

2010-2011 STUDENT HANDBOOK



Northwest Hills

CHRISTIAN SCHOOL

8511 HEATH CIRCLE DRIVE
SAN ANTONIO, TEXAS 78250-4624
(210) 522 - 1102
(210) 522-1103 FAX



Northwest Hills

CHRISTIAN SCHOOL

Licensed by the State Department of Human Resources

Pre-K 3 thru Eighth Grade

A BEKA BOOK CURRICULUM

**School Colors:
Red, White and Blue**

**School Mascot:
Eagle**

**Theme Song:
Victory in Jesus**

Mission Statement

Northwest Hills Baptist Church is a community of baptized believers organized to advance the cause of Christ. We seek to accomplish this through regular worship services, the proclamation of the Gospel, personal evangelism, outreach ministries (support groups, etc.), missionary endeavors, pastoral care and Christian education offered both through church classes and through a weekday school. We believe that the ministry of our Lord Jesus Christ gives us the pattern for ministry--namely, caring, sacrificial service to others.

“Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverbs 22:6

2010- 2011 SCHOOL CALENDAR

Northwest Hills Christian School follows the Northside School District calendar as closely as possible in meeting our school requirements. This year the holidays are as follows:

| | | |
|------------------|-----------|---|
| August | 23 | First Day of School–Early Dismissal |
| September | 6 | Labor Day |
| September | 29 | Early Dismissal/Staff Development |
| October | 11 | Student Holiday/Parent-Teacher Conference |
| November | 19 | Early Dismissal |
| November | 22-26 | Thanksgiving |
| December | 17 | Early Dismissal |
| December | 20-31 | Christmas/New Year's Holidays |
| January | 3 | School Resumes |
| January | 17 | Martin Luther King Day |
| February | 2 | Early Dismissal/Staff Development |
| February | 18 | Student Holiday/ACSI Math Olympics |
| <i>*February</i> | <i>21</i> | <i>Presidents Day *Bad weather makeup day</i> |
| March | 11 | Early Dismissal |
| March | 14-18 | Spring Break |
| April | 8 | Early Dismissal |
| April | 15 | Battle of Flowers |
| <i>*April</i> | <i>22</i> | <i>Battle of Flowers *Bad weather make up Day</i> |
| May | 27 | Last Day of School |

***All Dates Are Subject To Change**

STAFF MEMBERS

Our school is administered by a staff consisting of the Weekday Education Committee, Pastor, and Director who are members of the church. The teachers are experienced and qualified in guiding your child in learning experiences.

WEEKDAY EDUCATION COMMITTEE

Director
Pastor
Treasurer
Secretary

Donna Beaver
Glenn Thigpen
Nell Denney
Robin Collins

Lynn Phillips
Mandy Countryman
Keith Andrus
Joe Craine

Robin Collins
Barbara Ries
Bill Jones

2010-2011 SCHOOL STAFF

Director
Pastor
Office Coordinator
Administrative Assistant
Office Assistant
Eighth Grade
Seventh Grade
Sixth Grade
Fifth Grade
Fifth Grade
Fourth Grade
Fourth Grade
Third Grade
Third Grade
Second Grade
Second Grade
First Grade
First Grade
First Grade
Kindergarten
Kindergarten
Kindergarten
Pre-K4
Pre-K4
Pre-K4
Pre-K4
Pre-K4
3 Year Pre-School
Physical Education
Physical Education
Assistant P.E.
Assistant P.E.
Art
Computer
Library
Music
Spanish
A.M. & P.M Care
Lunch Room Monitors

Donna Beaver, M.A.E.D.
Glenn Thigpen
Linda Martin
Alma Dowdle
Julie Magee
Lisa Gano B.S.
Michael Faur, B.A.
Diana Perez, B.S.
Candy Thigpen, B.S.
Louisa Thomas, M.S. – Bilingual
Sylvia Priest, B.A.
Tim Huestis, B.A.A.S
Virginia Manganag, M.A.
Karen Todd, B.A.
Beth Ann Gulick, B.S.
Carolyn Sanford, M.E.D
Lisa Morrison, M.A.
Vernell Niles, B.S.
Jill Jones, B.S.
Julia Cox, B.S.
Donna Krugman, B.A.
New Teacher
Nancy Davenport
Julie Damschen
Michelle Jackson
Virginia Lozano
Diana Piotrowski
Cynthia Gresham, M.A.
Debbie Head
Mark Wilk, B.A.
Elsie Tobin, M.S.
Annette Gonzales
Alma Rodriguez
Jodie Navin B. S.
Tammy Jenkins
Christina Rodriguez, B.A.
Grace Gonzales
Mark Wilk, Sylvia Reyna & Annette Gonzales
Sylvia Reyna & Annette Gonzales

SCHOOL POLICY

Northwest Hills Christian School embraces children of all colors, religions, and national origins. We do not practice racial discrimination. We welcome all children, those of various religious backgrounds and those without any religious background. It is our intent that our school maintains a Christian atmosphere and makes Christ and His teachings a real part of our program as each child develops spiritually, socially, physically, mentally, emotionally and patriotically. We are thankful for this opportunity of caring for and teaching your child and wish to help you in every way we can. Each child and family is very special to us.

SPECIFIC OBJECTIVES TO HELP THE CHILD SPIRITUALLY

To grow in his knowledge of God, in His love and care; to find ways of expressing his love to God; to know God made and cares for the world, to feel he can talk to God any time, anywhere.

"OH GIVE THANKS UNTO THE LORD: FOR HE IS GOOD." Psalms 136:1

To know that Jesus is God's Son; to feel Jesus is his best friend; to know Jesus came as a baby, grew to manhood, and helped people in many ways; to enjoy doing things that please Jesus; to want to be like Jesus.

"WE LOVE HIM BECAUSE HE FIRST LOVED US." 1 John 4:19

To think of the Bible as a special book that tells about God and Jesus; to enjoy the Bible stories and verses; to realize the stories are true and are written to show him how to be kind and good.

"IN THE BEGINNING WAS THE WORD." John 1:1

To think of the church as a special place to learn about God and Jesus; to enjoy going to church; to have happy experiences at church; to feel the importance of going to church; to appreciate those who help him at church: the Pastor, teachers, and adult friends.

"I WAS GLAD WHEN THEY SAID UNTO ME, LET US GO INTO THE HOUSE OF THE LORD." Psalm 122:1

To know that God gave him his family to love and appreciate; to want to help at home; to enjoy family worship and fellowship.

"CHILDREN, OBEY YOUR PARENTS." Ephesians 6:1

SOCIALLY

To grow in the ability to work and play happily with others; to develop an attitude of kindness, helpfulness, cooperation and courtesy towards others; to know God loves everyone; to enjoy doing nice things for friends and neighbors; to begin to appreciate the contributions of others toward his well being; to accept appropriate individual and social responsibility.

