) is to educate and train the whole student—physically, socially, intellectually, and spiritually. Because the Lord requires a fit vessel, guidelines for personal habits, definite dress codes, and proper leisure time activities are provided. The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect the individual's freedom.

Not only must our students have their appearance and actions reflect the Lord Jesus, but they must also acquire wisdom, knowledge, and understanding to serve the Lord. Therefore, the Bible is not substituted for any academic subject, but is integrated into the entire educational program. The Bible is taught so that the student will develop sound values that will govern every step of his life.

NVBS desires to send out into the world, young people who will be lights in this night of spiritual darkness. The objective of our school is to prepare full-time Christian workers to be thrust into the harvest field. **Our purpose is to train young people for full-time Christian service** and our desire is that every student will seek God's perfect will for his life.

As a ministry of North Valley Baptist Church (NVBC), NVBS holds, without apology, to the church's statement of faith. A copy is available upon request.

## Administrative Team

Since the school is a ministry of NVBC, NVBS incorporates Dr. Jack Trieber as the Administrative President. Mr. Chris Fanara executes the day-to-day operations and administration as the principal. The school board, which works in conjunction with Dr. Trieber and Mr. Fanara in policy determination, is comprised of the deacons elected by the members of NVBC.

## FINANCES

Our school, an extension of NVBC, is a non-profit organization. It is not designed for making money, which is noted in its restricted requirements for enrollment. Our teachers are hired on a nine-month basis and are dependent on the prompt payment of tuition from each school family.

The registration fee is:

- \$100.00\* Open House Promotional Rate
- \$150.00\* Early Registration (day following Open House – May 31)
- \$200.00\* Regular Registration (June 1-July 31)
- \$300.00\* Late Registration (August 1-Beginning of school)

The 10-month pay plan rates are as follows:

### TK

1 student \$375.00 per payment

### Elementary school (K5 – 6<sup>th</sup> grade)

1 student \$415.00 per payment

### Middle School/High School (7<sup>th</sup> – 12<sup>th</sup> grade)

1 student \$450.00 per payment

### Available Discounts

|                                 |                        |
|---------------------------------|------------------------|
| Third child's tuition           | 50% off annual tuition |
| Each additional child's tuition | \$80.00 per payment    |

*Discounts apply to siblings only.*

If a family has students in both elementary and secondary grades, the highest level child will be considered the first child.

### Example:

|                            |                 |
|----------------------------|-----------------|
| Seventh grade student      | \$450.00        |
| Fourth grade student       | \$415.00        |
| <u>First grade student</u> | <u>\$207.50</u> |
| Total                      | \$1,072.50      |

*\*This fee is nonrefundable and nontransferable.*

## FINANCIAL POLICIES

Tuition should be mailed to 3530 De La Cruz Blvd., Santa Clara, California 95054. You may also place non-cash payments directly in the drop box at the school office. PLEASE DO NOT PUT TUITION PAYMENTS IN THE OFFERING PLATE AT CHURCH SERVICES. TUITION SHOULD NOT BE GIVEN TO THE CHURCH BUSINESS MANAGER OR FACULTY. Tuition is due by the first of the month. The grace period for overdue tuition ends on the 10th day of the month in which the payment is due. Any late payment is charged a \$25.00 late fee per student.

All returned checks will be charge a \$15.00 returned check fee. This applies to all checks related to the school (fundraisers, tuition, lunch program, etc.). A second returned check fee will result in a \$25.00 charge, and no checks will be accepted for the remainder for the school year. Payments will then need to be paid via cash or money order. If the monthly tuition is not received by the last day of the month in which it is due, your child will not be allowed to attend school on the first school day of the following month until the account is brought current.

**Students attending one day or more of any month will owe the entire month's tuition.** If a student who previously paid tuition in full for the year is removed from school, a refund will be given for the remaining tuition of the year, excluding the 10% pre-payment discount. Student discounts for the third and fourth child will be adjusted if a student is removed from school.

If a student has a sponsor for his tuition, it is still the responsibility of the parent/guardian to keep school account(s) current. Sponsored students must comply with the same payment criteria listed above for non-sponsored students.

If a student is financially withdrawn more than twice in a semester, he will not be able to return to school that semester, and he will lose credits for the current semester. Days missed due to financial withdrawal are considered unexcused as, and schoolwork missed during a financial withdrawal may not be made up for credit. Absence policies for loss of credit will apply to financial withdrawals.

Report cards will not be released for any student who owes a balance. No student will be permitted to graduate from this school until all tuition and fees are paid up to date. In addition, NVBS does not "hold checks."

**Fundraisers:** NVBS is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate two annual fundraising programs and anticipate each child and parent's participation in helping us raise the additional funds needed for designated school projects. The school receives no federal assistance other than a tax-exemption status—neither is it endowed or supported by any other organization. The sports program will also hold fundraisers for each sport. If you do not wish for your student to participate in a fundraiser, a \$120.00 fee will be applied to your account for each fundraiser.

**Sports Fee:** The sports fee is \$100.00 per player for each middle school or junior varsity sport and \$150.00 per player for each varsity sport. The sports fee is due prior to the first game.

**Graduation Fee:** Kindergarten, middle school, and high school graduates will be charged a graduation fee that is due by May 1. Graduation fees are as follows: kindergarten, \$50.00; eighth grade, \$50.00; and twelfth-grade, \$150.00.

