

# Northside Christian School

Kindergarten through 12  
Parent and Student Handbook

2655 Schrock Road  
Westerville, OH 43081  
614-882-1493

Fax: 614-882-5011  
E Mail: [ncslions@att.net](mailto:ncslions@att.net)  
Website: [ncslions.org](http://ncslions.org)

A Ministry of  
Calvary Bible Church  
3865 North High Street  
Columbus, OH 43214

Dear Parents,

Welcome to Northside Christian School. On behalf of the school board and administrator, we want you to know that we count it a privilege to have your child enrolled in our school. We ask that you look over this Parent Handbook.

The Parent Handbook contains a number of policies concerning program and classroom practices. These guidelines have been developed to comply with state standards and to communicate Northside's high standards of practice and academics. They reflect input from the school board, teachers, and parents. The policies and procedures described in this handbook are written to communicate a clear description of what you can expect of Northside Christian School and what Northside expects of parents. Our goal is to provide exemplary school services for our families.

We hope that your experience at our school will enrich your lives and provide resources which assist you in leading your child to know and love Jesus Christ. We want you to be confident and secure in the fact that your child is well cared for and loved. We invite each parent and family to become actively involved in all aspects of the school. At Northside, we believe that a parent is a child's first teacher, and we want to be partners with you. Thank you for letting us join in this journey with you and your child!

Sincerely,  
Jeff Peterson, Executive Director  
Jesse Stout, Principal

“ Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ. For this I toil, struggling with all His energy that He powerfully works within me.” – Colossians 1: 28

## INDEX

Introduction .....	2
Statement of Faith .....	4
Mission Statement.....	4
Racial Non-discrimination Policy.....	5
Affiliations .....	5
Financial Operations .....	5
School Spirit.....	5
Parents' Code.....	6
Admissions.....	6
Office Procedures.....	7
Time of School.....	7
Attendance/Absences .....	8
Tardiness .....	9
Withdrawals .....	9
Emergency School Closings .....	9
Transportation.....	9
Emergency Transportation .....	10
Field Trips .....	10
Lost and Found .....	10
Lunch Policy .....	10
Visitors.....	10
Solicitations.....	11
School Safety .....	11
Chapel / Bible Version Policy.....	11
Medication Policy.....	11
Accident Insurance.....	12
Accidents/ Emergencies.....	12
Communicable Disease.....	13
Immunization.....	15
Grade Reports/Progress Reports.....	17
Grading Scale.....	17
Honor Roll.....	18
Homework Purpose and Policy.....	18
Standardized Testing.....	19
Parent/Teacher Conferences .....	19
Promotion /Retention.....	19
Principles and Standards of Conduct .....	20
Electronic Device Policy.....	21
Discipline Philosophy .....	21
General / Elementary Discipline Procedures .....	21
Secondary Discipline Procedures .....	22
Suspension .....	24
Expulsion .....	24
Dress Code .....	24
Scriptural Guidelines .....	24

Goals for Uniforms .....	24
Clothing for Physical Education .....	24
Middle School Course Requirements and Offerings .....	25
Senior High Course Requirements and Offerings .....	25
College Credit.....	27
Drop/Add Policy .....	28
Lockers.....	29
Extracurricular Policies.....	29
Junior / Senior Banquet.....	30
Technology Policies.....	30

***Statement of Faith***

The NCS Statement of Faith can be found on our website at

<http://www.ncslions.org/statement-of-faith.cfm>

***Mission Statement***

The mission of Northside Christian School is to assist Christian parents and the Church in edifying and equipping the whole child for ministry in the local church and the world by providing the following (Ephesians 4:11-13; 2 Timothy 3:16-17):

**A thoroughly Christian environment** in which there can be growth in godliness and service within facilities that complement the mission (Proverbs 14:26)

**A Biblically-based, superior education** from a thoroughly Christian perspective (Ephesians 1:17-18)

**A redeemed faculty who are models and mentors** of the disciple-making process, who are skillful in their areas of expertise, and who are continually developing their professional skills (I Timothy 4:12)

**A consistent Christ-like pattern** of input into the lives of students through accountable, loving relationships among the teachers, students, and parents (I Thessalonians 2:8-9)

***Racial Non-Discrimination Policy for Northside Christian School***

The governing board of Northside Christian School, located at 2655 Schrock Road in Westerville, OH 43081 has adopted the following racial nondiscriminatory policies:

Northside Christian School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic

origin in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs. Northside Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

### ***Our Affiliations***

Northside Christian School is a member of the Association of Christian Schools International and of the Ohio High School Athletic Association.

### ***Our Financial Operations***

Northside Christian School is a private, non-profit, non-tax-supported operation. The school receives no state or federal funds, and income from tuition is insufficient to cover the operating school costs. Therefore, interested individuals are invited to contribute to the school operations via gifts for specific or general expenses or by providing tuition for deserving students who are unable to afford such training.

### ***Our School Spirit***

#### **NORTHSIDE ALMA MATER**

Northside Christian School, thy students  
Come with gratitude and sing.  
Here our young lives train for service,  
Daily learning of Christ our King.  
Holding high the cross before us,  
Trusting His all-righteous rule.  
With God's Word our only standard,  
Here at Northside Christian School.

#### **NCS SCHOOL COLORS**

Blue, White, and Gold

#### **NCS SCHOOL MASCOT**

Lion

### ***Our Parents' Code***

Our parents play a vital part in the Northside Christian School program. The home and school must work together to produce for each child a learning situation that would truly honor the Lord.

## *Admissions*

**<http://www.ncslions.org/admissions>**

Students are accepted at Northside Christian School on the basis of interviews with each family and student, testing results, pastoral reference, and approval.

Parents desiring to enroll a student should proceed as follows:

1. Visit the school for a get-acquainted tour and question/answer time
2. Obtain an application form and admissions packet of information
3. Set up a time for a student visit / interview
4. Fill out the application (on-line when possible) and submit it to the school office along with the non-refundable application fee.
5. Schedule a placement evaluation test to determine readiness (kindergarten) and / or grade placement

The administration will review test results and give final approval. Each family will also be asked to submit a pastoral reference. Following these initial steps, an appointment time will be set up for the parent interview with the administrator.