"LOVE ONE ANOTHER." John 15:12

PHYSICALLY

To develop muscular coordination and control in both fine and gross motor skill, and to establish desirable health habits.

MENTALLY

To think independently and to accept the results of decisions.
To broaden his range of interests.
To develop language powers and readiness skills.
To develop consciousness of numbers, numerals, and mathematical concepts and sets.

EMOTIONALLY

To meet new situations with a reasonable amount of stability. To be able to initiate and follow through a simple plan of work. To grow in self-confidence as he learns to do more things for himself and helps to solve his own problems.

PATRIOTICALLY

The small child is just beginning to have feelings of loyalty and pride, and these will grow to love of country best in an atmosphere of love and security, in chances to work with others, and through good examples in everyday living.

"SUFFER THE LITTLE CHILDREN TO COME UNTO ME." Mark 10:14

CURRICULUM

Northwest Hills Christian School uses the A Beka Book Curriculum. The following list is a general description of what is included in each class.

THREE YEAR PRESCHOOL

Using the A Beka Book materials, the children learn the alphabet, counting to 30, health, manners, safety, science, Bible, art, nursery rhymes and singing in a variety of delightful ways.

FOUR YEAR PRESCHOOL

The A Beka Book curriculum plans for an exciting program for four-year-olds including phonics (alphabet sounds, blends, words), reading, writing, number concepts from 1-20, counting to 100, poetry, Bible, art, music and other enjoyable activities.

KINDERGARTEN

The A Beka Book curriculum plans for an exciting program for five-year-olds including phonics (letter sounds, special rules, blends, words), reading, numbers, counting and number concepts to 100, number sequence combinations, writing, art, poetry, music, Bible, social studies, science, physical education and creative learning.

FIRST GRADE

The A Beka Book curriculum provides day by day plans for a complete first grade program with emphasis on learning how to read phonetically. It includes plans for phonics, reading, arithmetic, writing, spelling, poetry, Bible, science, history, music, art, physical education and computer science.

SECOND GRADE

The A Beka Book curriculum provides daily plans for teaching reading, phonics, vocabulary, spelling, grammar, penmanship (manuscript and cursive), Bible, music, U.S. History, science, arithmetic, art, physical education and computer science.

THIRD GRADE

The A Beka Book curriculum provides complete plans for teaching reading, arithmetic, grammar, penmanship, spelling, vocabulary, poetry, phonics, Bible, science, U.S. History from a Christian perspective, music, physical education and computer science.

FOURTH GRADE

Teacher tested daily plans for reading (character-building, patriotic stories, vocabulary, and speed reading), spelling and vocabulary (30 words per week), penmanship, English, history, science, arithmetic, music, art, poetry, Bible, physical education and computer science.

FIFTH GRADE

Clear, thorough plans for teaching reading (character-building, patriotic stories; speed reading, and book reports), spelling and vocabulary (36 words per week), English (grammar and usage, creative writing, library research project), history and geography (a study of the Eastern hemisphere; map work included), science (survey of weather, energy, plants, animals, geology, conservation, creation, human body), and arithmetic (review of all early elementary work plus decimals, geometric figures, and word problems). Poetry, Bible, music, computer science and physical education will also be incorporated into the curriculum.

SIXTH GRADE

Comprehensive plans for teaching reading including book reports, spelling and vocabulary, English (grammar and usage, creative writing, library research project), world geography, science, arithmetic. Poetry, Bible, music, computer science, Spanish and physical education will also be incorporated into the curriculum.

SEVENTH GRADE

The A Beka Book curriculum provides teaching materials for English, Grammar literature, spelling, arithmetic, science, and Bible. Texas History, Spanish, physical education, computer science and music will also be incorporated into the curriculum.

EIGHTH GRADE

The A Beka book curriculum provides teaching materials for English, Grammar literature, spelling, arithmetic, science, Bible, and history. Physical education, journalism, Spanish and music will also be incorporated into the curriculum.

SPECIAL SUBJECT CLASSES

Art: Students attend regular art classes once a week with a qualified art teacher, providing many creative experiences with a variety of media.

Music: Music classes are once a week with a music teacher. Students are given the opportunity to sing in school programs throughout the year.

Technology: Students go to the computer lab once a week for instruction.

Library: Students receive instruction by the librarian in author studies and book genre.

Physical Education: The primary goal is to allow the students to discover their physical God-given gifts and talents enabling them to cultivate their Christian character through commitment, responsibility, discipline, team work, and sportsmanship.

Instrumental Music: Band/Piano is provided by an outside instructor before school. An additional fee is charged for students participating in this program.

Chapel: A highlight once a week is to come together for chapel. The chapels are varied from week to week and might include such things as guest speakers, films, singing groups, plays and other special interest groups.

ACSI EVENTS

ACSI (Association of Christian Schools International) has several events throughout the year in which NWHCS participates. These include Math Olympics, Spelling Bee, Science Fair, Art Fair and more. Students may also participate in essay and poetry contests throughout the year.

FIELD TRIPS

Classes take trips to interesting and educational locations in and around the community and state as a vital part of the instructional program. Parents are notified in advance and are encouraged to help chaperon. However, due to the nature of most educational field trips, siblings will not be permitted to attend. This frees parents to adequately supervise groups of students and experience an enjoyable activity with their child.

Each class will schedule approximately 1 to 2 field trips per year. Parents driving on field trips must provide to the school office proof of insurance and valid driver's license.

Parents may be required to pay for some of the entrance fees for field trips. Fees will be collected by teacher before the field trips. Parents will be notified in advance of any fees.

EMERGENCY EVACUATIONS

Fire Drill/Weather evacuations are posted in each room. The school will conduct monthly fire drill procedures. Weather and lock-down procedures will be conducted each quarter.

VISITORS AND PARENTS

All visitors (including parents) must register in the office if they are visiting on campus during school hours. This procedure will help us better protect our students from unwanted visitors and also help us know who is on campus in case of emergency. Exceptions to the sign-in procedure are parties, programs, and "all-school" events. Our school is locked from 9:00 am to 2:30 pm. Parents wishing to enter the school must press the door buzzer on the front door. The office will then release the door lock. Visitors may be asked to show ID when entering our campus for the safety of the students. Doors and hallways are monitored by security cameras.

PERSONAL ITEMS ON CAMPUS

Please do not permit your student to bring valuable personal items of any kind (i.e., cameras, toys, etc.) to school. If students bring personal items from home, NWHCS will not be responsible for loss or damage. The only exception to this policy is for preschool students. Preschool students may bring items for "Show and Tell" each Friday, but NWHCS is not responsible for loss or damage. No guns of any kind may be brought to school.