**Other Fees:**

Music Fee - \$25.00 per semester

Technology Fee - \$25.00 per semester

Shop Fee - \$25.00 per semester

## North Valley Baptist Schools

- ♦ The student must attend NVBS for a minimum of five years to qualify.
- ♦ The student must complete each semester. If expelled, that semester does not apply.
- ♦ The student must be a graduate with an earned diploma from North Valley Baptist High School.
- ♦ Scholarship is valid only at Golden State Baptist College (GSBC).
- ♦ The student is required to complete one semester at GSBC prior to receiving this scholarship. This scholarship will be applied to his second semester at GSBC. If the student is expelled, the scholarship will be revoked immediately.
- ♦ Once a student qualifies for a scholarship, he will receive \$50.00 per completed semester at NVBS to be applied toward his tuition at GSBC.
- ♦ This scholarship is only valid within one year from the student's high school graduation date from North Valley Baptist High School.

## Admission

**Registration:** Every student must pay the required registration fee for each year of school. Upon deposit of the non-refundable registration fee, a registration packet will be given to first-year students. The registration fee will only be refunded if the school is unable to accept the student, or if a job transfer has occurred, forcing the family to move out of the area.

**Interview:** After receipt of registration forms and fees, our office will set an appointment date for an interview with the administrator and all new students.

**Tuition:** See **Finances** section.

**Signature of Forms:** Before a child can be admitted into NVBS, all necessary forms need to be signed by both the parents and the student each year. This shows that they are in total agreement with the rules that have been established for NVBS.

**Acceptance:\*** Each student will be accepted into NVBS based upon the previous academic, spiritual, and social records provided for our school. All new students must have attended NVBC along with their parents for six months prior to enrollment. All new students and all returning students must faithfully attend all church services (Sunday school, Sunday morning, Sunday evening, and Wednesday evening services). Work is **not** an excused absence from church on Sundays or Wednesdays. If a student neglects his church attendance, the school board will review his eligibility. All new middle school and high school students must submit their testimony of salvation and a short essay on why they want to attend North Valley Baptist Middle School or North Valley Baptist High School.

*\*All students are accepted on a probationary status.*

## Legal Requirements

Students entering Kindergarten in the fall must turn five years of age by December 15th of that same calendar year.

The Health and Safety Code of the State of California Section 120325 states, “All children under eighteen years of age that enter a California public or private elementary or secondary school for the first time or transfer between schools must present a written immunization record that includes at least the month and year of receipt of each dose of required vaccines (or an exemption to the immunization requirements). Otherwise, the child will not be allowed to attend school.” This requirement applies in general to all pupils of any age admitted to public or private schools, including kindergarten.

To meet California’s school entry requirements, children entering kindergarten will need the following immunizations:

| Immunization                             | Dosage          |
|------------------------------------------|-----------------|
| Diphtheria, Pertussis, and Tetanus (DPT) | Five (5) doses  |
| Polio                                    | Four (4) doses  |
| Measles, Mumps, and Rubella (MMR)        | Two (2) doses   |
| Hepatitis B                              | Three (3) doses |
| Varicella (chickenpox)                   | One (1) dose    |

Students entering seventh grade must show proof of the following immunizations:

| Immunization                                                | Dosage        |
|-------------------------------------------------------------|---------------|
| Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) | One (1) doses |
| Measles, Mumps, and Rubella (MMR)                           | Two (2) doses |

A child cannot be accepted until the Health Information form is completed and required immunizations obtained. Immunizations must be kept current unless the parents sign an objection waiver. If a waiver is signed, it must accompany the student's application.

The Federal Family Education Rights and Privacy Act requires a school to have written consent from a parent or guardian before records may be released from the school (as when a student transfers to another school). Parents also have the right to review the records and to challenge the content thereof. This form will accompany applications.

### **School Holidays**

Labor Day  
Veterans Day  
Christmas  
Spring Break

Thanksgiving  
Presidents' Day  
Easter

## Character Development

One of our chief goals at NVBS is to encourage Christian character within each student that will be evidenced by his outward deportment whether he is at home, school, or elsewhere. The character of a student should remain the same, regardless of his location. An undisciplined life is largely an unproductive life. Emphasis at our school is on “What is my duty?” rather than “What can I get out of it?” This response prepares for a life of stewardship. We remind students that “*whatsoever ye do, do all to the glory of God*” (1 Corinthians 10:31).

**Classroom Behavior:** Students are expected to respect the authority of teachers and adults at all times. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students may not leave their seats without permission. Note-passing or any other form of disruptive behavior is not tolerated.

**Personal Behavior:** Students are to be honest and to exhibit kindness and respect for others at all times. We expect our students to reply to adults courteously. They should behave as young ladies and gentlemen. No student shall use profanity or inappropriate slang. “*Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers*” (Ephesians 4:29).

## Discipline

Biblical discipline provides lessons for life for the students both now and for the future. Lessons of discipline include teaching the fear of the Lord (Proverbs 1:5-7); teaching students to make right decisions and to stand alone for righteousness (Proverbs 1:10-19, 29-33); teaching God’s laws of cause and effect (Galatians 6:7-8; Deuteronomy 11:26-28); and teaching restitution for offenses (Matthew 5:23-24; 18:15).

**Purpose of Discipline:** Our purpose in student discipline is to provide a foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God’s Word, obedience to rules is designed to protect a person for God’s best rather than for a life of surrender to the world (Genesis 2:17; Romans 6:13).