## **Age Requirements**

Kindergarten: 5 years old by September 30 of the present school year.

1<sup>st</sup> grade: 6 years old by September 30 of the present school year or successful completion of 5-year-old kindergarten.

A student who exhibits maturity and discipline, and scores beyond the 95th percentile on the entrance exam may qualify for early entrance as an academically gifted child.

Grade placement of a new student will be based upon the student's age, grade level in his previous school, and performance on placement evaluation tests.

For high school students, the number of transferable credits from the prior high school will also be a major determinant in grade placement. For all new students, an academic probationary period of six school weeks will be required for final acceptance and appointment to grade level.

## ***Office Procedures***

The school office will normally be open on regular school days from 7:45 a.m. to 4:00 p.m. Summer office hours are 9:00 a.m. to 4:00 p.m. The office will

be closed the week of July 4<sup>th</sup>. Appointments may be made for meetings at other times.

Please conduct all of the following school business through the office:

- Payment of accounts (On-line only: <http://www.factsmgt.com> )
- Request to see or speak with a teacher (No parent is to go directly to a classroom.)
- Lunches, homework, books, and other items may be left in the office to be delivered to the student.
- Notification of all pick-up arrangements and outside appointments should be made to the office via phone call or e-mail.
- School phones are for business use only. Please do not call and ask to speak to your child or to have your child call you unless it is an emergency!

***Time of School***

**All students are to be dropped off/ picked up in the Deubner Center parking lot.**

GRADE	Class Begins	End Time	Latchkey Placement Time
Kindergarten (Half-day)	8:15	12:15	
Kindergarten (Full-day)	8:15	3:15	3:30 (Room 128)
1-4	8:15	3:15	3:30 (Room 128)
5-8	8:00	3:30	3:45 (Room 128 for Grade 5)
9-12	8:00	3:30	6-12 grade students not picked up by 3:45 will report to the stage in the gym to wait for pickup.

Student supervision and safety are very important to NCS. K4 through grade 4 students arriving in the morning before 8:15 should go to the Latchkey room, where they will be met and taken to their rooms by their teachers at 8:15. At 7:45, students in grades 5-12 may go to their lockers. All students in grades 5 through 12 are to be in their assigned room by 8:00 and primary students by 8:15. Parents arriving to pick up students after the assigned afternoon Latchkey times must go inside the elementary module to get them. Students not picked up by 4:00 will be charged the daily Latchkey fee.

### ***Attendance/Absence***

Northside Christian School operates under the Compulsory Attendance Law of Ohio, therefore requiring regular attendance.

**Absences:** When a student is absent, we ask that a parent or guardian call or e-mail the school office by 10:00 that morning. If an excuse is not received, the school may call the parent. See the list below for examples of excused absences. Absence for more than 3 days due to illness require a doctor's note in order to be considered excused. The student is responsible for making up missed work. In case of lengthy absence, the teacher will determine that portion of the missed work that must be made up to ensure the student's continued progress. As a general rule, the time allowed to make up missed work will equal the number of days absent; thus a student who was absent 4 days will be expected to have his work made up 4 days after he returns. Excessive absences are discouraged and may result in a review to determine if continued attendance at Northside is in the best interest.

**Planned Absences:** In the case of planned absence, we ask that the parent or student obtain a "Planned Absence" form from the office at least one week prior to the absence. The parent shall complete and sign the form. The student is responsible to show each of his teachers the form and to have them write the assignments and the date that each assignment is due. The completed planned absence form is to be turned into the school office, where a copy will be made and given to the student. The student should complete ahead of time as much of the work to be missed as the teacher(s) consider practical. Should planned absences not be properly arranged with the school, the student may be required to complete and / or turn in any quizzes, tests, or assignments immediately upon his or her return.

**Entering/Leaving During the School Day:** Whenever a student enters or leaves school during the regular school day, the student (or parent) must come to the school office and sign (in/out) so that proper permission can be given and records can be made. If a student drives, please see the NCS DRIVING POLICY. No student may leave school without proper permission. Early dismissals are unexcused except for reasons stated in the list below. Please call or send an e-mail to the school office in the morning stating the reason and time of early dismissal.



### **Reasons for Excused Absence:**

Illness (doctors excuse may be required for prolonged absence due to illness)  
Serious illness inside the immediate family  
Bereavement  
Medical, court, or legal appointment  
Prior approved absence

### ***Tardiness***

Students should be at school, ready to go into their rooms when the 7:55 (5-12) or 8:10 (K4-4) bell rings. Failure to be in the room by the second bell at 8:00/8:15 may result in the child having to go to the office and obtain a tardy slip to enter the room. Repeated tardiness is not only a hindrance to the student's learning, but also disrupts the class. Students arriving late to class (unexcused) will not be given extra time to complete tests/quizzes that may be in progress.

Arrival after 10:00 is recorded as a ½-day's absence. Tardiness related to weather, traffic conditions, or medical reasons might be excused at the administration's discretion.

### ***Withdrawals***

When considering withdrawal from school, the parent should schedule an appointment with the administrator before a final decision is reached. If a final decision is made to withdraw all school materials should be turned in and the parent should write, sign, and date a notification of withdrawal. Business arrangements for withdrawal of students must be made in the office by the parent. Transcripts and other records will not be released to another school until all bills are paid and all school-owned textbooks, fines or damaged/lost book payments, and materials have been returned.

***Emergency School Closings - <http://www.ncslions.org/parents/delayed.cfm>***

### ***Transportation***

Northside is a closed campus. Once a student arrives, he may not leave unless he is accompanied by a parent or guardian or has obtained written permission from a parent or guardian to leave campus. This permission must include with whom, where he/she is going, the date, and time.

### ***Emergency Transportation***

Northside will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

### ***Field Trips***

Field trips are considered a part of the Northside experience and students are generally expected to attend those activities. The students will be transported either in a chartered bus with a trained driver or in parents' vehicles. Before departing the school, a count will be taken of all students attending, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at destination, another count will be taken to assure that all students have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member or chaperone will have specific students whom they are responsible for supervising. Before any child participates in a field trip, the school will obtain written permission from the parent or guardian. Students are expected to wear school dress on field trips unless otherwise designated.