NO ELECTRONIC DEVICES ARE PERMITTED AT ANYTIME! This will include but is not limited to cell phones, pagers, Game Boys, etc. The use of any of these electronic items will be subject to confiscation and charged a \$20.00 fee to retrieve such item.

PARTIES

During the year, students will have the opportunity to participate in a number of classroom celebrations. Party treats are to be limited to cookies and drink, with the exception of Christmas. We also have parties, which are related to units of study such as Western Day. Children will be honored on their birthdays by singing "Happy Birthday." Birthday Treats are to be limited to a single cupcake or cookie per child, no pizzas. Birthday treats will be passed out at lunch time. Please see each individual teacher for party details. No siblings at class parties.

PARTY DATES (Refer to your teacher for details.)

| | |
|--------------------|---------------------|
| November 19 | Fall Harvest |
| December 17 | Christmas |
| February 14 | Valentine's |
| April 21 | Easter |

OTHER IMPORTANT DATES

| | |
|--------------------|---|
| August 20 | Open House |
| September 8 | Grandparents Day |
| October 11 | Parent Teacher Conferences |
| February | Book Fair |
| March | S.A.T. Testing |
| May 24 | Awards Program 1st – 2nd grades 9am |
| May 25 | Awards Program 3rd – 5th grades 9am |
| May 26 | Awards Program 6th – 7th grades 9am 8th Grade Graduation & Awards Program 7:00 pm |

CHAPEL

Every Thursday morning the children and teachers attend chapel. This is a time when our pupils of various religious backgrounds and those with no religious backgrounds learn hymns, Bible verses, and listen to Bible stories. Parents are invited to attend chapel and worship with us. Each class will be responsible for at least one chapel per year.

CONFERENCES

Parents are always welcome to visit our school and observe their child and our teachers. However, in the interest of efficiency you should contact the Director for an appointment and check in with office staff before entering the classroom. Be reminded that it is not wise to discuss a child in his/her presence or in the presence of other children, or while school is in session. If you feel the need for a conference, please make an appointment with the teacher for a conference time. In order for parents to know firsthand their child's progress, parent teacher conferences are held once a year. School is closed to give ample opportunity for parents and teachers to be able to have sufficient time to discuss each child's progress. Conferences for Preschool-5th grade are held in individual classrooms with parents only. Conferences for 6, 7 & 8th grade students are held in the homeroom classrooms, and students are expected to attend the conferences with their parents. Students are expected to wear uniforms when attending conferences.

PROGRESS REPORTS

The purpose of our reporting system is to give parents and students an indication of the progress being made. Each child's ability, attitudes application and achievement are taken into account in grading, but the students are marked on actual achievement as well as effort put forth.

All students should be encouraged to work for achievement as such, not for grade (or money). They should learn to work in order to achieve and to please the Lord (Colossians 3:23). Please do not compare your child's grades with those of other children. Each student is unique in his or her learning abilities, and the reports are written on the basis of his progress and should be interpreted thusly in accordance with his ability. Parents are urged to ask for conferences any time they deem necessary. The teachers and Director welcome such opportunities.

INTERIM ACADEMIC REPORTS

Interim Academic Reports are sent out mid-quarter to students with a “D” or below. This gives the parent an indication of difficulties being experienced before grades are issued. However, a teacher may report on any student. Any radical change in performance should be reported to parents.

HOMEWORK POLICY

1. Each day the children copy the homework assignment off the board, entering it into their assignment notebooks or steno. If there is no homework, "none" will be written.
2. Homework assigned on Wednesday and Friday will be in moderation.
3. Homework assignment notebooks must be signed and returned each day. Failure to do so will result in a demerit.
4. It is the responsibility of the student to have the assignment notebooks signed each day. Parents are encouraged to remind them daily.

Based on the academic ability of the child, the average amount of time spent completing homework assignments in the primary grades should be approximately 30-40 minutes per night. Upper elementary and junior high students can anticipate approximately 60-75 minutes of homework per night. Students should all be encouraged to manage their time wisely and not procrastinate.

While parents may assist in seeing that the work is done and help explain the work when necessary, all work must be done by the student, and he must take responsibility for it. Parents should also encourage their child to bring home papers (tests, projects, etc.) for them to see.

PRESCHOOL SNACK

Children must bring a nutritious snack from home each day for mid-morning snack. Please do not send candy. Fruit, cheese and crackers or raw vegetables are excellent choices. Juice or milk in a thermos may also be sent or money for milk or juice from the lunchroom. A drink card may be purchased through the school office. Please do not send glass bottles or containers. Please print your child's name on the outside of a plain lunch box or bag. No cartoon characters of any kind such as Harry Potter, Bakugan, etc. are allowed. Please make sure snack items and drinks are in containers easy for preschool students to open.

LUNCH PROGRAM FOR PK4, KINDERGARTEN AND GRADES

Students may bring their lunches each day or participate in our hot lunch program. All students must eat a nutritious lunch (no soda or candy). Please pack lunches for younger children so they can manage without the teacher's help. Milk or juice may be purchased at school. Menus for the lunch program will be sent home monthly. Hot lunches are not available for purchase on a day-to-day basis as they are accounted for ahead of time by the caterer. Peanut butter and Jelly sandwiches and a drink are available on a daily basis for the price of \$ 2.75.

ENROLLMENT AGES

| | |
|--------------|------------------|
| First Grade | 6 by September 1 |
| Kindergarten | 5 by September 1 |
| 4 Year Class | 4 by September 1 |
| 3 Year Class | 3 by September 1 |

The maximum number of children in each class will be determined by classroom size.

TRANSFER STUDENTS

It is the policy of the school to accept transfer students whose accomplishments have been up to acceptable standards as determined by the school Director.

RE-ENROLLMENT

During the month of January re-enrollment for the fall term for present students is accepted on a first come, first served basis. Enrollment is open to the public in February.

SCHOOL HOURS

| | |
|-------------------------|--|
| 8:00 a.m. to 3:00 p.m. | 6 th -8 th Grade |
| 8:30 a.m. to 3:00 p.m. | Preschool 4yr – 5 th Grade |
| 8:15 a.m. to 11:10 a.m. | AM Preschool 3yr |
| 12:00 p.m. to 2:50 p.m. | PM Preschool 3 yr |

Pre-K 3 students will be admitted to the building at 8:10 a.m. Pre-K4 through 5th grade students will be admitted into the building at 8:20 a.m. 6th – 8th grade students will be admitted into the building at 7:50 a.m.

Pre-K 4 children should not arrive at school before 8:20 a.m., as there will be no planned supervision for them before that time, and we cannot be responsible for them.