**Philosophy of Discipline:** Our philosophy in the application of a disciplinary system is to exhibit a spirit of *concern* and *control*. Our concern is motivated by a desire for each student to travel in the direction that God would have for him. By God’s grace, our attitude of discipline is never carried out with a goal of hurting, but rather to protect the student from unprofitable life directions. Control is also very necessary in our disciplinary system. Our system is designed to be meted out with equality, based not on who the student is, but on the basis of what principle and policy the student has violated. This does not eliminate the element of mercy, but mercy must be tempered, lest others view it as permissiveness.

**Goal of Discipline:** Our goal in discipline is to match the consequences to the offense and counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will only be as public as necessary to resolve conflicts, with the ultimate goal of causing others to fear the Lord and walk in obedience to Him.

**Procedures of Discipline:** NVBS expects full cooperation from both students and parents in the education of the student. If at any time the administration feels that this cooperation is lacking, the student may be requested to transfer to another school. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, he may be requested to transfer to another school. Attendance at NVBS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at our school.

Grades 7 through 12 are on a demerit system. Demerits result from acts of misconduct, and the number of demerits is assigned in proportion to the offense. All students are subject to the demerit system. The administration realizes that there are unintentional or first-time offenses from an overlooked area or an inadvertent policy misunderstanding; however, the consequences of demerits must still be applied to address the student's misconduct. In such cases, it is possible that the full number of demerits may not be assigned. In contrast, cases of deliberate disobedience reflecting purposeful or premeditated action will meet with full consequences of demerits. Part-time and full-time faculty members of NVBS may issue demerits.

A student who is expelled will receive credit only for the portion of the semester prior to being expelled. He will not be allowed to take mid-term or final examinations or participate in any school-related activities. He also may not re-enroll until the following semester and will remain on probation for six months. If a student is expelled within four weeks of the end of a semester, he will not be able to return the following semester.

## **Activities**

**Chapel:** Chapel is held regularly for all students, at which time special speakers and music are presented. Chapel is held on Wednesdays for the elementary school, middle school, and high school. All students must meet the specific dress code for chapel. **Failure to bring a Bible as well as failure to follow dress code will result in demerits for each offense.** Parents are welcome to attend chapel, but must check in with the office prior to attending.

**Social Activities:** In the elementary grades, there may be classroom observances of special occasions such as birthdays and holidays. If the office and the teacher are notified in advance, parents of elementary students may bring refreshments for the entire class on a child's birthday. In grades 7 through 12, there may be parties from

time to time that have been approved by the administration. All scheduled parties must be approved by the office at least three days in advance.

**Programs:** Students are expected to participate in school programs (school night, musical concerts, school carnival, open house, etc.), and they are expected to learn their parts and be prompt. A student can derive much benefit from such opportunities, not the least of which is learning to be reliable. All NVBS students are **required** to attend each school program, whether or not they have a special part in the program. Specific clothing may be required for participants.

**Graduation:** At the end of the school year, a formal graduation will be held for students graduating from kindergarten, eighth grade, and twelfth grade. Graduation is a dignified occasion. Clothing worn by graduates from each class must be approved by the administration. **Attendance at each ceremony is mandatory for all NVBS students.**

### **Interscholastic Sports**

Our interscholastic sports program for boys includes soccer, basketball, and baseball. Our teams compete in the Private Schools Athletic League within the CCS. Cheerleading and volleyball are available for the girls.

It is a privilege for any student to be a member of our sports program, but a student will not receive special privileges for playing on the team. The privilege of participating may be restricted due to grades, behavior, attitude, accumulation of demerits, or any serious infraction of school rules. It is our goal to have athletes that possess character both on and off the field.

Each athlete must maintain a GPA of 2.0 or higher to participate. Grades will be checked every Friday. If a student falls below the academic standard, he will be ineligible to play in any sport for the entire next week. If the student is able to bring up his grade by the next Friday when grades are reviewed, that student will be allowed to participate in that sport. If he is unable to bring up his grade he must sit out for another week.

## GENERAL RULES

In order to participate on a team, a North Valley Baptist Schools' athlete must:

1. Maintain a proper Christian testimony.
2. Attend the following church services weekly: Sunday school, Sunday morning service, Sunday evening service, Wednesday evening service and all special meetings.
3. Attend Youth Hour and participate in a public soul-winning ministry every week.
4. Attend all scheduled practices. If the athlete will be absent from a scheduled practice the coach must be notified 24 hours in advance.
5. Be on time for all practices, games, and bus departures. Tardiness in excess of 15 minutes will be considered an absence.
6. Travel to and from the game on the bus with the team unless approved by the athletic director.
7. Attend school for a minimum of four class periods on the day of the game or practice.
8. If an athlete is suspended from school they may not attend practices or games.
9. Pay your sports fee. An athlete will not be allowed to participate in a sport until the fee has been paid. This fee is nonrefundable.
10. Refrain from inappropriate language.
11. Not bring attention to himself in dress or accessory. (wristbands, hair color, etc.)
12. Have a physical examination within a year of the first practice of the season. Proof of the physical should be turned in to the school office.
13. Students may not use electronics while traveling to and from games.

## General Policies

**Building and Grounds:** Playground supervisors will be on duty each day from 7:45 A.M. to 8:00 A.M. (8:45 A.M. to 9:00 A.M. on Thursdays) and 2:30 P.M. to 2:45 P.M. The school is not responsible for students before 7:45 A.M. or after 2:45 P.M. Students are allowed in the building 15 minutes before school begins and must be out of the building by 2:45 P.M. A teacher must be present with any student or group of students staying after school or entering the building early.