### ***Lost and Found***

All clothing/articles found at the school are sent to Lost and Found to be reclaimed before or after school. Periodically, students are notified to check these articles before they are donated to charity. Students are encouraged to mark all personal items that are brought to the school.

### ***Lunch Policy***

Northside Christian School does not operate a cafeteria. Thus, students and staff bring a lunch each day. Microwaves are available only to heat items. It is recommended that a nutritious lunch be packed.

### ***Visitors***

Visitors are welcome at Northside Christian School but must report to the office to sign in for an appointment, meeting with the administration, and/or tour of the building. Students who desire to bring visitors to school must secure permission from the administrator with at least one-day advance notice. Student visitors should be prospective students interested in attending Northside Christian School. The administration reserves the right to reject visitors at any time.

### ***Solicitations Prohibited***

Solicitation is forbidden at Northside Christian School without the specific approval of the administration. This includes the selling of tickets, candy, distribution of political or other material, or circulation of petitions.

### ***School Safety***

NCS buildings are locked during the school day. Regular safety drills are

conducted for staff and students to prepare for the unlikely event of an emergency. In accordance with state law (ORC 2921 et sq.) the safety of our students, staff, and guests, and the philosophy and purpose of NCS the following items are strictly prohibited at all times: cigarettes, alcoholic beverages, narcotics, knives, guns, explosives of any kind, toy guns, and their look-alikes.

### ***Chapel / Bible Version Policy***

We provide weekly chapels for all grades. The service lasts approximately 40 minutes and is presided over by the principal or designated teacher. A pastor, visiting missionary, or Christian worker will present a spiritual message or story. No student is excused from chapel and every student is expected to bring his Bible and to be attentive. The Bible version policy can be found at <http://www.ncslions.org/parents/Forms.cfm>.

### ***Health Requirements***

The school nurse is at the school once a week. She is available to see students who need medical attention or to talk to parents.

Upon entering Northside Christian School, each student is required to have on file a copy of his/her birth certificate and an up-to-date immunization/vaccination record. The school office can supply an immunization/vaccination form.

Please be advised of the following health department requirements for all schools:

### ***Medication Policy:***

When a student needs to take medicine during school hours, a note signed by the parent must be sent with the medicine. The medicine should be labeled with the name of the drug, student's name, dosage, and time of administration. All medicine, including over-the-counter as well as prescription drugs, is to be turned in to the school office as soon as it is brought into the building. Students are not to have medicine in their possession. Exceptions include students authorized to keep their "rescue inhaler" with them for asthma.

### ***Accident Insurance:***

Each student is insured for hospital and medical bills resulting from any accident during school or a school-sponsored and supervised activity. This insurance supplements any existing coverage the parent may have. Any parent contemplating a claim should so advise the school office as soon as possible, so that a report can be made and claim forms sent.

***Accidents/Emergencies:***

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school does conduct fire drills, tornado drills, and school safety drills as required by the state. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, our emergency destination is the gymnasium (Deubner Center - building 2645). If the immediate area must be evacuated, we will evacuate to the Westerville Bible Church basement or north parking lot. A sign will be posted in front of the Deubner Center, indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information.

In the unlikely event of an environmental threat or a threat of violence, the staff will secure students in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report will also be provided to the parents.

In the case of a minor accident/injury, the staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is deemed serious or life-threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff members may not use their personal vehicles to transport a child to the hospital. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur:

- an illness, accident, or injury which requires first aid
- a bump or blow to the head
- an unusual or unexpected event occurs which jeopardizes the safety of the student.

If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

***Communicable Disease***

Report to your child's teacher and/or office immediately if your child has a

communicable disease, such as chickenpox, shingles, strep throat, scarlet fever, fifth disease, lice, worms, other contagious rashes, or contagious illnesses.

**FEVER:** School policy prohibits any child to be in school with a fever of 100° or higher. The parent will be called to pick up the child if this occurs. Students must be fever-free, without meds (i.e. Ibuprofen or Tylenol), 24 hours before returning to school.

**VOMITING/DIARRHEA:** Students are not permitted to be in school with vomiting and/or diarrhea.

**LICE:** If a child has been diagnosed with lice, he/she must be treated and re-examined for lice and nits prior to returning to school. Upon re-arrival, his/her teacher, office staff, or school nurse will check the student again.

For your convenience we inserted a copy of the 2018 Ohio immunization requirements. Students must have proof of proper immunization to remain in school for more than fourteen school days (September 1, 2017). Parents of students entering the eighth and twelfth grades should take special notice.

Ohio does allow students to attend school without certain immunizations when a documented note is given to the office for one or more of the following reason and circumstances:

(1) A pupil who has had natural rubella, and presents a signed statement to the school from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against rubella.

(2) A pupil who has had natural mumps, and presents a signed statement to the school from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against mumps.

(3) A pupil who has had natural chicken pox, and presents a signed statement to the school from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against chicken pox.

(4) A pupil who presents a written statement to the school of the pupil's parent or guardian, in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized.

(5) A child whose physician certifies to the school in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease. NCS strongly encourages families to follow immunization guidelines.

Vaccines	FALL 2018 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
MMR Measles, Mumps, Rubella	K-12  Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	K-12  Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
Varicella (Chickenpox)	K-7  Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.  <b>Grade 8-11 One</b> (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV 4 Meningococcal	Grades 7-8 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry <b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry*****`

K-7  
Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.\*\*\*

Grades 8-12  
Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

NOTES:

- Vaccine should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years or the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- \*Recommended DTaP or DT minimum intervals for Kindergarten students: four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended, but not required.
- \*\*Pupils who received one dose of DTaP as part of the initial series are not required to receive another dose. DTaP can be given regardless of the interval since the last Tetanus or diphtheria toxoid containing vaccine. – DTaP given to patients age 7 or older can be counted as valid for the one-time DTaP dose.
- \*\*\*The final polio dose in the IPV series must be administered at age four or older with at least six months between the final and previous doses.
- \*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.
- For additional information refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director’s Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School) or the Franklin County Board of Public Health <http://www.myfcph.org/imm.php>. This address will take you to locations, times, and cost of immunizations. Also, one may contact the Ohio



Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

- ODH Immunization 11/30/17

### ***Grade Reports/Progress Reports***

Northside Christian School maintains an approximate nine-week reporting period. A grade report is sent home at the end of each nine-week period stating academic progress and ratings in areas of conduct.