6th – 8th grade students may be dropped off at the middle school entrance at 7:50 - 8:00 a.m. Students arriving before 7:50 a.m. should be enrolled in AM Care and should be dropped off at the elementary building.

Children should be picked up promptly at their designated time. A child can become upset when all the other children have gone and he/she is still at school. Children left after 3:20 will be placed in after school care and fees will be charged accordingly. Please do not send any one to pick up your child without calling or sending a note.

ATTENDANCE POLICY

If your child is going to be absent, please call the office each day. Regular attendance is necessary for a student to gain the most in school. Generally, a student will be excused from school only for sickness, doctor and dental appointments, or emergencies. If a child is absent for 3 consecutive days a statement signed by a Doctor is needed before the child may return to class.

- If a child is absent and homework is requested by 9 am in the morning, homework will be in the office by 3pm. Homework requested after 9 am will be ready the following afternoon.
- Three early dismissals or unexcused tardies in one grading period will equate to (1) one unexcused absence.
- A student may not be given credit for a semester if the student has more than five unexcused absences during a semester

Permission must be received from the Director if a student is absent for any other reason other than those listed above. Please avoid planning family outings, vacation trips, etc. during the school calendar. If a student is going to be absent for reasons other than illness or emergency, the following steps must be taken.

- At least one week in advance the parent must either come into the office or send a written note explaining the reason for absence.
- The office must give approval to requests for absence and then the student is given a form to take to each of his/her teachers for signature. This shows the teacher that the absence has been cleared in the office, and they will give assignments to the student. All work must be completed in advance unless other arrangements are made. It is the student's responsibility to obtain work from the teachers.
- The student must return the signed form to the office before he/she leaves.

UNEXCUSED ABSENCES:

The following will be considered unexcused absences:

- Family trips, etc. when the student has not taken the steps outlined above.
- Absences not known or approved by parent or principal at the time the absence occurred.
- Leaving school before the end of the day without permission from the office.
- Staying out of class without a permission slip from the teacher in charge.

Note: A student who has an unexcused absence will receive a zero for all schoolwork missed in addition to any penalty deemed advisable by the school. If a student is absent from school more than 15 days during the semester, he will be subject to withdrawal from the school.

EARLY PICK-UP: From time to time students may need to leave school early. Students will be called to the office once the parent arrives. The school office will not call students to wait in the office before a parent arrives and signs them out. Please do not sign your child out of school early, unless it is an emergency. Classes are in session until the scheduled release time. Checking your child out early disrupts both the teacher and the class.

TARDIES (Arriving late to class.)

Students in Pre-K4 – 5th grade may enter the building at 8:20 a.m. Classes begin at 8:30 a.m. A student will be tardy after 8:35 a.m.

Students in 6th – 8th grades may enter the building at 7:50 a. m. Classes begin at 8:00 a.m. A student will be tardy after 8:05 a.m.

Excused tardies: the only acceptable excuses are as follows:

1. Medical reason with proper documentation from doctor's office
2. Weather or road conditions making travel dangerous
3. Any other unusual cause acceptable to the director

Chapel Days:

Students tardy on chapel days, Thursdays, must report to the office to receive a tardy slip prior to the parents taking them over to chapel.

TARDY AND ATTENDANCE POLICY:

Pre-K4 – 5th Grades

Arrive 8:35 am - 10:30 am - Tardy unexcused/excused with a Dr.'s note
Leave Before 10:30 am - Absent full day unexcused/excused with a Dr.'s note
Arrive 10:30 am -12:00 pm – Present ½ day

***Middle School:**

*Arrive 8:05 am - 10:00 am – Tardy unexcused/excused with a Dr.'s note
*Leave Before 10:00 am – Absent full day unexcused/excused with a Dr.'s note
*Arrive 10:00 am- 12:00 pm – Present ½ day

Leave at 12:00 pm – 2:30 pm - Absent ½ day
Leave at 2:30 pm – Present full day

Half day (Early Release)

Pre-K4 – 5th Grades

Arrive 8:35 am - 11:00 am – Tardy unexcused/excused with a Dr.'s note
Arrive 11:00 am – Absent full day

***Middle School:**

Arrive 8:05 am - 11:00 am – Tardy unexcused/excused with a Dr.’s note
Arrive 11:00 am – Absent full day

All

Leave before 10:00 A.M. – Absent full day
Leave 10:30 A.M. – Present full day

EXCUSED FROM P.E.

Student must have proper documentation from a physician.

EXTRA CURRICULAR ACTIVITY

Students are expected to be in school during the day of an extra curricular activity or game. If the student is absent, he/she may not participate in the event.

REGISTRATION FEE

First Child in Family \$200.00

There will be a \$10.00 reduction in registration fees for the second child enrolled and \$15.00 for each subsequent child.

Registration fee for students enrolled with 60 days or less remaining in the school year will be \$50.00.

TUITION

Yearly tuition is payable in advance in ten installments, due on the first day of each month, starting in August and ending in May. As we have reserved a place for your child, we do expect to receive his/her tuition every month, regardless of absences as long as the child is enrolled.

A late fee of \$30.00 per student will be added to tuition fee/AM/PM care fee paid after the tenth of the month. If the tenth of the month falls on a weekend (Saturday or Sunday), tuition is due by the following Monday. The late fee of \$30.00 per student will be added monthly, until your account is current. Any account past due two (2) months will result in dismissal, unless prior arrangements have been made.

Yearly tuition payable over a ten (10) month period (August/May) will be as follows:

| | <u>Monthly</u> | <u>Yearly</u> |
|---|----------------|---------------|
| Preschool 3yr. | \$230.00 | \$2300.00 |
| PK4 – 5 th Grade | \$290.00 | \$2900.00 |
| 6 th – 8 th Grade | \$300.00 | \$3000.00 |

There will be a \$15.00 reduction in tuition for the second child enrolled and \$20.00 for each subsequent child each month.

DISCOUNTS

Tuition paid 5 months in advance 5%
Tuition paid 10 months in advance 10%

TO BE ENTITLED TO A DISCOUNT - TUITION MUST BE PAID BY THE 1ST DAY OF SCHOOL.

BOOK FEE

| | |
|--------------------------------------|----------|
| Kindergarten – 8 th Grade | \$220.00 |
| Pre-School (3 & 4 yrs) | \$ 90.00 |

REGISTRATION FEES, TUITION, AND BOOK FEES WILL NOT BE REFUNDED.