**Absence:** In case of absence, upon the day the student returns, the parent should send a dated note with the student to the school office explaining the reason for the absence. Be sure this note is taken directly to the school office.

*Pre-approved absences* are absences requested in writing prior to the absence **and** approved by the principal. These absences are typically due to special circumstances approved at the discretion of the principal.

*Excused absences* include the following:

- a. *Health:* absences due to illness, quarantine, medical, dental, or optometrical services rendered.
- b. *Warranted:* absences requested in writing prior to the absence **and** approved by the principal **and** qualify for one of the following reasons:
  - a. Appearance in court
  - b. Funeral services for member of immediate family

*Unexcused absences* are absences that do not qualify above. Unexcused absences include:

- a. The missing of class or school without a pre-approved, excused, or warranted reason, whether the absence is student or parent initiated
- b. An absence for which advanced approval is necessary and approval was not obtained before the absence
- c. Absences due to being financially withdrawn from school

Please note that baby-sitting is not an excused absence.

*Excused absences:* Schoolwork, tests and quizzes missed during an excused or pre-approved absence may be made up within the same number of days the student has been absent.

*Unexcused absences:* Classwork, Quizzes, and Tests can be made up for full credit. There will be a 1 point penalty on the final grade of each class for unexcused absence.

**Questionable/Excessive Absenteeism:** In case of questionable or excessive absenteeism, or when a student's total number of absences is in excess of 10% of his enrollment of the current school year, NVBS may require a variety of reasonable methods for verification of illness, including documentation from a physician or other health providers.

**A student with more than 10 absences to any one class during one semester will be subject to academic review with the possibility of losing credit for that class. Excessive absenteeism may result in removal from the school.**

**Truancy:** The California Department of Education states that any student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to minimize interference with instruction.

Education Code Section 48260 (a) states: Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor (the NVBS administration).

**Tardies:** A student must bring a written excuse from his parent or guardian to the school office to be admitted to school if tardy. Extreme traffic may warrant an excused absence; however, tardiness due to heavy traffic on a regular basis will not be excused. Each family will be allowed two school tardies per semester. For each additional tardy to school, a \$5 fee will be added to your account at the end of each semester.

**Grading:** Report cards are issued every nine weeks in the elementary school and every semester for the middle school and high school to indicate to the parents and students the progress that is being made. The report card must be signed by a parent or guardian and returned to school within one week. In addition to grades for subjects, students may also be evaluated on attitude and effort.

**Progress Reports:** Progress reports will be available on Headmaster about every four weeks for the elementary school and about every six weeks for the middle school and high school. The progress report indicates the student's current grade in each subject or class. Students may also be evaluated on attitude and effort. We will notify the parents via e-mail when they are available.

**Illness:** For the welfare of your child and others in the school, all children who are sick must be kept at home. Students that become ill at school may be released

from school only after permission is obtained from the parent or guardian and school administrator.

**Withdrawal:** All withdrawals from school must be handled by the school office.

**Parent-Teacher Conferences:** Please feel free to consult with the school office regarding any problems or questions concerning your child. It is the desire of the administrator and the faculty to be of service to both parents and student, and each teacher welcomes a conference with any parent. However, such conference must be made by definite appointment with the teacher at a convenient, after-school hour. The administrator may be present at the conference if requested. A student may communicate with a teacher concerning schoolwork only during school hours or after school until 3:00 P.M. and only on school property. **Please do not call a teacher at home.**

**School Visits:** School-aged students may only visit if they are potential students of NVBS. No other school-aged students are permitted to visit the school at any other time. Visits are to be arranged through the administrator and the school office at least 24 hours in advance.

**Parents and guests are not allowed to remain on campus without a visitor's pass issued by the school office.** Parents and guests are requested to report directly to the office to obtain a visitor's pass. Parents and guests are to dress appropriately when visiting the school. Dress standards are outlined in this handbook and are required to be followed by all visitors.

Special consideration to visit will be given to school alumni if they receive permission from the school administration and they comply with the school dress and hair standards.

Smoking is not allowed at any time on school property.

**Telephone:** Students are asked not to use the telephone during school hours. Please do not expect to call a teacher or student from class to the telephone. In case of emergency, a message may be left with the school office. Students are not allowed to bring cell phones or smart watches to school.

**Lunch:** Students are not permitted to leave unless special permission has been granted by the administration. If permission is granted, the student may be gone only for the scheduled lunch hour.

**Textbooks:** Textbooks are ordered by the school and book fees will be charged to each student's tuition account. In case of loss of any furnished textbooks, students will be charged for the total price of replacement. Damaged books will be assessed accordingly.

**Enrollment:** Enrollment for the fall term opens March 1. NVBS admits students of any race, color, and ethnic origin who are members of NVBC and who have been faithfully attending for at least six months.

**Hall Passes:** No student will be permitted out of class during scheduled class time unless he has a hall pass. Hall passes are given at the discretion of the teacher. A hall pass is required to be in the school office whether during class time or break time. Violation of this rule will result in demerits.

**Early Dismissal:** If it is necessary for a child to leave school early, a note must be sent to the office that morning explaining the reason for the early departure. Parents may then call for the student at the office, and the student will be summoned. If a student is to be picked up by someone other than a parent or guardian with whom he is living, arrangements must be made in advance. Verification must be obtained to guarantee the individual's identity. Teachers have no authority to release a child; they must refer a request to the school office.