An interim progress report is sent home approximately halfway through the nine-week period if a child's grades drop two grade levels or are below a C average. All tests or major projects that receive a D or F may be sent home for a parent's signature.

Please contact a teacher and set up a conference if you have any questions after receiving these reports. We encourage communication between the parent and the teacher.

If a student's tuition and fee account becomes delinquent, the grade report may be held until arrangement for payment has been made with the office.

### ***Grading Scale***

The following grading scale is used throughout the school:

92-100 = A  
83-91 = B  
74-82 = C  
65-73 = D  
64 and below = F and constitutes Failure

Although the final grade is given as a letter, it is based on an average of the percentage grades. Kindergarten and elementary non-academic classes (music, art, library, and physical education) are graded by a number, indicating the effort a teacher believes the student is making, as follows:

1 - strong effort  
2 - normal effort  
3 - little or no effort

"Inc." (Incomplete) is given when requirements have not been met. A student is given ample time to make up an incomplete grade. If it is not made up within the prescribed time (usually a day's grace for each day with an excused absence), the grade may be changed to reflect the missing assignments.

### ***Honor Roll***

The honor roll is for grades 5-12.

The honor roll is compiled after each nine-week grading period and semester.

This honor roll is determined by the following qualifications:

- Honor Roll of the Highest Honor - all A's
- Honor Roll with Special Honor - all A's & B's

Incompletes on a report card not made up by the time the honor roll list is determined may prevent the student's name from being included in any published record.

### ***Homework***

The practice of assigning homework is encouraged at Northside Christian School in those areas where it will improve basic skills, assist the student in developing problem-solving skills, or aid in the development of independent study habits and project experience.

Students with a study hall are expected to use this time to complete assignments.

The rate at which students complete work will vary. Homework may consist of the following:

- \*Normal work that the student has not completed in class or study hall
- \*Long-term projects
- \* Assignments that reinforce knowledge and provide further practice of skills and information presented in class
- \*Assignments to prepare a student for in-class work (flipping)

Teachers of grades K5 - 2 will assign oral reading pages. Parents of students in grades 1-2 may be encouraged by teachers to spend time with their children at home reviewing spelling words and drilling math facts and phonics sounds. Homework will be assigned in grades 3 and above.

In the event that a child's homework time consistently exceeds a usual pattern, parents should consult the teacher regarding the situation. Assignments are generally not given on Wednesday for the next school day to encourage participation in mid-week prayer meetings. Please speak with the child's teacher if the child is spending too much time on assignments on Wednesdays.

Failure to complete assignments may result in a loss of privileges (i.e. recess for elementary students), a demerit, or detention.

When a student is absent (see complete absence policy) teachers will attempt to have assignments and books sent home to the student.

Students may see a teacher at the beginning of class regarding a question on something they did not understand.

A phone call or e-mail from a parent with a reasonable explanation as to why an assignment was not completed will be considered. Parents should schedule a conference with the teacher(s) if a student is often unable to complete homework in a reasonable amount of time.

Failure to complete an assignment may result in the following:

- Call, text, or email to a parent.
- A demerit.
- 4 demerits will result in a detention.
- 3 detentions will result in suspension.

### ***Standardized Testing***

In order to determine the progress of the pupils in comparison with the national norms, a nationally normed achievement test will be administered in the spring to all pupils in grades K5 through grade 11 (Grade 12 must have an ACT score on file to graduate).

An ability group (I.Q.) test will be administered to each pupil in the odd grades and to all new pupils.

Prior to receiving a diploma, students are requested to take either the ACT (American College Test) and / or the SAT (Scholastic Aptitude Test). Students' scores shall be reported to the office by May 15 of the senior year.

### ***Parent/Teacher Conferences***

Teachers will attempt to arrange and conduct a conference with the parents of each student at least once a year, and for grades 1-12, after the first nine-weeks grading period. The kindergarten teacher will conduct 2 annual conferences—one in the fall and one in the spring. The office staff will assist the teachers and parents in arranging such conferences. Throughout the rest of the school year, teachers and / or parents are encouraged to arrange conferences on an as-needed basis regarding academic difficulties, behavioral issues, social / emotional struggles, or spiritual counsel. Contact the teacher or school office to schedule a conference.

### ***Promotion and Retention***

Northside Christian School will seek to meet the individual differences among students in the same grade by the utilization of flexible and adaptable instruction. However, the school does not adhere to the policy of "social promotion," and when, in the opinion of the staff, it can be reasonably determined that a particular

student can profit by such action, retention in that grade level shall be invoked.

Consideration in any decision for retention shall include: work quality relative to student's ability, whether or not work is unsatisfactory in two or more major subjects, and other evaluative means such as achievement and ability test scores, outside professional consultation/testing, and daily work records. In the first and second grades, there are specific reading requirements. The administrator, outside professional evaluator, and classroom teacher(s), will make the final decision regarding a student's grade placement and / or course selections.

### ***Principles and Standards of Conduct***

Attendance at Northside Christian School is a privilege; NCS asks its families and students to try to live above reproach in all aspects of daily life. As a Christian school, we expect respect for God, country, family, teachers, fellow students, and the property of others--i.e. cooperation spiritually, morally, and scholastically. Please note that any misconduct at any time, on or off school property, which directly relates to and affects the Christian testimony of NCS, is considered within the realm of school jurisdiction.

In striving to live out Biblical principles that reflect an accurate view of Christ, the following offenses will not be tolerated or accepted: insubordination, truancy, lying, cheating, gambling, substance abuse of any kind, obscene remarks, gestures or material, stealing, inappropriate boy-girl relationships, fighting, or destruction of school property.