AM/PM CARE FEES

| | <u>Monthly</u> | <u>Yearly</u> |
|----------------------|-----------------------|----------------------|
| Daily AM and PM care | \$100.00 | \$1000.00 |
| Daily AM or PM care | \$75.00 | \$750.00 |

For any portion of the first hour of AM/PM care, the hourly fee of \$5.00 will be charged. A late charge of \$5.00 for any portion of the first five minutes and \$1.00 per minute thereafter per child will be assessed after 5:00 PM. Charges (including late fees) for the AM/PM care program are subject to change. Notice will be given if changes are to be made.

AM care is only for students with reservations. Our program is licensed by the State of Texas, state guidelines and ratios must be considered for our Preschool students.

EXTRA FEES

Additional fees for field trips or selected school supplies may incur throughout the year.

CHECKS

Checks should be made payable to: NORTHWEST HILLS CHRISTIAN SCHOOL or NWHCS

**ALL CASH MONIES except milk and lunch money must be brought to the office by a parent/guardian and a receipt will be given.

RETURNED CHECK POLICY

A \$35.00 charge will be assessed on all returned checks. A second occurrence will require all remaining tuition fees be paid by cash, money order or certified check. No exceptions will be made. We do not accept post dated checks.

SCHOOL RECORDS

Failure to fulfill any financial obligation to Northwest Hills Christian School may result in legal action for collection and all school records will be held.

PRESCHOOL PROGRESS REPORTS

Written progress reports will be sent out twice yearly to keep the parents informed as to the child's progress and development.

Special problems or occurrences affecting the child will be brought to the attention of the parents.

KINDERGARTEN AND GRADE SCHOOL REPORT CARDS

Kindergarten – 8th grade students will receive report cards at the end of each nine weeks. \$1.00 fee will be charged to duplicate a lost report card.

| | |
|------------------------|-----------------------|
| Grading Periods | First Semester |
| First Nine Weeks | Aug 23 - Oct 22 |
| Second Nine Weeks | Oct 25 – Jan 14 |

Third Nine Weeks
Fourth Nine Weeks

Second Semester
Jan 17 - Mar 25
Mar 28 - May 27

GRADING SYSTEM (1st - 8th Grade)

A...100-93 B...92-86 C...85-78 D...77-70 F...69 and below

TUTORING

Middle school students approaching a failing grade, the following procedure will apply:
The teacher will notify the Director.

- A letter will be sent to the student's parents requesting a meeting with the Director and teacher.
- It is mandatory for any student having difficulty to attend tutoring sessions.
- Tutoring will begin immediately; the number of sessions will be at the discretion of the Director and teacher.
- The cost of the tutoring is the responsibility of the parents.
- Summer school at N.W.H.C.S. is not an option.

HONOR ROLL

Honor roll students must exhibit exemplary behavior as well as excel academically. Our students must be obedient, courteous, responsible, attentive and co-operative. A student who receives A and B grades, but does not abide by school rules, and needs to improve his/her conduct at school as shown by a "U" on the report card will not be placed on the honor roll. Honor roll status reflects all aspects and social programs of the academics.

MEDICATION

Parents must send written permission for medications that will be taken at school including over the counter medication. All medications must be turned in to the nurse's office at the beginning of the school day. No student is ever to carry medication. (This applies to both prescription and non-prescription medication.) Tylenol, Advil, cough drops, and topical Benadryl are available to students in the office and written permission on the NWHCS medical form by the parent/guardian is necessary before the school will administer any medication. Any other over the counter medications must be brought to the nurse's office in its original container and specific instructions as to when the student may take the medication. A doctor's order must accompany prescription medication, which must be in the container dispensed by the pharmacy with proper labeling.

ILLNESS

Every possible provision is made to provide a wholesome, healthful atmosphere at school. We have found that there is a significant correlation between a child's health and his enjoyment of school and ability to profit from it. Please do not send a child to school that appears to be ill. After an illness, keep him/her home until his temperature has been normal for 24 hours. If a child becomes ill while at school, the child will be cared for in a manner that will protect the health of all children. In case of a severe problem a student will be taken to the nearest hospital emergency room. When a child is sick or hurt, the parents are informed immediately. Parents are expected to keep all medical and emergency information up to date.

IMMUNIZATIONS

We comply with the health requirements and immunization schedule set by the Texas Department of Human Resources. Please have your child's records up to date. A physical is required of all children entering Northwest Hills Christian School each year.

CONTAGIOUS OR INFECTIOUS DISEASE

Any time a child is absent from school because of a contagious disease or infection, parents are required to consult with a doctor to find out when the child may return to school. If a child has a communicable disease, parents are requested to consult with a physician and then notify the office. Depending on the incubation period of the particular disease to which the child was exposed, the child's attendance at school may or may not be interrupted. Your doctor can advise you. These precautionary measures are taken to keep your child healthy.

DISCIPLINE

The school and home must be parallel in disciplinary outlook for the moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable. Some guidelines as we build toward such an outlook are:

- The responsibility and authority to discipline come from God. (Ephesians 6:1-4)
- Discipline has moral content. The foundation is amenability to God and the revelation of His standard of righteous conduct. It is both positive and negative.
- Christian love is at the heart of all discipline. The dark side of love (correction and chastening) is an essential part of the firmness of love. They must be balanced. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce problems instead of solving them (Proverbs 3:11-12).
- All discipline is designed to show the child his sinful will, lead him to trust Christ and to become a self-disciplined person who wants to do God's will. (Galatians 3:19-24)

Positively, the school hopes to cooperate with the home in forming good habits in the students such as:

- *Cheerful obedience* to authority (parents, teachers lunchroom workers, etc.) and school regulations when the person in authority is not immediately present. Such obedience should be willing and immediate.
- *Responsibility* in doing assigned or expected tasks.
- *Cooperation* with others in playing and working at school and on the playground.
- *Courtesy and respect for others*, students, teachers, and visitors. Students should learn to be quiet in class, raise their hands to speak, to not interrupt others, walk (not run in the hallways and sidewalks), eat with proper manners.
- *Cleanliness* in person and property. Put all trash in trash cans, pick up paper on floors and grounds, keep desks and lockers neat, and dress neatly.
- *Truthfulness and honesty* in word and life.
- *Respect for the property* of the school and other people.
- *Promptness* in attendance and assignments.
- *Morally good conduct* in respect to recreation, social relationships and language.

Attendance at NWHCS is a privilege. Any student whose conduct or attitude, in or out of the school, shows him to be in opposition to the basic principles and purpose of the school or who maliciously destroys school property will be dismissed or asked to withdraw from school.

Whereas the school is not legalistic in dictating a long list of things the students cannot do, use of coarse or vulgar language and practices detrimental to a Christian's character and body, such as use of tobacco, alcohol and narcotics are not permitted. The use of any of these substances will, in all probability, result in suspension or expulsion. Exposure to movies, music, television and literature should be carefully supervised by parents in accordance with Philippians 4:8 (Phillips translation) which states, "If you believe in goodness and if you value the approval of God, fix your minds on the things which are holy and right and pure and beautiful and good." Christian conduct is expected of students representing NWHCS and its standards 24 hours a day.