**Closed Campus:** Students are expected to remain on the school grounds during school hours. During the lunch hour, they should not invite friends to come and visit them. No guest should be on the premises during the school day unless he has business that has been approved by the school office. During lunch hours, students may not be in any area except the designated lunch area. All other parts of the property are strictly off limits. All students are required to stay within the parking lot area that has been designated for lunch purposes. Students must stay out of any off-limit area (classrooms, labs, nursery, auditorium, etc.). No handbills, literature, or sale of any items are allowed on the school premises without approval of the administrator.

**Medication:** Any student requiring medication (including aspirin and vitamins) during the day may take the medicine only after seeing the administrator and producing written or verbal permission from his parent or guardian.

**Musical Instruments:** Students are not permitted to bring musical instruments to school that are not part of the NVBS band/orchestra. The only exception is if the instrument will be directly used in accompaniment for special music in a chapel or church service.

**Homework Policy:** Generally, late homework assignments must be turned in within one week of the day it was originally due to receive partial credit (minus 20%). Any late assignment turned in after one week will receive a permanent 50%. Assignments that are not turned in will receive a 0.

**Off-Campus Classes:** It is our policy that if we offer a required class, students must take the class on our campus. Retaking a class off campus because of a low grade is permissible with prior approval from the principal. Most high school classes are equivalent to 5 units per semester. Most community college classes are 2-5 units each. The policy of NVBS is to take the number of units at face value. When courses are taken for purposes other than remediation, we do not place community college credits on our transcripts. These grades are not considered part of the NVBS cumulative GPA.

### **Student Automobile Policies**

It is a privilege to be able to bring a car to school. Any student desiring to drive to school must strictly adhere to the following guidelines or lose all driving privileges on campus. Any reckless driving or excessive speeding of a vehicle on school grounds will result in immediate suspension of all driving privileges, as well as the issuance of demerits.

1. No student may drive on the campus without a valid driver's license.
2. Students must submit parental permission and proof of insurance in written form.
3. No student may leave the campus at any time during school hours without permission from his parent or guardian and the administration.
4. Cars are not to be occupied during school hours, nor are students allowed to sit in parked cars while waiting for school to begin.
5. No student may transport another student in his car unless each student's parent or guardian has granted permission and the school office has been notified.
6. Parents and administration must approve student carpooling.
7. Students may not be alone in a car at any time with a member of the opposite sex (except in the case of siblings or when an adult is present).

### **Parent-Teacher Fellowships**

Parent-Teacher Fellowships are scheduled on the school calendar. Every parent is requested, and may be required, to attend each meeting for the benefit of his child and to obtain pertinent information concerning the school program. Parents may request meetings with teachers or the school administration at any time during the year.

## Grading Scale

|   |        |
|---|--------|
| A | 92-100 |
| B | 84-91  |
| C | 75-83  |
| D | 66-74  |
| F | 0-65   |

## High School Courses

College preparatory courses are offered at North Valley Baptist High School.

### Recommended Freshman Year Units

|                    |    |
|--------------------|----|
| Bible              | 10 |
| English I          | 10 |
| Algebra I          | 10 |
| World Geography    | 10 |
| Physical Science   | 10 |
| Computer Science   | 10 |
| Physical Education | 10 |

### Recommended Sophomore Year Units

|                    |    |
|--------------------|----|
| Bible              | 10 |
| English II         | 10 |
| Algebra II         | 10 |
| World History      | 10 |
| Biology            | 10 |
| Foreign Language   | 10 |
| Physical Education | 10 |

### Recommended Junior Year Units

|               |    |
|---------------|----|
| Bible         | 10 |
| English III   | 10 |
| Trigonometry  | 10 |
| U.S. History  | 10 |
| Physics*      | 10 |
| Communication | 10 |
| Elective      | 10 |

## Recommended Senior Year Units

|                        |    |
|------------------------|----|
| Bible                  | 10 |
| English IV             | 10 |
| Calculus*              | 10 |
| Government & Economics | 10 |
| Chemistry*             | 10 |
| Foreign Language       | 10 |
| Elective               | 10 |

*\*Elective*

## Additional Electives

Advanced Computer Applications  
Art  
Band/Orchestra  
Choir/Chorale  
Consumer Mathematics  
Creative Writing  
Graphic Design  
Health  
Home Economics  
Introduction to Office Procedures  
Journalism  
Shop  
Teacher Assistant  
Video Editing  
Yearbook

## Middle School Courses

|                    |                |
|--------------------|----------------|
| Bible              | Band/Orchestra |
| Choir              | English        |
| Health             | History        |
| Literature         | Mathematics    |
| Physical Education | Science        |

## Graduation Requirements

Effective May 2008, two hundred fifty units (250) are required for graduation<sup>1</sup> (subject to credit review). The required units are as follows:

### Subject Units

|                          |    |
|--------------------------|----|
| Bible                    | 40 |
| English                  | 40 |
| Mathematics <sup>2</sup> | 20 |
| History <sup>3</sup>     | 30 |
| Science <sup>4</sup>     | 20 |
| Physical Education       | 20 |
| Computer Basics          | 10 |
| Foreign Language         | 20 |
| Speech Communication     | 10 |
| Electives                | 20 |

### Honors Program

To receive academic honors and to qualify for valedictorian and salutatorian ten additional units in math and science are required.