### **Conduct and Character:**

1. Respond to authority with respect and obedience, realizing that human authority is placed in our lives by a loving God and used by Him to help conform us to Christ's image. (Hebrews 13:17)
2. Respect school property as well as the property of others at school. (Matthew 7:12; Exodus 20:15) \*Parents will be billed for any damages incurred to school property - i.e. writing, carving, or defacing any property including books.
3. Deal truthfully at all times with both faculty and peers. Lying and cheating in no way reflect Christ and cannot be tolerated. (Exodus 3:9; Proverbs 12:22; Colossians 3:9; Ephesians 4:25)
4. Remembering God's great kindness to each of us, be kind and inclusive of others, seeking always to build up, rather than tear down, other people. (John 13:35; Galatians 6:10; Ephesians 4:32)
5. Exercise self-control in the classroom, on a bus, on the playground, at

school events, etc. (I Corinthians 14:40; Galatians 5:22-23)

6. Evaluate all entertainment choices and conversations about them in light of how they show God's glory and represent His divine, holy character. (Ephesians 5:4; Philippians 4:8)
7. Be responsible in completing all assignments, recognizing that using God-given abilities to their fullest extent brings glory to God, and that doing our best is an act of obedience to Him. (Matt 25:14-29; I Corinthians 10:31)

### ***Electronic Device Policy***

Students must have a staff member's permission to use electronic devices. Phones must be turned off and remain in the locker or book bag during school hours. Electronic devices may need to be given to a school staff member if the policy is not followed. If a parent needs to send a message to their child during the school day, they should call the office.

If a student has a phone without permission, the phone will be confiscated by a staff member and turned in to the office for the student to pick up at the end of the day. (demerit)

If the offense is repeated, a parent will have to pick the phone up. (demerit)

The accumulation of demerits will result in consequences as explained in the discipline policy.

### ***Discipline Philosophy***

We want to give the right opinion of Jesus Christ to others in dress and deportment, in our actions and attitudes. Discipline is a major area of concern in the Christian home, the Christian school, and the Christian life. Without proper discipline a Christian will never achieve God's will in his life. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

*"Train up a child in the way he should go; even when he is old, he will not depart from it."* (Proverbs 22:6)

Discipline of students is a joint responsibility of the parents, teachers, administrators, and student. We welcome your questions, comments, and suggestions, but any changes in policy must reflect Biblical principles and the best interests of the school.

The teacher handles most minor discipline problems, which occur in the classroom. Other problems are referred to the administration, which may impose some form of discipline or counseling.

## ***General Elementary School Discipline Guidelines and Procedures***

If a student brings a problem home to you, please encourage your child to go immediately to the teacher involved and resolve the problem. If the problem then is not completely resolved, immediately contact the teacher for a conference.

Various forms of correction may be used depending upon the nature and severity of the problem. The more parents become involved in correcting behavioral problems at home, the more the student(s) will benefit. However, if the school must assume correction of a problem, one or more of the following may be used:

Minor offenses – teacher deals with these in the classroom as follows:

- \*Loss of privileges
- \*Removal from group / time out
- \*Communication with parent if necessary

Significant / Repeat offenses will be dealt with as follows:

- Parent-teacher conference
- Referral to principal
- Suspension (see below)
- Expulsion (see below)

## ***Secondary School Discipline Guidelines and Procedures***

### **Demerits**

For the offenses below, the student will be allowed 4 demerits per nine-weeks grading period before having to serve a detention. Students who receive three or more detentions may receive a suspension.

- Excessive talking / class disruption
- Repeated inattention in class
- Dress code violation
- Inappropriate treatment of physical facilities / running in the building
- Tardiness between classes
- Assignment not done / unprepared for class
- Phone use during school hours without permission

### **Detentions**

Detentions are served for 40 minutes—3:35 to 4:15 on Tuesday and / or Thursday afternoons. The following are offenses normally handled via detention:

Accumulation of demerits (see above)  
Failure to appear or tardy arrival to detention  
Direct disobedience  
Disrespect of a staff member or fellow student  
Irreverence  
Improper language  
Arguing  
Chewing gum  
Improper reading / listening material at school  
Abuse, or misuse of school property / the property of others

- 3 detentions in a semester may result in a suspension
- 2 suspensions in a semester may result in expulsion

Any request for a change in the day a detention is to be served must be made by a parent in advance and must be approved by the principal.

The following offenses of a more serious nature will be dealt with via suspension or expulsion:

Insubordination  
Truancy  
Lying  
Cheating  
Gambling  
Substance abuse  
Obscene remarks, gestures, or material  
Stealing  
Inappropriate boy-girl relationships / sexual harassment of any kind  
Defacing / destruction of school property  
Fighting, assault, or hitting in anger

Please note that any misconduct, on or off school property, including social media posts that causes a disruption in the school or which directly relates to and negatively affects the mission of the school is considered within the realm of school jurisdiction.

### ***Suspension***

A suspended student will not be allowed to attend class or activities for the duration of the period of suspension. While suspended, a student must not be on school grounds or attend any school function, and will not be permitted to make up class work or tests. All such missed work may result in zeros being given in all subjects for homework and quiz grades and averaged in with the

current term's grade. Students may make up missed homework or quizzes for a 65% in lieu of the zero. They may make up tests up to a score of 75%. More than 2 suspensions per semester may result in expulsion.

### ***Expulsion***

The privilege of attending NCS is maintained by continual satisfactory behavior and character. The teachers and administration will review those students who have, by their discipline record, grades and effort, attendance, and / or character raised a question as to their desire and suitability to be an NCS student. The administration will also confer with the parents and then determine whether the student will be re-enrolled. Expulsion decisions are the full responsibility of the administration and school board.

***Dress Code*** <http://www.ncslions.org/admissions/Uniforms.cfm>

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Students in grades 1-12 wear uniforms to school.

### ***General scriptural guidelines for dress:***

1. Modesty (I Timothy 2:9, II Timothy 2:22)
2. Distinction (Deut. 22:5, I Corinthians 11:14-15)
3. Identification with the Lord and not with the world (I Timothy 4:12, Romans 12:1-2, I John 2:15-16)
4. Serving others in a spirit of Christ-like humility and love (Rom. 12:10; Eph. 5:21; Philippians 2:3)

### ***Our Goals for Uniforms:***

1. Emphasize identification with NCS versus drawing attention to oneself.
2. Provide a setting free from harm and distractions.
3. Establish an environment that fosters self-discipline and readiness for learning.
4. Accurately reflect our Savior in all ways before one another and in our community.
5. Be parent-friendly.