When the student deviates in these areas, it is the responsibility of the home and school to help by both correction and guidance. While the discipline of the child is the parent's responsibility, parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the student. Mutual understanding can be gained by conferring with and praying for one another.

PROBATION

Probation is invoked when a student has a serious academic, attitude or behavior problem to give the student an opportunity to correct his/her problem. It is instituted only after consultation and counseling with the student, parents, and faculty. If there is not improvement to a satisfactory level, the student will be dismissed or asked to withdraw from school. Student activities will be limited during the probation period and all positions of trust and responsibility must be relinquished for the remainder of the year.

DEMERIT SYSTEM

Rules in General: Any unseemly behavior can bring a demerit from any faculty member, anywhere on the grounds, even though not listed. The student will be told of the offense.

- A. One demerit given for each violation:
 - 1. Unsigned and incomplete homework.
 - 2. Students should not enter a locker or desk not issued to them
 - 3. No chewing gum on campus.
 - 1 demerit for first offense
 - 3 demerits for second offense
 - 4. Entry to unauthorized areas in the sanctuary.

- B. Two demerits for each violation:
 - 1. Leaving classroom without permission.
 - 2. Disregarding the safety of self or others.
 - 3. Being disrespectful.

- C. Three demerits given for each violation: (#2-8)
(All to be recorded within the grading period)
 - 1. Out of uniform.
 - 1 demerit for first offense
 - 2 demerits for second offense
 - 3 demerits for third offense
 - 2. Cheating
 - 3. Lying
 - 4. Fighting
 - 5. Stealing
 - 6. Bullying
 - 7. Forging signatures on demerits, assignment books, etc.
 - 8. The use of improper language (vulgarity, obscenity, profanity) will not be tolerated and could be grounds for immediate suspension.
 - 9. Gambling

- D. Any weapons or instruments, which may be considered dangerous to self or others, will result in suspension or expulsion.
- E. Inappropriate behavior will be dealt with by the Director. This may result in your child's dismissal.
- F. Writing and passing personal notes will not be tolerated.
- G. Excessive no homework, out of uniform, disrespect, lack of materials, etc. will not be tolerated.
- H. Students suspended during a grading period will not be allowed to attend any off campus activities for that grading period.
- I. For each demerit given, 2 points will be taken off Citizenship grade.
- J. 10 points taken off Citizenship grade will result in Suspension. All assignments must be completed upon returning to school.
- K. All discipline is subject to review of the Director, who has the authority to suspend or expel. All decisions by the Director are final.

CONSEQUENCES

Demerits received within one week (Wed. a.m. to following Tue. p.m.)

Grades 1-5

| | |
|------------|-------------------------------|
| 1 Demerit | one missed recess |
| 2 Demerits | principal's office |
| 3 Demerits | parent conference |
| 4 Demerits | detention (Thursday 7-8 a.m.) |

Grades 6-8

| | |
|---|--------------------|
| 3-5 Demerits within a week | Detention |
| 6 or more demerits within a week | One day suspension |
| Detention will be held on Thursday 7-8 a.m. | |

All students who are more than 10 minutes tardy or miss Detention Hall will serve two consecutive weeks.

EXCESSIVE DETENTIONS

Should a student receive detention more than twice in a grading period, this student may be suspended from school at the Director's discretion.

Parent support of this policy will be required and is appreciated.

GRIEVANCE PROCEDURE

1. Grievances submitted to the Weekday Education Committee shall be written and in triplicate:

- One copy shall go to the Director.
- One copy shall go to the Weekday Education Committee.
- One copy shall be kept by the aggrieved.

2. Action, if deemed necessary by the Weekday Education Committee, is to be initiated and responded to in writing within (30) thirty school days.

PRESCHOOL DRESS CODE

While in the building, the child will be actively engaged in the use of various materials such as paint, watercolors, modeling clay, and other types of teaching materials. Clothing should be durable, comfortable, and washable. Play clothes are acceptable.

UNIFORMS – APPEARANCE

The purpose of Northwest Hills Christian School is to glorify God by providing a Christ-centered, excellent academic program. The school deals with the whole person- body, mind and spirit- interweaving moral and spiritual values throughout the academic program. Christian education involves the whole person; therefore it is desirable that all elements which bear on the education of the student be consistent and properly reinforces one another.

NWHCS endeavors to promote excellence in all areas of education-including dress. The focus of our students and faculty is to foster academic excellence, the formulation of Christian character and to "train up child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6." To accomplish these purposes, careful consideration has been given to the formulation of the Dress Standard Policy. NWHCS students are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians 1:11-12).

A benefit of the dress standard is the atmosphere created by well-dressed young people and teachers in the classroom setting and on campus. We have found it is generally true that children and young people in play clothes will tend to play; children dressed in clean, neat clothes will most likely behave in a way, which corresponds with their attire. Our desire is to eliminate casualness in the classroom and replace it with an atmosphere that is more conducive to learning.

The cooperation of students, parents and teachers is necessary to maintain the dress standard. It is very important that the dress standard is accepted fully and is enforced consistently. Enforcing the dress standard is not the sole responsibility of the school. Parents are expected to cooperate with the school in monitoring their child's daily attire.

If, in the opinion of the administration, the attire is immodest or inappropriate, corrective action will be taken. The administration has the discretion to not allow anything relating to dress or appearance of a student not specifically mentioned in this policy and considered inconsistent with school policy. Clothing that does not meet dress code requirements will result in a student being sent home with an unexcused absence. Extreme fads will not be allowed. (It must be understood that hair, clothes, and jewelry styles that are clearly identified with segment of culture, which is unwholesome or ungodly will not be allowed.)

GENERAL GUIDELINES:

- Uniforms & shoes must be worn appropriately.
- All uniform items must be purchased from School Yard Store, Inc.
- All school shoes must be purchased from School Shoes Unlimited.
- Hair style, hair length, and personal appearance must be neat and clean.
- Boy's hair must not touch the collar or eyebrows, hair must be natural color.
- Tattoos or body art is not allowed.
- Makeup, jewelry, hair, or clothing that is disruptive to the classroom is not permissible.
- Only pierced jewelry allowed is earrings for girls. (Boys may not wear earrings.)
- Jewelry with pagan religions, occult, or new age symbolism (crystals, ying-yang, Egyptian ankh, peace symbols) is not allowed.
- Pocket chains are not permissible.
- Shirts are to be tucked in with the exception of Spirit Day shirts.
- All clothing with loops will be worn with a belt. Plain Navy or Black belts only – no Brown belts or studs, decorations, etc. on belts.
- If an undershirt is worn, it must be a solid white. No writing or logos on sleeves is permissible.
- All clothing should be in good repair (No rips, holes, missing buttons, ripped hems, etc.)
- Girls' hair accessories must compliment uniform.
- Girls may not wear excessive makeup.
- Appropriate hygiene will be followed including wearing deodorant when appropriate.
- A "V" neck dark navy blue cardigan school sweater or "NWHCS Eagle Sweatshirt" may be worn with uniforms.
- Fridays students may wear Spirit Day attire (See below).
- Final decisions regarding acceptability will be left up to the Director.

