

NORTHSIDE CHRISTIAN SCHOOL

PARENT AND STUDENT HANDBOOK Kindergarten through grade 12

Updated as of Summer 2026



2655 W. Schrock Road
Westerville, OH 43081
614-882-1493
www.ncslions.org

A Ministry of
Calvary Bible Church
3865 North High Street
Columbus, OH 432

Dear Students and Parents,

Welcome to Northside Christian School! On behalf of the School Board, administration, faculty, and staff, we want you to know that it is a privilege to have your family as part of the Northside community.

This Parent and Student Handbook explains what students and parents can expect from Northside and what Northside expects from our students and families. It includes important policies and procedures related to our academic programs, classroom practices, student conduct, attendance, safety, and other aspects of school life. These guidelines reflect applicable state requirements, the counsel of our School Board and staff, and Northside's commitment to high standards of Christian character and academic excellence.

We ask students and parents to read this handbook carefully and become familiar with its contents. A strong partnership requires clear expectations, consistent communication, and a shared commitment to our school's mission.

Students, we want Northside to be a place where you are known, loved, challenged, and encouraged to grow in wisdom, character, and your relationship with Jesus Christ.

Parents, we recognize that you are your child's first and most influential teachers. We are grateful for the opportunity to serve alongside you, and we encourage you to become actively involved in the life of the school.

Our desire is that each family's experience at Northside will be enriching and that our school will provide meaningful support as you lead your children to know, love, and serve Jesus Christ. Thank you for entrusting your children to our care and allowing us to share this important journey with your family.

Sincerely,

Jeff Peterson

Head of School

"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 1:28–29

Table of Contents

Statement of Faith	6
Mission Statement	6
Partnership.....	6
Hiring Requirements	6
Admission Policies and Procedures	7
Student Support	9
Principles and Standards of Conduct.....	10
Conduct and Character.....	10
Discipline Philosophy	11
General School Rules	11
General Pre-K-4 th Grade Discipline Guidelines and Procedures	12
5th-12th Grade School Discipline Guidelines and Procedures	13
Demerits	13
Suspension & Expulsion.....	14
In-School Suspension (ISS).....	14
Out-of-School Suspension (OSS).....	15
Expulsion	15
Discretionary Dealing with Serious Offenses	15
Student Referred to the School Board	16
Cheating and Plagiarism Policy	16
Computer Technology Use	17
Lockers	23
Solicitations Prohibited	24
Time of School	24
Attendance/Absence	24
Daily Attendance	24
Common Reasons for Excused Absence/Tardy	25
Common Reasons for Unexcused Absence	25
Planned Absences	25
Leaving During the School Day	25
Tardiness	26
Truancy Tracking and Reporting	26
After School Hours	27
Grade & Interim Reports	28
Grading Scale	28

Honor Roll.....	30
Homework.....	30
Parent and School Partnership.....	32
Promotion and Retention.....	32
Extracurricular Policies (Grades 6 – 12)	33
Academic Eligibility and Extracurricular Activities.....	33
School Attendance and Extracurricular Activities	34
Course Offerings	34
Middle School Courses (Grades 5-8).....	34
High School Courses & Graduation Requirements (Grades 9-12).....	35
State of Ohio Graduation Seals	35
Identifying At-Risk Students	36
Independent Study Coursework	36
Valedictorian & Salutatorian Determination	36
NCS College Credit Plus (CCP) Policy	37
Drop/Add Policy	37
Withdrawals	38
Dress Code	38
Clothing for Physical Education	39
Clothing for Special Events	39
Health Requirements	39
Administration of Medication at School	40
Food Allergy Protection Policy	41
Peanut and Tree Nut Awareness Policy	43
Seizure Action Plan Policy	44
Accident Insurance.....	44
Minor Accidents and/or Emergencies.....	45
Communicable Disease.....	45
Office.....	46
Visitors	46
School Closings.....	47
Background Check Policy	47
Field Trips	48
Student Drivers.....	48
Lost and Found.....	48
Lunch Policy	48

School Safety.....	49
Chapel/Bible Version Policy	50
Junior/Senior Banquet Information	50
Dress Standards.....	50
Senior Trip.....	51
Trip Funding:	51
Racial Non-Discrimination Policy	52
Our Affiliations	52
Our Financial Operations	52
Ohio EdChoice Scholarship Program.....	52
School Spirit.....	53

Statement of Faith

The NCS Statement of Faith can be found [HERE](#).