If a dress code slip is sent home with a student, immediate attention should be given to the stated problem. Parents are expected to cooperate in meeting the standards for their students.

### ***Clothing for Physical Education***



**For Girls and Boys Grades 1-8:**

- Royal blue imprinted NCS t-shirts (sizes S – XXL)
- Royal blue shorts (sizes S – XL)

The t-shirts and shorts must be purchased at the school store. Students must also wear tennis / gym shoes for physical education class.

Grade K5 does not have a required PE uniform but should bring plain white shirts and dark shorts or pants. No imprinted material should be on the clothing.

***Course Requirements and Offerings***

**Middle School Courses:**

<b>Sixth Grade</b>	<b>Seventh Grade:</b>	<b>Eighth Grade:</b>
Bible	Bible	Bible
English	Grammar	Grammar
Computer	Computer	Computer (3 Days/Week)
Ancient History	World Studies	American Republic
General Science	Earth Science	High School Health/Life Science
Math	Math	Pre-Algebra or Algebra
Reading		High School Spanish I
Physical Education	Physical Education	Physical Education
Art	Art	Art
Boys & Girls Glee	Boys & Girls Glee	Boys & Girls Glee

**High School Courses:**

Requirements for graduation shall include 25 units earned in grades 9-12:

<u>Subject</u>	<u>Grade</u>	<u>Credit</u>	<u>Subject</u>	<u>Grade</u>	<u>Credit</u>
<b>Bible (4 required after grade 8 )</b>			<b>English (4 required after grade 8)</b>		
Bible I	9	1	Intro to Literature	9	1
Bible II	10	1	World Literature	10	1
Bible III	11	1	American / British Literature – on yearly	11/12	1
Bible IV	12	1			

rotation 1

<b>Social Studies (4 required after grade 8)</b>	<b>Speech (1/2 required)</b>
Geography	9 12 1
World History	10-11 1
U. S. History	10-11 1
Government /	12 1

Economics

**Science** (3 required after grade 8)

Physical Science	9	1
Robotics	9	¼
Biology	10	1
Chemistry	11-12	1
Physics	11-12	1

**Math (4 required)**

Algebra I	8 or 9	1
Geometry	9 or 10	1
Algebra II	9 or 10	1
Pre-Calculus	11	1
Calculus	12	1
Business Math	10-12	1

**Fine Arts** (Art / Choir required)

Art	9-12	1/4
Ensemble	9-12	1/4
Choir	9-12	1/4
Music Theory	10-12	1/4

**Foreign Language** (2 required by NCS)

Spanish I	9 -11	1
Spanish II	10 -12	1
Spanish III	11-12	1
Spanish IV	11-12	1
Spanish V	12	1

**Health** 8 or HS 1

**Yearbook** 9 - 12 ¼

**Business /Technology Electives**

(Permission of Instructor)

Comp. Applications	9	¼
Comp. Science	10-12	¼
Personal Finance	10-12	¼
Accounting	11-12	1

***Required Graduation Requirements by the State of Ohio:***

4 credits English

4 credits Math with Algebra II for state university entry

3 credits Social Studies (at least ½ credit each of Government and U.S. History)

½ credit Physical Education or 2 interscholastic sports seasons and ½ credit elective

3 years Science including Physical Science, Biology, and one Advanced Lab Science

½ credit Health

5 credits Electives (foreign language, fine arts, business, technology, math, science, English, social studies)

studies)  
Instruction in Economics and Financial Literacy  
2 semesters of Fine Arts grades 7-12

***NCS College Credit Policy:***

Northside Christian School desires that each student develops his/ her God-given talents and gifts to the fullest extent. Students who are college ready, in the opinion of NCS and Cedarville University, may be permitted to take Cedarville college credit / NCS High School credit simultaneously.

Northside is a non-tax, non-chartered (3301-35-08) school (rather than a non-public chartered school 3301.07J), and thus has the freedom to determine what course credits we accept, regardless of where they were earned or who paid for the course.

Northside Christian School shall make the following determinations:

- What high school and college classes earned elsewhere may count toward graduation at Northside.
- What criteria students must meet to take colleges classes at Northside.
- What colleges may offer college credit at Northside, either on-line or in person.
- What college classes may be taken at Northside either on-line or in person.
- May not be responsible for textbooks, tuition, or other fees, unless approved by the school in advance. The students and/or the colleges shall be responsible for all tuition, textbooks, and other expenses incurred when taking college classes for NCS credit, unless approved by the school in advance.
- What, if any, requirements in addition to college requirements are necessary to receive high school credit for a course.

NCS students may take the online courses listed below, exclusively from Cedarville University through the College Credit Program for elective or substitute credit

<https://www.cedarville.edu/Admissions/College-Now/College-Credit-Plus.asp>

**History / Social Studies**

Cultural Anthropology (Substitute for NCS World History)

Politics and American Culture (Substitute for NCS Government)

Sociology (Elective)

US History 1 or 2 (Substitute for NCS US History)

**English**

Composition (Substitute for NCS English 11/12 – \*Student must have a recommendation from Ms. Meyer in order to enroll.)  
Introduction to Literature (Substitute for NCS English 10)  
Western Literature (Elective; Prerequisite: Composition – see above)

### **Science**

Earth Science (Elective)  
Health Promotion and Wellness (Elective)  
Principles of Biology (Substitute for NCS Biology)

### **Math**

College Algebra (May fulfill a student's 3<sup>rd</sup> or 4<sup>th</sup> required high school math credit; prerequisites: Algebra 1 and Geometry, plus a recommendation from Mrs. Dexter.)  
College Pre-Calculus – (May fulfill as student's 4<sup>th</sup> required high school math credit; prerequisites: Algebra 1, Geometry, and Algebra 2, plus a recommendation from Mrs. Dexter)

\*Any student desiring to take College Pre-Calculus without College Algebra credit is required by Cedarville University to complete an online readiness assessment. This will determine if the student is ready to take College Pre-Calculus or should take College Algebra.