SHOES

Boys and Girls must wear the black/white school uniform shoes only. The uniform shoe is provided by: SCHOOL SHOES UNLIMITED 2109 Vance Jackson, San Antonio, TX 78213, (210) 734-9003.

P.E. UNIFORMS

P.E. uniforms consist of a red Northwest Hills T-shirt and blue P.E. shorts. Red PE shirts are available at the School Yard Store and a new red PE shirt will be available to order in August 2010 at the school. Proper P.E. uniform must be worn during P.E. for 6-8th grade. These are available at School Yard Store, Inc. While some classes will not change for P.E., a P.E. uniform is allowed for special occasions and spirit days.

SPIRIT DAY

Fridays are Spirit Day – students may wear the 2009-2010 Spirit Day T-shirt, 2010-2011 Spirit Day T-shirt, Walk-a-thon shirt or red Northwest Hills P.E. T-shirt, blue knit PE uniform shorts or plain full length blue jeans (no blue jean shorts) and tennis shoes.

PERSONAL BELONGINGS

Coats, jackets, caps, sweaters, etc. must be properly marked with the child's name so that identification can be made. Every effort will be made to find and return any article lost at school. However, the school will not be responsible for items brought to school. Items left at school will be donated to NWHBC Food Bank ministry.

GIRLS UNIFORMS

Kindergarten – Eight Grade

Blouse – White with Peter Pan collar
Blue/White polo shirt with embroidered school logo
White polo shirt
Socks – Plain white or white tights
Shorts – Navy or Plaid walking (if they have loops must wear belt)
Slacks – Navy (if they have loops must wear belt)
Shoes – Black or White - from School Shoes Unlimited
Belt – Plain Navy or Black only (no studs, decorations, etc.)
Earrings – no hoop or dangle earrings are to be worn for safety reasons
Nail polish – Clear and light pinks no other shades

Kindergarten – Third Grade

Plaid Jumper and Blouse (tie not needed)

Fourth – Eight Grade

Red/Blue Plaid Skirt

BOYS UNIFORMS

Kindergarten – Eight Grade

Blue/White polo shirt with embroidered school logo or white polo shirt
White polo shirt
Slacks – Navy (if they have belt loops must wear belt)
Shorts – Navy walking (if they have belt loops must wear belt)
Belt – Plain Navy or Black only (no studs, decorations, etc.)
Socks – White, navy, or black plain
Shoes – Black or White - from School Shoes Unlimited.
No Earrings.

P.E. Uniforms Boys and Girls

Shorts – Blue Knit P.E./Blue Mesh P.E.
Shirts – Red T-shirt with embroidered school logo or Red T-shirt ordered at NWHCS in August
Shoes – Non-scuff sneakers or school shoes

**A “V” neck dark navy blue cardigan school sweater or “Eagle Spirit Sweatshirt” is acceptable in class. Any other sweatshirt or jacket may not be worn in class.*

VIOLATIONS OF UNIFORM POLICY WILL RESULT IN DEMERITS. PARENTS WILL BE ASKED TO BRING APPROPRIATE ATTIRE. YOUR CHILD WILL NOT BE PERMITTED IN CLASS OUT OF UNIFORM.

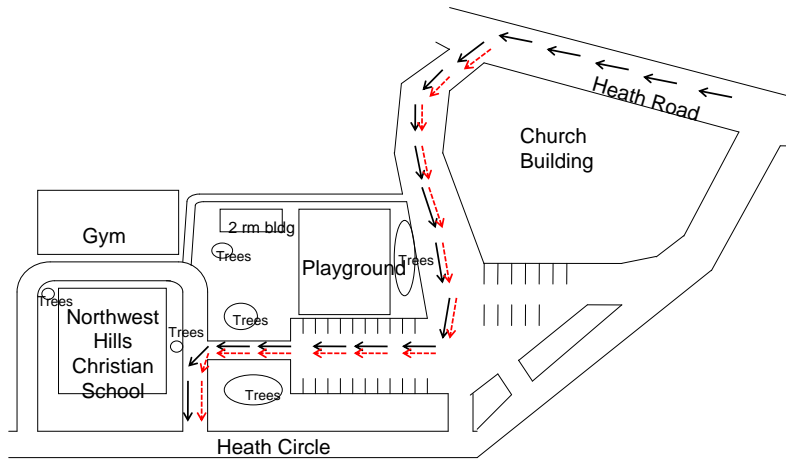
TRAFFIC FLOW FOR DROP OFF AND PICK UP

Please follow the diagrams below when dropping off and picking up your child. This will eliminate congestion and accidents on the parking lot.

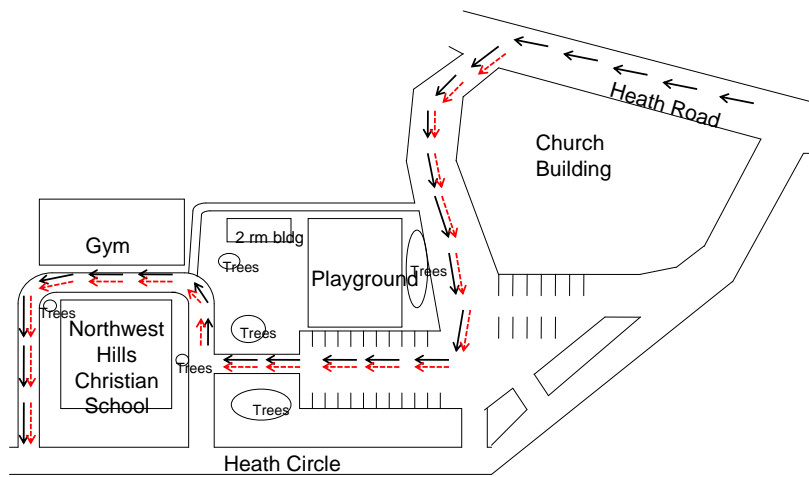
No parking is allowed in the drop off/pick up zones. Please note that this can be dangerous in case of an emergency such as a fire and also causes the flow of the traffic line to stop.