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 biblically based, high-quality 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 are continually developing their professional skills (I Timothy 4:12)
- A thoroughly Christian environment in which there can be growth in godliness and service within facilities that complement the mission (Proverbs 14:26)
- A consistent Christ-like pattern of grace filled discipleship into the lives of students through accountable, loving relationships among the teachers, students and parents (I Thessalonians 2:8-9)

Partnership

Our parents play a vital part in the Northside Christian School program. The home and school must work together to produce a learning situation that honors the Lord and promotes academic achievement. With a mission that focuses on the partnership with Christian families, we rely heavily on the cooperation, communication, and support of the families that we serve.

Hiring Requirements

To ensure the highest level of professional care and safety for your student, NCS is committed to the following hiring procedures for all faculty and staff:

- For teaching faculty, a minimum of a bachelor's degree or field of study equivalent from an accredited college or university
- Skills and aptitude toward educational engagement
- BCI and FBI Background checking and fingerprinting
- Licensure check through the Educator Profile on the Ohio Department of Education and Workforce website
- Appropriate licensure or certification is obtained and on file
- Testimony of faith in Christ and a desire for purposeful discipleship.
- Satisfactory Pastoral recommendation
- Signed Staff Agreement, in conjunction with NCS Statement of Faith and Doctrinal Statement

- Depending on the role, a thorough interview process with NCS Administration, School Board, and Elders of Calvary Bible Church

Admission Policies and Procedures

If a family is interested in enrolling at Northside Christian School, they must:

1. Schedule a school tour and meeting with NCS Admissions
2. Complete pre-enrollment paperwork
 - a. Completed Pastoral Recommendation Form
 - b. Student Records Request Form
 - c. Signed Parent Agreement
3. Schedule an Entrance Evaluation (grades 1-12) or a Pre-K or Kindergarten Readiness Assessment. All new students must complete an Entrance Evaluation, Pre-Kindergarten Readiness Assessment, or Kindergarten Readiness Assessment before receiving admission at NCS.
 - a. **PRE-KINDERGARTEN ADMISSION:** Preschool Readiness Assessments take approximately 1 hour and are done in group sessions with members of our Pre-K Team. This activity-based assessment provides a holistic understanding of a child's academic readiness, social/emotional development level, attitude toward learning, and gross and fine motor development. Results from this assessment will be summarized and reviewed by NCS Student Support and the NCS Admissions Committee. Upon review of this assessment, a recommendation of placement will be made to the family for a Pre-K placement.
 - i. Students are eligible to enroll in our Pre-K program only if they:
 1. Are completely potty trained and fully independent in the restroom.
 2. Have turned 4 years old by August 1st.
 - b. **KINDERGARTEN ADMISSION:** Kindergarten Readiness Assessments take approximately 1 hour and are done 1:1 with a member of our Kindergarten or Pre-School Team. This activity-based assessment provides a holistic understanding of a child's academic readiness, social/emotional developmental level, attitude toward learning, and gross and fine motor development. Results from this assessment will be summarized and reviewed by NCS Student Support and Administration. Upon review of this assessment, a recommendation of placement will be made to the family for either a Kindergarten or Pre-Kindergarten placement.
 - i. Students are eligible to enroll in our K program only if they:
 1. Are completely potty trained and fully independent in the restroom.
 2. Have turned 5 years old by August 1st.
 - c. **1st-3rd GRADE ADMISSION:** Entrance Assessments for Grades 1-3 take approximately 1 hour and are done 1:1 with a member of our Student Support department. This activity-based assessment provides the school and family an understanding of a student's academic readiness for 1st grade (reading fluency, reading comprehension, writing, phonemic awareness, mathematic computation and processes), as well as social/emotional developmental level, and attitude toward learning. Results from this

assessment will be summarized and reviewed by NCS Student Support and Administration. Upon review of this assessment, a recommendation of placement will be made to the family.