### **Miscellaneous**

Engineering Graphics (Elective – prerequisites: High School Geometry and Algebra 1)  
Enjoyment of Music (Elective)  
Personal Finance (Elective)  
Psychology (Elective)

### ***Drop/Add Policy***

A student is expected to drop or add courses within the first five weeks of the year. However, a course may be dropped any time prior to the end of the first grading period without it being part of the permanent record. If the first grading period has been completed, the course and grade will appear on the permanent record. A course may not be added after five weeks of the semester have been completed.

Both semesters of a two-semester course must be successfully completed before credit is issued. Mastery of subject matter and skills are important. Students failing one semester may be required to successfully repeat that semester.

If a student wishes to drop a course mid-year, both the student and his/her parents must make the request in writing and in conference with the principal. No partial credit for a yearlong course will be given for half the year, even if

successfully completed, EXCEPT if dropped for a corresponding college credit.

### ***Lockers***

It is the responsibility of each student to take care of his/her locker. Lockers should be kept clean and orderly. Lockers are the property of NCS and may be inspected at any time. No tape should be put inside or outside of the locker. Students are requested to limit the number of trips they make to lockers. If a student chooses to keep a lock on his locker, the combination needs to be submitted to the office.

### ***Extracurricular Policies (Grades 6 – 12)***

Extracurricular activities are part of the overall curriculum, but are not generally tied directly to a class or the normal curriculum. Extracurricular activities usually occur outside of the normal school day and are not a part of the required curriculum. Extracurricular activities do not earn grades. Examples of extracurricular activities include, but are not limited to, interscholastic athletics, drama productions, interscholastic or independent competitions and festivals not associated with a particular class, etc.

### **Extracurricular Academic Eligibility**

The following eligibility requirements apply to all those who participate in NCS activities, unless there is a special exception made by the administration.

1. To be eligible for participation in extra-curricular activities the student must maintain a C (74%) average in his/her major academic subjects. This will normally include Bible, English, Math, Science, and Social Studies, as well as major electives. Partial-credit subjects such as Music, P.E., Art, Yearbook, etc., will not be considered in determining the average. Eligibility will be checked at mid-nine-week interim reports and at the end of regular nine week grading periods.
2. In addition to the C average, the student must have no F's in any major academic subject.
3. Once a student has become ineligible, he/she will remain ineligible until the next interim report or report card. If at that time the student's interim/report card shows that he or she has met the requirement for participation, that student may be re-instated to his/her respective activity. See the school calendar for the dates of interim reports and report cards.

<http://www.ncslions.org/academics/academic-calendar.cfm>

4. Mid-term exams: A student may become ineligible if he receives an F on a mid-term exam or has an exam-grade average of D. The school administrator will make the final decision regarding eligibility after consultation with the teacher.

To be eligible for participation in athletic competition, high school students must also meet the requirements of the Ohio High School Athletic Association in addition to the school requirements listed above. All high school students **MUST** be enrolled in and earn passing grades in a minimum of five one-credit courses (or the equivalent) each and every grading period to have continuing eligibility. This includes dual-credit classes. Lost eligibility is not restored until the fifth day after successfully completing the entire next nine-week grading period.

### **Extra-curricular Students' School Attendance**

1. Extra-curricular activities are considered a privilege beyond the normal privilege of attending Northside. Students involved in extra-curricular activities are expected to be in class the entire day of a game or practice in order to participate that afternoon or evening. A student arriving after 10:00 am may not participate, **EXCEPT** with the approval of the administrator or his/her designee, for the following reasons: students with prior approved absences, medical or legal appointments, or absences excused by the administrator because of extenuating circumstances.
2. All extracurricular participants are expected to be in class the entire day following an activity, unless prohibited by medical appointment, legal appointments, or absences excused by the administrator because of extenuating circumstances. If a pattern of absences is discovered, it could affect extracurricular participation of the student.

### ***Junior / Senior Banquet Information***

Toward the end of each school year, the junior class will sponsor a formal dinner honoring the senior class, held at a venue chosen by the class and their faculty class sponsor. Our students are welcome to invite a guest to the banquet. However, please note that dates / guests may not be below 10<sup>th</sup> grade nor older than 20 years. Singles (no date) may attend with an NCS junior / senior only.

### **Dress Standards for the Junior / Senior Banquet**

Students and guests attending the banquet must comply with general non-

uniform guidelines (<http://www.ncslions.org/parents/nonuniform.cfm>). NCS girls must bring in their dresses to be approved by a female faculty member prior to the banquet. Strapless, halter and spaghetti-strap styles are not permitted. No cleavage may be visible, and the backs of dresses must go no lower than the top of the bra line in back. Dresses must come to the top of the knee when standing, and excessively tight-fitting dresses will not be permitted.

### ***Northside Computer and Technology Use Policy***

The goals of technology use at NCS are as follows:

1. To glorify our Creator and draw others to our Lord Jesus Christ.
2. To ethically, legally, morally, and safely use technology at home, in school, and in society.
3. To be able to efficiently collect, store, retrieve, process, organize, and use information.
4. To efficiently and effectively write, communicate, learn, and integrate Scripture into documents.
5. To be able to discern reliable digital resources for research.
6. To develop skills in problem solving, decision making, collaboration, creativity, and innovation; as well as to learn critical thinking,

### **Computer Technology Use**

Northside students and a parent (or legal guardian) are required to sign the Northside Christian School Acceptable Technology Use Agreement, available in the office. This agreement defines conditions of use of all computer technology, the computer network, phones, and other communication devices on school property, or during school activities. Failure to abide by the terms of this agreement may result in school discipline, termination of the use of the network, except for assignments requiring computer use, suspension from school, expulsion and/or reporting to legal authorities.

### **Northside Christian School's Technology Acceptable Use Policy**

This document shall constitute Northside Christian School's Technology Acceptable Use Policy for students, staff, and other users. This policy applies to all users who access the network either on-site or remotely. A copy of this policy is available to students, their parents/guardians, and staff members.

Northside Christian School makes available to each student and staff member an interconnected computer system, computer equipment, computer programs, the Internet, email accounts, an Office 365 account, on-site or cloud data storage, and other technologies (collectively, "the network"). Northside Christian School filters the internet to block access to visual depictions deemed as obscene, pornographic, or harmful to minors. Any attempt to circumvent the

filter is prohibited. The staff is committed to educating students in safe and appropriate online behavior, including but not limited to, e-mail, chat rooms, social media, and other forms of electronic communication.