Please follow this pattern to protect the safety of our children.

AM Drop Off



PM Pick Up





Northwest Hills
CHRISTIAN SCHOOL
Pre-School/Pre-Kinder Handbook
2010 – 2011

The Pre-Kinder classes are going to have an exciting year. Our curriculum makes available the accumulated wisdom of the years of experience by Christian educators.

Our curriculum will include the following areas:

1. Phonics
2. Reading
3. Writing
4. Mathematics
5. Art
6. Bible
7. P.E.
8. Music

An important part of our curriculum includes character training. It is our goal to train students to do these things:

1. Respect Authority
2. Pay Attention
3. Obey
4. Apply themselves to the task at hand.
5. Learn rules and apply them.
6. Do their best.
7. Learn to work hard.
8. Develop habits of orderliness, carefulness, self-control, helpfulness, and patience.
9. Follow directions.
10. Keep hands, feet, and objects to self.
11. Use proper inside voices.
12. Take care of personal and school property.

These academic and social disciplines will help your child to achieve his/her fullest potential.

ALPHABET AND BIBLE VERSE CARDS:

Alphabet cards have a picture guide to teach the phonics sound. Bible verse cards are to be memorized with the reference. Children will receive a sticker for each verse they recite correctly. All verses should be reviewed nightly. Cards will go home on Fridays.

CLASS FOLDERS:

1. Will be sent home daily and must be returned the following school day.
2. Will contain important notes from school.
3. Will contain graded papers for Parents to keep.
4. Will contain small alphabet and Bible flashcards to be learned and removed.
5. Please sign your child's discipline chart daily.
6. Discipline chart, Bible Cards, and Alphabet Cards will be sent home starting the 2nd week of school.
7. Please remove child's papers daily.

RULES FOR FIELD TRIPS & FIELD DAY:

1. Please let teacher know if you can help/drive on the field trip.
2. Parents driving on field trips must provide to the school office proof of valid driver's license and insurance.
3. No siblings.
4. Stay with group.
5. Please let your child's teacher know in advance if you are interested in attending a field trip with the class so the teacher can place each child accordingly.

PARENT INFORMATION:

1. Please check in at the office if leaving a lunch box, taking your child early from class, dropping off supplies, homework or projects, etc. Parents may not proceed to the classroom as this disrupts the daily schedule.
2. All children should be picked up promptly at either 11:45 am (PS 3yr) or 2:50 pm (PK4). On early dismissal days all children should be picked up promptly at 11:35am. During this process we ask that all who pick up students, please do not get out of your vehicle for this only slows down the pick up process. In time the teachers will learn each vehicle. Please work with us during this time, so we can make the after school pick up a smooth process.
3. If your child is being picked up by a different driver, please contact the office or send a note to your teacher. Please advise the driver that they will need to show identification upon picking up the student.
4. Parents are encouraged to walk children to class the "1st 3 school days only".
 - A. Every morning they are to walk into their classroom.
 - B. Lunch boxes are to be placed in their assigned places.
 - C. Folders are to be placed in their assigned place.
 - D. Backpacks are to be hung on an assigned hook.All these steps will be taught to your child on a daily basis until every student understands his/her daily morning routine. Pre-School and Pre-Kinder teachers would like to encourage "all" parents to please allow your child to walk in by themselves to get

their day started without any or few tears. Your help and understanding would be appreciated.

5. No conferences will be held immediately before class or immediately after class unless scheduled in advance; nor during field trips, parties, drop off or pick up time, or in the hallway.
6. Conferences should be scheduled with your child's teacher.
7. Pre-school/Pre-Kinder dress code – Dress for Success!
 - ❖ Most Pre-K children do not have the developmental skills necessary to tie their own shoes, so please buy shoes with Velcro fasteners. Please covered shoes only - no sandals. Girls please wear shorts under dresses.
 - ❖ Snaps, buttons, belts and zippers can be hard for little fingers. Elastic waist pants are much easier to manage.
 - ❖ Much of Pre-K work is messy or active play – dress your child appropriately. Washable, comfortable clothing is best. Weather conditions should also be a factor.
8. Snacks – have your child practice opening their own snacks if possible. We encourage self-reliance to build self-esteem. Due to some snacks or drinks that are impossible to open, teachers will always be happy to assist. Please do not send candy, soda, gum, fruit roll-ups or any other food items containing high sugar content. We encourage healthy snacks such as fresh fruit, yogurt, cereal bars, etc. Snacks should be labeled with your child's name in a separate bag from lunch.
9. Lunch for Pre-K 4 – A hot nutritious lunch, catered by A Blessed Child catering that meets the minimum standards, will be available for purchase in advance or please send a separate lunch and drink.
10. Please do not send a lunch on early dismissal days.
11. Milk and juice may be bought for snack and lunch. A drink card may be purchased through the school office.
12. Each student needs a regular size zippered backpacks – no wheeled backpacks or suitcases.
13. Parents please label your child's name on the outside of the Backpack, lunch box, and on jackets, sweaters and sweatshirts. Sometimes when an article (sweater, jacket, etc.) is held up to be claimed children do not know that it belongs to them.
14. Show-N-Tell will be every Friday. (1 book, toy, stuffed animal or object per child that fits in their backpack.) No live pets.
15. Spirit Day: Red school T-shirt (can be purchased at School Yard, Inc. Crossroads Mall). Students may also wear the 2010-2011 Spirit Day shirts.
16. Report Cards to be sent home 2 times a year, in January and May.

A copy of the Minimum Standard Rules and current Licensing Inspection Report is located in the school office. You may obtain information about Licensing standards or procedures by calling their toll free number, 1-800-862-5252, or their local number, (210) 337-3399, or visiting their web site at www.dfps.state.tx.us. To report child abuse or neglect, call 1-800-252-5400.

“Train up a child in the way he should go...” Proverbs 22:6

“How good and pleasant it is when brothers dwell in unity.”
Psalms 133:1

Parent's Copy

Discipline and Guidance Policy for Northwest Hills Christian School Name of Operation

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home

Please print Child's Name _____

School Copy

Discipline and Guidance Policy for Northwest Hills Christian School

Name of Operation

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Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home



Northwest Hills
CHRISTIAN SCHOOL

STUDENT HANDBOOK
PARENTS' COMMITMENT AGREEMENT
2010 - 2011

I, _____, HAVE READ AND AGREE TO SUPPORT THE POLICIES
AS STATED IN THE NORTHWEST HILLS CHRISTIAN SCHOOL STUDENT
HANDBOOK.

Please sign/date below and return to your child's teacher.

_____ Child's Full Name (printed)

_____ Grade

_____ Parent Name (printed)

_____ Parent Signature

_____ Date