- d. **4th– 12th GRADE ADMISSION:** Entrance Evaluations for grades 4-12 take approximately 3 hours. The assessment period will include:
 - i. A standardized testing portion which includes evaluation on Reading, Written Expression, and Mathematics.
 - ii. A 1:1 assessment in which a member of NCS Student Support department will conduct:
 1. Curriculum appropriate mathematic computation (intended for the student to be able to articulate their understanding and processing)
 2. Reading fluency passage
 3. Reading comprehension activity (including a written portion)
 - iii. Students will have many opportunities for breaks throughout the assessment as needed
 - iv. Results from this assessment will be summarized and reviewed by NCS Student Support and Administration. Upon review of this assessment, a recommendation of placement will be made to the family.
4. Meet with NCS Administration in a family interview.
5. Upon placement at NCS, families will complete the online application and pay the non-refundable enrollment fee.
 - a. This application will include establishment of a tuition payment plan.
 - b. Families must upload their enrolling child's birth certificate and immunization and vaccine records/signed exemption form.
 - i. Additionally, Pre-K students must submit Child Medical Statements. These must be completed by the first day of the school year.
 - ii. Families should also submit medication administration forms and action plans for allergies, asthmatic students, etc., required no later than 2 weeks after the first day of school.
6. Upon completion of the NCS Application, an official notice of acceptance will be sent to the family by the office of Admissions.

Students seeking to transfer credits from other schools must send an official copy of an academic transcript to NCS Administration for review. NCS will accept credits for equivalent NCS courses from any recognized school in the State of Ohio and from any out-of-state school approved by a state department of education or the equivalent for schools attended in another country. Regardless of credit transfer, students must still participate in an NCS Entrance Evaluation to determine the best placement for the student based on individual ability and curriculum scope and coverage.

Student Support

Northside Christian Schools seeks to partner with Christian families by offering academic instruction with a Biblical worldview. We believe that students with learning needs should

have access to Biblically based instruction. Our Student Support Department (SSD) desires to promote academic growth while meeting the specific needs of individual learners.

As a chartered, non-public school, NCS is not required to follow IEPs and 504s as they are written. However, the SSD utilizes the information contained in state-written educational documents to formulate a Student Care Agreement (SCA). SCAs are the basis for student intervention at NCS and are an agreement between families and NCS personnel.

Learning Needs

The NCS Student Support Department is unique in its ability to serve students of diverse learning differences. While NCS has qualified educational aides on staff, we also partner with a local Jon Peterson and Autism Scholarship provider. Prior to admission, students are assessed, and educational documents are reviewed to determine whether learning needs can be effectively supported in our academic environment. Northside also offers SCAs for students with medical and emotional needs that impact learning. Documentation from medical providers and information gathered from parent meetings are the foundation of medically based SCAs.

IEPs

After an entrance evaluation and review of documents, the SSD will recommend support in one of two categories for each individual learner:

1. Jon Peterson Scholarship or Autism Scholarship is utilized, and IEPs are maintained through our partnership with an approved provider. Currently, NCS partners with TeachBloomGrow for support during school hours. By using the JPS or AS, families will not be eligible to use EdChoice. NCS seeks to help families not receiving EdChoice through our Northside Scholarship Fund, based on financial need.
2. NCS Student Support Department assigns aides to meet the learning needs of individual students. Families recognize support may be limited based on staff availability.

504s/Medical

NCS Student Support Department assigns aides to meet the learning needs of individual students. Families recognize support may be limited based on staff availability.

School determined learning needs

NCS Student Support Department assigns aides to meet the learning needs of individual students. Families recognize support may be limited based on staff availability.

Placement

Students at NCS are supported in an inclusive setting with their peers, with pull-out instruction and remediation occurring during non-instructional class periods. If a supported student's progress is not meeting the expectations held for the general education

classroom, the educational team, along with parents, may determine that small-group instruction is necessary. NCS small group instruction will be limited to:

- One course per year for students with no educational documentation or students utilizing the Jon Peterson Scholarship
- Two courses per year for students utilizing the Autism Scholarship

English Learners

NCS is privileged to have an English Learners (EL) program. Based on questions answered during the enrollment process regarding languages used in the home, all students will be screened during the first quarter of the school year. Results from the screener will determine whether students qualify for services with our on-site EL teacher.