<sup>1</sup>*Exceptions may be made for transfer students.*

<sup>2</sup>*Including algebra and intermediate algebra. Three years required for the Honors Program.*

<sup>3</sup>*Including one year of US history and geography, one year of world history and geography, and one year of American government and economics.*

<sup>4</sup>*Including one year of biological and one year of physical science with lab.*

## **Selection of Members for the Honor Society**

*From ARTICLE VI of the Honor Society bylaws:*

**Section 1.** To be eligible for membership the candidate must be a member of those classes (junior, senior) designated as eligible in the Honor Society bylaws. (Freshmen [ninth graders] and Sophomores [tenth graders] are not eligible.) Candidates must have attended NVBS the equivalent of one semester.

**Section 2.** The national minimum standard for scholarship shall be a cumulative scholastic average of at least 92% (A-). Candidates shall then be evaluated on the basis of service, leadership, and Christian character.

**Section 3.** The selection of each member to the Honor Society shall be by a majority vote of the Faculty Council.

## **Dropping and Adding Units**

Permission from the school administrator is required for juniors or seniors to drop or add a course after enrollment. Dropping and adding units may only be done during the first two weeks of a semester. There are no refunds on class fees if a course is dropped.

## **Bible**

Bible study is recognized at NVBS as a fundamental importance. It augments the study of English, history, geography, and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as “the Book of books.”

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study of the Bible. Character development is the most important work of a school. No other subject offered in the school affords the great opportunities for laying the foundation for Christian character.

The only version of the Bible used at NVBS is the King James Version.

## Dress Standards

The purpose of these guidelines established by the administration for the appearance of each student is not to legislate morality, which must come from the heart, but to encourage Christian young people to be concerned with the Biblical principal of modesty, which is neglected by many Christians today. We should ask ourselves the following questions regarding dress:

1. Is it modest?
2. Does it call undue attention to itself?
3. Does it identify with a rebellious element of society that is contrary to God and the gospel of Jesus Christ?

Each student should exemplify in conduct **and** appearance what the model NVBS student should be. Not only does this include his appearance on school campus or during the school day, but this also includes his appearance at church (Sundays, Wednesdays, and special meetings), home, and anywhere else.

These dress standards will apply at home and away from school unless otherwise indicated by the administration. Students are to leave school dressed as they came, with the exception of physical education students. The administration will be the final authority should there be any questions on the matter of dress.

The school board of NVBS has established rules and regulations based upon Biblical principles designed to protect the Christian student from wrong. If a student does not observe these regulations, he will be made aware of his offense and punished accordingly. Attending NVBS is a privilege, not a right. Therefore, the school may expel any student who does not fit in with the spirit and purpose of NVBS.

Students must meet dress code requirements while attending a school sporting event. Appropriate attire is required at all games—both home and away. Failure to meet the dress code will result in dismissal from the game and school discipline.

A student may receive 5 to 10 demerits for violating the dress code. If the problem cannot be corrected immediately, the student will not be permitted to attend classes, and time missed is considered unexcused. The dress code is in effect on school property and at any after-school activity. This dress code applies year-round, including the summer months. The administration reserves the right to be the final judge of whether or not clothing or fashions are inappropriate for the occasion.

In order to promote an *esprit de corps*, it is traditional at most educational institutions for students not to wear articles of clothing that have names of other high schools, colleges, or countries attached. In keeping with this tradition, NVBS students may not wear jackets, sweaters, or any other articles of clothing that are identified with other institutions, or countries, (that are not ministries of NVBC).

## **Ladies' Dress**

1. Hair must be clean and styled neatly.
2. Ladies hair color must be a natural color.
3. Make-up can be worn with discretion.
4. Clothing must not be tight-fitting or otherwise immodest. This includes low or plunging necklines or low-cut backs. Nothing in the front or back can be lower than 4 closed fingers from the indented area in the neck. No "worldly" style of clothing is permitted.
5. Neither jackets nor non-uniform sweaters/sweatshirts may be worn indoors. Approved sweaters may be purchased through Bancroft Uniforms.
6. Blouses are to be modest—not see-through. Satiny or sheer material is not allowed, and only the top button may be unbuttoned. Tight or fitted blouses or sweaters that would hug the rib cage area, and short-ribbed sweaters or tops are not allowed.
7. Skirts or dresses must touch the floor when in a kneeling position, and no slits above the knee are allowed. All straight skirts must be loose enough to slide down easily when pulled up. Silk, satin, and spandex (Lycra) clothing are unacceptable.
8. No pants, slacks, or shorts (including walking or basketball shorts) are ever to be worn.
9. Accessories in school colors (standard black, white, or red) may be worn. No ankle bracelets, or choker necklaces are allowed. No piercing on any area of the body other than the bottom earlobe is permitted. Female students may have no more than two pierced holes in each ear.

## **Ladies' Uniform Standards**

1. A white Oxford or polo shirt must be purchased through Bancroft Uniforms.
2. No T-shirts are to be worn except for occasions approved by the administration. Shirts and tank tops worn under a polo shirt must be in school colors (standard black, white, or red).
3. A solid black school sweater must be worn on Wednesdays and must be purchased through Bancroft Uniforms.
4. Plaid skirts must be purchased through Bancroft Uniforms.
5. Young ladies in 7<sup>th</sup> -12th grade may wear nylons or knee socks on regular school days. Knee socks must be in solid black, white, or red. Nylons must be black or off black, white or off white, or of a natural skin color – no patterns. Knee-high nylons are not allowed. Young girls in TK-6<sup>th</sup> grade must wear solid black, white, or red socks. Other exceptions can be made by the administration.
6. Shoes must be neat and clean in appearance. No "skater" shoes, canvas shoes, flip-flops, or sandals are permitted. Shoes must have a full back. Tennis shoes are permitted for physical education classes only, unless approved by the administration for special days. Young girls in TK-6<sup>th</sup> grade may wear tennis shoes.