Access to the school's network is provided as a privilege and as an educational tool. In order to continue enjoying access to the network, each user must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior on the network just as they are in a classroom, on school property, or at school activities.

Each user (students, staff members, and guests) is responsible for reading and abiding by this policy. Any questions about the provisions of this policy should be directed to the school administrator, technology director, or designee. Violations of this policy are considered violations of the Student Code of Conduct and may result in disciplinary action. Discipline could include access being limited or suspended by the school administrator, school suspension, expulsion, request for social media sites to remove content, and/or referral to law enforcement. The school reserves the right to seek reimbursement of expenses and/or damages arising from violations of these policies or reckless use of the equipment.

Families that have a more restrictive set of requirements for internet use should communicate those to their student.

Staff, students, and other users shall comply with the following guidelines and procedures:

#### 01. Reporting Misuse

A user shall report any misuse of the network to a teacher, the technology director, or the school administrator. Misuse means any violation of this policy, such as commercial use of these resources, criminal activity, inappropriate content of an e-mail sent or received, or any other use that is not included in this policy, but has the intent or effect of harming the school, another person, another's property, or that constitutes inappropriate conduct.

#### 02. Term of the Permitted Use

Access to the network may be limited or suspended in compliance with Ohio law by the school administrator for violation of this policy. By accepting network access, users waive any and all rights of privacy in connection with their communications achieved through the use of school equipment, software, or connectivity.

#### 03. Access



Network resources are for use only by authorized users, and access may not be shared or transferred. Users shall not share their passwords or otherwise allow anyone to gain unauthorized access to the network or the internet. Users are to notify the technology director, the school administrator or his/her designee immediately if they believe that someone may know their password. A user is subject to disciplinary action for any violations of this policy committed by someone else who, with the user's express or implied permission or through the user's negligence, accesses the network with the user's password.

#### 04. Purpose and Use

The school is providing access to its network primarily to support and enhance educational experiences. Uses that interfere with normal school business, regardless of when or where they occur; or that violate school policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. Users shall consult with a teacher, school administrator, or technology director if there is any question of appropriate use.

#### 05. Internet-based Accounts for Students

The school will assist students in setting up accounts on approved websites used as part of the curriculum and selected for their educational value. The website approval process will include a review by the technology director of the website's privacy policy to insure sufficient protection of the required personal information of the student in accordance with the Children's Online Privacy Protection Rule (COPPA).

#### 06. Personal Devices

Use of personal devices is encouraged and permitted at school and school-related functions within certain bounds. Use of these devices is a privilege, which may be denied or forfeited by individual users if the guidelines are not followed. The user must submit, upon request, the identification characteristics (MAC address, IP address, device name, etc.) of any personally-owned device used within the school facility or at a school activity. Devices should be connected to the school's network unless not technically possible. Devices with video or photographic recording capability must not be used to capture any image in locations such as locker rooms or restrooms where any student, staff member, or visitor may be changing clothes or be at any stage of disrobement. Use of the device must not disrupt or deter the educational process. Use of personal devices is not permitted in testing, examination, or assessment environments unless allowed by faculty or administration. The school assumes no responsibility in the case of damage to, or loss of, personal devices.

#### 06. Unacceptable Uses

Other prohibited uses and activities include, but are not limited to the following:

- A. Creating, copying, viewing, transmitting, downloading, uploading, or seeking sexually explicit, pornographic, obscene, violent, threatening, or other materials that would offend the school's standards.
- B. Using, viewing, transmitting or downloading material containing inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. This includes using the network to make, distribute, or redistribute jokes, stories or other material that would violate this policy or the school's harassment, bullying, or discrimination policies – i.e., material that is based upon slurs or stereotypes relating to race, gender, disability, ethnicity, nationality, religion, sexual orientation, economic status, military status, political beliefs, or other protected personal or physical characteristics.
- C. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the internet in support of such activities.
- D. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or school policy.
- E. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include information for creating or obtaining an explosive device, dangerous ordinance, or any other materials useful in criminal activities or terrorist acts, or any other materials that violate or encourage others to violate the law or school policy.
- F. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting and/or forwarding communications intended for others.
- G. Copying, downloading, uploading or transmitting student information, images, pictures, or other confidential information outside of an official school activity and without school permission.
- H. Transmitting or posting anything that reflects negatively on Northside Christian School or Calvary Bible Church.

- I. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. The school intends to strictly abide by the Copyright Laws of the United States. Any materials used that are covered by Copyright shall be used by permission or through “fair use” or other allowable methods created by the Copyright Act.
- J. Soliciting political contributions through the network from any person or entity or conducting any type of political campaign.
- K. Hacking, altering, harming, destroying or interfering with the normal operation of software, hardware, data of another user, other network resources, or the use of the network to do any of the same acts on the internet or outside networks. This includes any attempt to go around school filters and other protection devices.
- L. Vandalism, creating viruses, malicious attempt to harm or destroy equipment or data or materials of any other user; degrading or disrupting the operation of the network.
- M. Recreational web browsing or engaging in other activities that waste computer, paper, or telephone resources; or that cause unnecessary traffic, however harmless the activities may seem to be.
- N. Installing or downloading software or hardware. Students may not attempt to repair, reconfigure, or modify network equipment, computers or systems. Students shall not remove, alter, or copy school software for their own personal use or for the use of others. Only the technology director or his/her designee may install hardware or software.
- O. Supporting any kind of business or other profit-making activity. Students may not sell or buy anything over the internet, nor solicit or advertise the sale of any goods or services.
- P. Violating the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or maliciously hiding one’s true identity.
- Q. Using telephones, electrical communication devices, or other electronic devices on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.

R. Users, except staff members in the conduct of official school business, may not provide any personal information about themselves or anyone else using the school's network or issued email.

S. Use of e-mail or social network sites to defame, harass, intimidate, or provoke anyone.

#### 07. Freedom of Speech

By giving users access to this system, the school does not intend to create a limited or a public forum for the expression of opinion. The network exists as part of the mission of Calvary Bible Church and Northside Christian School, and is operated solely in support of that mission. Neither the guests, staff, nor students are invited to use the school's network in expression of their opinion.