Related Services

Speech Therapy, Vision Therapy, and Occupational Therapy are provided through Westerville City schools. These services are determined based on IEPs or initial evaluations done through Westerville City Schools. NCS partners with families to determine if an evaluation is needed and then assists families through the process of obtaining necessary support.

Students who receive services from a counselor can have sessions arranged during school hours. The SSD will work to provide a private setting and communication with the counselor as needed.

Documentation and Security

Plan documents are kept in both the main office and the Student Support Office files. Designated Service Providers are listed in SCAs and are granted access to these documents.

Principles and Standards of Conduct

Attendance at Northside Christian School is a privilege. As a Christian school, we expect respect for God, family, teachers, fellow students, and others' property. Any misconduct at any time, on or off school property, which directly relates to and affects the mission of NCS, is considered within the realm of school jurisdiction.

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. **Always deal truthfully** with both faculty and peers. Lying and cheating do not reflect Christ or call that He has given to his Church/people. (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. always. (I Corinthians 14:40; Galatians 5:22-23)
6. **Evaluate all entertainment choices and conversations about them**, considering how they show God's glory and represent His divine, holy character. (Ephesians 5:4; Philippians 4:8)
7. **Be responsible**, 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)

Discipline Philosophy

NCS strongly believes that discipleship is primarily the responsibility of the family. We desire to partner with Christian families (coming alongside) in the discipline process. As part of our partnership, we want to ensure that we communicate and enforce clear disciplinary standards. We see the discipline of students as a partnership among parents, teachers, and administrators. We welcome your questions, comments, and suggestions, but any policy changes must reflect Biblical principles and the best interests of the school.

The classroom teacher handles most minor discipline issues. Other concerns are referred to NCS administration, which may impose additional discipline or counseling.

As NCS staff seeks to make discipline conversational and discipleship-focused, we strongly encourage all our students and families to address issues or concerns directly with NCS staff members. If concerns are addressed with NCS administration, and school leaders believe they should first be addressed with an individual staff member, NCS administration reserves the right to request a meeting with the family/student and staff member directly. Communication is the best and most effective way to address concerns and solve problems.

General School Rules

- Comply with all school policies in the NCS Student Handbook.
- Show respect and care for school staff and other students.
- Demonstrate care for school property, supplies, and equipment, including textbooks and laptops.
- Comply with the school dress code.
- Comply with cellphone and wearable communication device policies.
- Comply with the policy related to personal tablets and laptops.
- Be on time for all activities.

- During the school day, no eating or drinking in the hallways. Drinks without a spillproof lid may not be left in lockers.
- Eating or drinking in a classroom requires permission of the teacher in the classroom.
- No gum chewing during the school day.
- No talking while a staff member or teacher is talking in the classroom, at chapel, or in other assemblies.
- No running in hallways. No slapping of EXIT signs or other equipment mounted to walls or ceilings.
- Respect appropriate personal boundaries on school property and at other school events:
 - No prolonged hugs. No hand holding. No kissing.
 - No wrestling, horseplay, or roughhousing (or tomfoolery): this includes slapping others on the backside, shoving, or tripping others.
- No loitering in locker rooms or restrooms before, during, or after school.
- Stay on sidewalks or walkways when moving between buildings.
- All food wrappers and other trash should be placed in trash cans.

General Pre-K-4th Grade Discipline Guidelines and Procedures

NCS believes in the autonomy of teachers to develop a classroom environment that is most conducive to growth for all students. Classroom discipline strategies may vary slightly from classroom to classroom/grade level to grade level, but overall, we seek to maintain guiding philosophies to dictate how we support student needs.

Various forms of correction may be used depending upon the nature and severity of a student issue. The more parents become involved in correcting behavioral concerns at home (discipleship), the more students will benefit from the partnership that we seek to develop. Common ways that behavioral issues may be addressed in the elementary classrooms are:

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

- Loss of privileges
- Removal from group or time out
- Communication with parent if necessary

Significant and repeat offenses may be dealt with as follows:

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

5th-12th Grade School Discipline Guidelines and Procedures

Demerits

Demerits may be given for the following offenses:

Classroom and facility behavior group:

- Excessive talking
- Class disruption
- Repeated inattention in class
- Inappropriate treatment of physical facilities
- Rowdiness, horseplay or running in the building

Special school policies group:

- Dress code violation
- Electronic device use during school hours without permission
- Failure to use access badge (after repeated warning)

Academic preparedness group: Unprepared for class

Attendance and punctuality group: Tardiness between classes and start of school

Detentions

Students who receive 4 demerits in one of the demerit groups above will be issued a detention.