*The administrator will review anything questionable.*

## **Men's Dress**

1. Hair must be clean and cut so that it is at least one finger width above the eyebrows on the forehead, and sideburns should be no longer than the middle of the ear opening. Hair is to be off the ears and off the collar. Hair is to be blended. No perms, shaved, dyed, spiked, or worldly haircuts are allowed.
2. No mustaches or beards are permitted.
3. Necklaces, bracelets, athletic bands, or earrings are not to be worn.
4. Hats or ball caps should not be worn in a building.
5. Neither non-school jackets nor non-uniform sweaters/sweatshirts may be worn indoors. Approved sweaters may be purchased through Bancroft Uniforms or through the NVBS merchandise store.

## **Men's Uniform Standards**

1. All shirts must be monogrammed with the school name and purchased through Bancroft Uniforms.
2. No T-shirts are to be worn except for occasions approved by the administration. Shirts worn under a polo shirt must be in school colors (standard black, white, or red) and must not have any lettering, images, or any symbols.
3. Shirttails must be tucked in at all times.
4. Ties must be worn on chapel days. Ties must be worn with the appropriate uniform shirt. Ties must be properly tied to the neck. If a sweater is worn, the tie knot must be visible. The necktie must be purchased through Bancroft Uniforms – burgundy tie for the elementary and the uniform tie for the middle school and high school.
5. A solid black sweater must be worn on Wednesdays and must be purchased through Bancroft Uniforms.
6. Pants must be pulled up to the waist. Cargo pants are not to be worn. Baggy and sagging pants are not to be worn. Pants with elastic ankles may not be worn.
7. No pants made of denim or “jean-looking” material are to be worn at school functions (including athletic events) unless permission is given by the administration.
8. Middle School and High School students are required to wear either a brown or black belt. Studded, cloth, or other decorative belts are not to be worn. No decorative belt buckles.
9. Black or brown casual shoes and socks must be worn at all times. No “skater” shoes, canvas shoes, sandals of any kind are permitted. Tennis shoes are permitted for physical education classes only and when approved by the administration for special days. Young boys in K5-6<sup>th</sup> grade may wear tennis shoes. Shoes must meet administrative approval.

*Dress code violations will result in the following penalties:*

First offense

5 demerits

Second and consecutive offenses

10 demerits per violation

## **Uniform Guidelines**

NVBS enforces a uniform dress code that is to be worn to school on a daily basis with no exceptions. Uniforms must be purchased through Bancroft Uniforms of San Leandro, CA. The uniform schedule provided here must be followed. Failure to adhere to the schedule will result in demerits for dress code violation. The administration may send home students whose clothes appear sloppy or fail to meet the school dress code. All matters concerning a student's appearance are subject to administrative review and evaluation.

## **Demerit/Merit System**

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the school or displays a spirit contrary to the purpose and principles for which the school stands, he is subject to expulsion even though he may not have broken any specific rule or regulation. **We expect our students to abide by the spirit of the law as well as to abide by the letter of the law.**

The demerit system is designed to give the student and parents an objective picture of the student's general behavior. Demerits are recorded on the student's official record and therefore become an important factor for future job and schooling credentials.

In 7<sup>th</sup> – 12<sup>th</sup> grade for every ten demerits a student earns, a one-hour detention will be given. Detentions will be held on Friday from 2:40 -3:40.

Faculty may give demerits; however, demerits are reviewed by the administration. Weekly demerits are accrued on a semester basis. An accumulation of 125 demerits in a semester will result in automatic expulsion and loss of credit. Parents will be notified each time a student accumulates 25 demerits.

|              |                                    |
|--------------|------------------------------------|
| 25 Demerits  | Letter sent home                   |
| 50 Demerits  | Letter sent home, 1-day suspension |
| 75 Demerits  | Letter sent home, 2-day suspension |
| 100 Demerits | Letter sent home, 3-day suspension |

*"He that walketh with wise men shall be wise: but a companion of fools shall be destroyed" (Proverbs 13:20).*

## Behavior

*All issues concerning demerits and expulsion may be reviewed at any time by the administration. Situations may require varying degrees of punishment, and the administration reserves the right to evaluate these situations at their discretion. The penalty for these will be an administrative decision.*

When an adult enters the classroom, every student is required to stand. The only exception is when a student is taking a test or timed writing assignment. Students may be seated when the teacher gives them permission.