The following offenses are typically addressed with an immediate detention:

- Direct disobedience
- Disrespect of a staff member or fellow student
- Irreverence
- Phone usage during school without permission
- Improper or crude talk or written communication
- Arguing with faculty or staff
- Chewing gum
- Improper reading or listening material at school
- Abuse or misuse of school property or the property of others
- Repeated failure to report to detention

Detentions are served for 30 minutes during lunch. Students will retrieve their lunch and then report to the office or detention room. Students serving a detention will not be permitted to participate in athletic or extracurricular practices (See exceptions below).

Failure to report to a detention will result in a rescheduling of the detention, with an additional 15 minutes to be served by the student. Tardiness of more than 5 minutes to a

detention will be treated as a failure to report and will result in an additional 15 minutes to be served that day or may need to be rescheduled for another time. Tardiness to a detention will result in a demerit. Failure to report to more than multiple detentions will result in an additional detention.

Students who receive three or more detentions within a semester may receive a suspension.

Suspension & Expulsion

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

- Insubordination
- Truancy
- Lying
- Cheating
- Gambling
- Substance abuse
- Obscene remarks, gestures, or material
- Stealing
- Inappropriate relationships or sexual harassment of any kind
- Defacing or 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 disrupt the school or directly relate to and negatively affect the school's mission, is considered within the school's jurisdiction.

In-School Suspension (ISS)

An in-school suspension may be assigned by the school administration for behavioral offenses. Students assigned ISS will not attend classes but will remain in the office or designated location for the duration of the school day.

Teachers will provide assignments and materials for the day. Students are expected to work quietly on assigned coursework and may read an approved book once all work is completed. Students are responsible for contacting teachers outside of instructional time

with questions regarding assignments. All assignments given during ISS are due the following school day unless otherwise directed by the teacher.

Students assigned ISS may not participate in extracurricular activities, practices, or events on the day of the suspension unless participation is required for an academic grade.

Students must be picked up by 3:45 p.m. on the day of an ISS.

Three behavior-related detentions in a semester will result in an In-School Suspension.

Out-of-School Suspension (OSS)

In some instances, NCS administration may choose to place a student on an out-of-school suspension. This would not permit a student to attend class in person or participate in any extracurricular activities. Students and/or their families will be responsible for communicating with NCS staff about any assignments missed that day. Students will have 1 school day after the coursework is communicated to complete and submit any missed work. Any assignments completed during the OSS *may* receive up to 65% based on the quality of the work and the effort shown but cannot earn full credit. Any work issued on the day of the Suspension (including assigned homework), is held to this grade penalty.

An accumulation of 2 or more suspensions in a semester will result in a disciplinary review by NCS Administration and School Board.

Expulsion

The privilege of attending NCS is maintained by continual satisfactory behavior and character. The teachers and administration will review those students who, based on their discipline record, grades and effort, attendance, or character, have raised questions about their desire and suitability to be an NCS student. NCS administration will then determine whether the student will be eligible for re-enrollment. Expulsion decisions are the full responsibility of the administration and school board.

Discretionary Dealing with Serious Offenses

Because of our commitment to integrity and safety for our entire NCS community, as well as discipleship of behavior that is honoring to the Lord, some discipline issues, because of their serious nature, will be dealt with NCS administration with automatic consequences (e.g., detentions, in-school suspension, out-of-school suspension, academic penalties, athletic or co-curricular ineligibility, probation, or expulsion) which will occur regardless of the circumstances. Such offenses include, but are not limited to, the possession, sale, or use of drugs (including nicotine), vaping products (including non-nicotine), alcohol, tobacco, and their related products or paraphernalia; sexual harassment (including electronic harassment); overt or obscene sexual behavior including “sexting;” the use of or possession of weapons (real, toy, or replicas); the use of derogatory or demeaning language regarding other races or ethnic groups; the use or possession of explosives of any kind (including firecrackers); theft; stalking; attempting to deceive or defraud; hacking

into, vandalizing or misusing school computers; setting fires; turning in false alarms; the intentional damaging or defacing the property of others (vandalism) on or off campus, specific or generalized threats against persons or property made verbally, in writing, posted on social media, etc. are taken with the utmost seriousness. Some violations, by law, require the notification of the appropriate law enforcement agency or agencies, including police, juvenile courts, or Children's Services.

As a discipleship-focused organization, our desire is not simply to punish negative behaviors, but to disciple students' hearts, which involves recognizing and dealing with exposed sin. However, we also understand that serious offenses that could harm any individual student at our school must be addressed, whether intended or not.

Student Referred to the School Board

A student referred to the School Board because of serious or ongoing behavioral concerns may be placed on a formal behavior improvement plan. The student, parent(s), and administration will meet to review the plan's expectations, establish measurable goals and a timeline for improvement, and explain the consequences of failing to meet the plan's requirements.

Cheating and Plagiarism Policy

NCS defines cheating and plagiarism as the act of claiming someone else's ideas, words, or work as your own. NCS seeks to develop and train students for original thought and articulation, and therefore, wants to hold our students to high expectations of integrity and scholarship.

The following policy for cheating and plagiarism will be as follows:

1st Offense:

- Student will receive an immediate 0% on the assignment
- Student will be expected to correct or redo the assignment (for partial or no credit)
- Communication with family
- Detention will be issued

2nd Offense:

- Student will receive an immediate 0% on the assignment
- Student will be expected to correct or redo the assignment (for no credit)
- Communication with family
- Suspension will be issued

3rd Offense:

- NCS Administration and School Board will conduct a Disciplinary Review to determine next steps for discipline or enrollment status

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 use technology ethically, legally, morally, and safely at home, in school, and in society
3. To be able to efficiently collect, store, retrieve, process, organize, and use information
4. To write, communicate, learn, and integrate Scripture into documents efficiently and effectively
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 during enrollment or re-enrollment, which is accessible on the NCS website. 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

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.

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 provides students, staff, and authorized guests access to district-owned and district-managed technology resources, including devices, networks, email, cloud services, learning platforms, artificial intelligence tools, and related digital resources, collectively referred to as 'the network.' Northside Christian School maintains internet filtering and other protective measures consistent with federal and Ohio student safety requirements to block or restrict access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for student use. The school is committed to teaching students safe, responsible, and ethical technology use, including digital

citizenship, privacy, cybersecurity, respectful communication, media literacy, and age-appropriate use of artificial intelligence tools.

Access to the school's network and digital resources is a privilege conditioned on compliance with this policy, the Student Code of Conduct, and all applicable to local, state, and federal laws. To maintain access to the network, each user must take responsibility for appropriate, lawful, and safe use of school technology. Students are responsible for their behavior on the network at school, during school activities, at home, and anywhere school accounts, devices, or services are used.

Each user (students, staff members, and guests) is responsible for reading and abiding by this policy. Any questions about this policy should be directed to the school administrator, technology director, or designee, and students must obtain approval before using emerging technologies or artificial intelligence tools for schoolwork unless the classroom teacher has expressly directed their use. Violations of this policy are violations of the Student Code of Conduct and may result in disciplinary action. Discipline may include temporary or permanent loss of access, parent or guardian contact, confiscation of devices when appropriate, school suspension, expulsion, referral to law enforcement when required, or other disciplinary measures permitted by school policy and law. The school reserves the right to seek reimbursement for expenses or damages arising from policy violations, reckless use, or misuse of school equipment.

Families are encouraged to discuss home expectations for technology use with their students, but school rules apply whenever school devices, school accounts, school networks, or school-approved digital resources are used.

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, school administrator, technology director, counselor, or designee. Misuse includes any violation of this policy, any unsafe or unauthorized use of artificial intelligence tools, any attempt to bypass security controls, cyberbullying, privacy violations, harassment, threats, criminal activity, or any conduct that harms the school, another person, or another person's property.

02. Term of the Permitted Use

Access to the network may be limited, suspended, or revoked in compliance with Ohio law and school policy if a user violates this policy. Users should have no expectation of privacy in the use of school devices, accounts, networks, or communications, except as required by applicable law.