Misbehavior in the classroom or at any school activity will result in demerits. The following actions are among those considered misbehavior:

| Infraction                                                                                                                                               | Demerits |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Attending class unprepared (no textbook, paper, pen, or any other required materials). <i>A student's grade is docked when homework is not finished.</i> | 1        |
| Failure to return notices, tests, progress reports, or report cards (that require a signature by a parent or guardian) on time                           | 1        |
| Tardy to class                                                                                                                                           | 3        |
| Out of seat without permission                                                                                                                           | 1        |
| Passing and/or reading notes                                                                                                                             | 1        |
| Inappropriate behavior indoors (running, wrestling, boisterous, throwing items, etc.)                                                                    | 3        |
| Unnecessary talking or noises                                                                                                                            | 3        |
| Working on unrelated material                                                                                                                            | 3        |
| In the hallway without a pass                                                                                                                            | 3        |
| Eating or drinking in an off-limit area                                                                                                                  | 5        |
| Untidy appearance of desk, book bag, locker, etc.                                                                                                        | 3        |
| Littering or leaving an area unkempt                                                                                                                     | 3        |
| Negativism, sarcasm, worldly conversation, griping, insulting or teasing another person                                                                  | 5        |
| Possession of and/or riding a bicycle or skateboard on school property without permission                                                                | 5        |
| Unauthorized use of the telephone                                                                                                                        | 5        |
| Gum chewing (in school)                                                                                                                                  | 3        |
| Being in an off-limit area (in a classroom without permission, etc.)                                                                                     | 10       |
| Possession of and/or using a cell phone during school hours without permission (Cell phones are not allowed on school property.)                         | 10       |
| Fighting                                                                                                                                                 | 10       |
| Possession of a MP3 player (or similar device), camera, game console, or computer games at school without administrative permission                      | 10       |

## School Property

*Damage to school property, whether willful or due to negligence, will result in the student receiving up to 25 demerits. The student will also provide cost of restoration.*

Lockers are issued to middle school and high school students the first week of school. Students may decorate their lockers; however, no posters, photographs, or other items that suggest worldly lifestyles may be used. Students may not write on lockers. The lockers are the property of NVBS and may be checked by the administration, faculty, and staff at any time.

| <b>Miscellaneous Regulations and Penalties</b>                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attending dances, nightclubs, or an inappropriate party (Penalty: expulsion)                                                                                                                  |
| Attending public movies at a theater or IMAX (Penalty: Administrative decision)                                                                                                               |
| Viewing an inappropriate movie in the home (Penalty: Administrative decision)                                                                                                                 |
| Cheating (Penalty: Grade Deduction / 25 Demerits / Administrative Decision)                                                                                                                   |
| Scoring violation (altering an assignment grade or report card) (Penalty: 25 demerits)                                                                                                        |
| Direct disobedience (Penalty: 15 demerits)                                                                                                                                                    |
| Disrespect and insubordination to teachers (Penalty: 15 demerits to expulsion)                                                                                                                |
| Striking or attempting to strike an administrator, teacher, or staff member (Penalty: expulsion)                                                                                              |
| Lying or any form of withholding the truth (Penalty: 25 demerits)                                                                                                                             |
| Skipping class (late 10 minutes or more) (Penalty: 15 demerits per class missed)                                                                                                              |
| Leaving the campus without permission is forbidden. The campus is defined as the elementary, middle school, and high school buildings. (Penalty: 25 demerits)                                 |
| Fighting (Penalty: administrative decision)                                                                                                                                                   |
| Members of the opposite sex may not touch in an inappropriate manner (kissing, embracing, caressing, etc.) (Penalty: administrative decision)                                                 |
| Fathering or bearing an illegitimate baby (Penalty: permanent expulsion)<br><i>NVBS reserves the right to require a pregnancy test.</i>                                                       |
| Fornication (Penalty: permanent expulsion)                                                                                                                                                    |
| Homosexual acts (Penalty: permanent expulsion)                                                                                                                                                |
| Possessing vulgar literature at school is forbidden. Vulgar literature is defined as that which is coarse, morally crude, offensive, obscene, or profane. (Penalty: 25 demerits to expulsion) |
| Vulgar language, notes, gestures, or profanity. (Penalty: 25 demerits to expulsion)                                                                                                           |
| Possession of knives, guns (including "air soft"), or any other weapon at school or at a school function (Penalty: suspension to expulsion)                                                   |

|                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Smoking or possessing smoking materials or tobacco products of any kind (Penalty: expulsion)                                                                                                                                                                  |
| Using, possessing of, or selling narcotics (Penalty: permanent expulsion)<br>NVBS reserves the right to have any student tested for drugs.                                                                                                                    |
| Stealing (Penalty: 25 demerits to expulsion)                                                                                                                                                                                                                  |
| Gambling (Penalty: administrative decision)                                                                                                                                                                                                                   |
| Listening to rock music or singing/quoting the lyrics to rock music or possession of rock music materials (Penalty: administrative decision)                                                                                                                  |
| Students are allowed in the main hallway at 7:45 A.M. and must be out of the hallways by 2:45 P.M. Students may be in the building at other times ONLY when authorized and supervised by a teacher and approved by the administration. (Penalty: 10 demerits) |
| Students are not to access the Internet or use e-mail or instant messaging without permission and a teacher present in the classroom. E-mail may only be used for class projects, not personal use. (Penalty: 10 demerits to expulsion)                       |
| Hacking into a school computer or using a school computer without permission (Penalty: 25 demerits to expulsion)                                                                                                                                              |
| Students will not be allowed to check or update their social media accounts while on the school property or during school hours. (Penalty: administrative decision)<br>NVBS holds the right to review the content of these networking sites at any time.      |
| Students are not allowed to post any NVBS related material or media on the internet for public consumption without approval. (Penalty: administrative decision)                                                                                               |

*All above penalties are subject to administrative decision.*

## **Dating Rules**

1. No man and lady may ever be alone in a hallway or a room.
2. No man and lady may arrive or leave the school property together alone.
3. Only North Valley Baptist High School seniors may date approved GSBC students.
4. Kissing, embracing, or physical contact of any kind is not permitted. (Penalty: administrative decision)