03. Access

Network resources are for use only by authorized users, and access may not be shared or transferred. Users may not share passwords, authentication codes, or other access credentials, or allow anyone else to gain unauthorized access to the network, internet, or

school accounts. Users must notify the technology director, school administrator, or designee immediately if they believe their password or account has been compromised.

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 provides access to its network primarily to support and enhance educational experiences, school operations, and approved communication. Uses that interfere with school business, violate school policies, or disrupt instruction are prohibited, regardless of when or where they occur, as are used for commercial or other profit-making activity unless expressly authorized by the school. Users shall consult with a teacher, school administrator, or technology director if there is any question about appropriate use, and students may use artificial intelligence tools only when the classroom teacher has clearly directed the use for a specific instructional purpose. Students remain responsible for the accuracy, originality, and integrity of all work submitted, including any work that involves AI assistance.

05. Internet-based Accounts for Students

The school may assist students in setting up accounts on approved websites and services used as part of the curriculum and selected for educational value. The approval process will include review of the service's privacy and security practices to help protect student information and to ensure compliance with applicable federal and Ohio student privacy requirements, including COPPA and FERPA. Before any student information is entered into an AI-enabled service, the service must be approved by the school.

06. Personal Devices

Use of personal devices may be permitted at school and school-related functions only within the bounds of school rules and administrative direction. 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 of characteristics 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 or not authorized by the school. 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 expressly allowed by faculty or administration. Student cell phones and other personal communication devices shall be turned off, silenced, and stored away during the instructional day except when a teacher or administrator specifically authorizes use for instruction, a medical need, an accommodation, or another approved purpose. 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 prohibited materials, including materials created or altered using artificial intelligence.
- B. Using, viewing, transmitting, or downloading inappropriate language or content, including AI-generated messages, images, audio, or video, that is harassing, defamatory, discriminatory, abusive, or threatening.
- C. Engaging in harassment, stalking, bullying, intimidation, repeated unwanted communication, or using the internet or AI tools in support of such activities.
- D. 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.
- E. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the internet in support of such activities.
- F. 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.
- G. Creating, copying, viewing, transmitting, downloading, or uploading materials that provide instructions for criminal activity, dangerous devices, or terrorist acts, including instructions generated or expanded by AI.
- H. Unauthorized copying, modifying, intruding, or attempting to access folders, files, data, work, networks, passwords, accounts, or computers of others, including through AI tools or automated systems.
- I. Copying, downloading, uploading, transmitting, or entering student information, images, voices, or other confidential information into external services, including AI tools, without school permission.
- J. Transmitting or posting content using school technology that violates school conduct expectations, disparages others through harassment or discrimination, or creates safety concerns.
- K. 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.
- L. Soliciting political contributions through the network from any person or entity or conducting any type of political campaign.
- M. 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.
- N. 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.

- O. 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.
- P. 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.
- Q. 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.
- R. Violating academic integrity, including plagiarism, submitting AI-generated work as one's own when not permitted, misrepresenting authorship, or hiding one's true identity for deceptive purposes.
- S. Using telephones, electronic communication devices, or other personal devices to access blocked websites or otherwise circumvent school filtering.
- T. Providing personal information about oneself or others through the school network, email, or AI tools unless authorized for school purposes.
- U. Using email, messaging, or social media to defame, harass, intimidate, provoke, impersonate, or manipulate anyone, including through synthetic media or deepfakes.

07. Freedom of Speech

The school network is a school-sponsored resource created to support the mission of Northside Christian School and does not create a public forum for unrestricted expression. Use of the network is subject to school rules, student conduct expectations, and applicable law, and the school may regulate access and use consistent with its educational mission. The school may regulate the content and use of the network in a manner consistent with its educational mission and legal obligations.

08. Artificial Intelligence Tools

Students may use artificial intelligence tools only when the classroom teacher has clearly directed their use for a specific instructional purpose, and the use is in accordance with school policy. Students may not independently choose or use AI tools for schoolwork unless the teacher has expressly authorized the use. Students must not enter confidential, personal, sensitive, or protected information into AI tools unless the school has approved the tool, and the teacher has specifically directed that use. Students remain responsible for the accuracy, originality, and integrity of their work, including any portion developed with AI assistance. AI may not be used to cheat, fabricate sources, impersonate another person, create harmful content, or bypass learning expectations. Teachers may require students to disclose, document, or cite AI assistance as part of an assignment. The school may approve, restrict, or prohibit specific AI tools based on educational value, safety, privacy, security, and age-appropriateness.

09. Safety

The school may use filtering, monitoring, logging, review, and other protective measures to maintain network security, student safety, and compliance with applicable law. Technology may not be used to threaten self-harm, threaten harm to others, facilitate bullying, grooming, coercion, stalking, or exploitation, or distribute sexually explicit, violent, or exploitative content. Staff shall intervene and report online conduct that creates safety concerns or appears to involve a threat, abuse, coercion, or other serious risk. Students are expected to report unsafe technology use promptly.

This policy shall be reviewed periodically and updated as needed to remain consistent with Ohio law, federal law, district practice, and evolving technology standards. If any part of this policy conflicts with law, the law controls, and the policy shall be interpreted to the fullest extent permitted by law.

Electronic and Wearable Device Policy

Northside Christian School seeks to provide an educational environment free from unnecessary distractions while protecting student privacy, safety, and academic integrity.

Grades 5–12: Daily Phone Collection

Students in grades 5–12 must turn in their cell phones to the school office at the beginning of each school day. Phones must be powered off or silenced and will be returned at the end of the day. Students may not keep a second phone or substitute device in their possession.

Parents or guardians who need to communicate with a student during the school day should contact the school office.

Other Electronic and Wearable Devices

Personal electronic and wearable devices—including smartwatches, earbuds, headphones, tablets, fitness trackers, gaming devices, smart glasses, and other communication- or internet-capable devices—must be turned off and stored away during the instructional day.

Students may not use personal devices during the school day to:

- Call, text, message, access social media, stream media, or play games
- Access the internet or create an unauthorized hotspot
- Record, photograph, or video others without permission
- Access artificial intelligence tools unless specifically authorized by a teacher
- Cheat, access blocked content, or circumvent school filtering or monitoring
- Capture or share personal, location, biometric, audio, or visual information without permission

Electronic devices may not be used in restrooms, locker rooms, changing areas, testing environments, or other private or assessment settings. Unauthorized photography or recording in a restroom, locker room, or changing area is a serious violation and may result in suspension or expulsion.

A teacher or administrator may authorize limited device use for an instructional purpose, emergency, approved medical need, or disability-related accommodation. Parent requests

for health-related or other exceptions must be submitted in writing and approved by the administration. The school may require supporting documentation and reasonable restrictions on the device's communication features.

Confiscation and Discipline

An unauthorized device may be confiscated and delivered to the school office.

- For a first offense, the student may ordinarily retrieve the device at the end of the school day.
- For subsequent offenses, a parent, guardian, or authorized adult designee may be asked to retrieve the device from the office.
- Repeated misuse, refusal to surrender a device, or a serious privacy, safety, or academic-integrity violation may result in a parent meeting, loss of device privileges, suspension, or other disciplinary action.

The school may collect, restrict, inspect, or require a device to be powered off when there is reasonable suspicion of a policy violation, safety concern, academic dishonesty, or disruption, consistent with applicable law and school policy.

Students are responsible for the security and care of personal devices brought to school. NCS is not responsible for their loss, theft, damage, or unauthorized use.

NCS will exercise reasonable care in collecting, storing, and returning devices while they are in the school office's possession but is not responsible for loss or damage except when caused by the school's failure to exercise reasonable care.

These requirements apply in conjunction with the NCS Acceptable Use Policy and may be adjusted as technology and device capabilities change.

Lockers

Lockers will be assigned to all 7-12th Grade students at the beginning of each school year. The school reserves the right to decide student locker assignments. It is the responsibility of each student to take care of his/her locker with an understanding that locker usage at NCS is a privilege and may be revoked if the following standards are not maintained:

- Students are not permitted to change their locker location or assignment without approval from NCS Administration
- Students must keep their lockers free of opened food or drink that can spoil. Students may only keep packaged snacks or bottled drinks in their locker. No food or beverage containers may be kept in the lockers more than 1 day. Students must take home all dirty food or beverage containers each afternoon.
- Students are permitted to keep a lock on their locker; however, the combination (or extra key) must be given to the NCS office.
- Students may take ownership of decorating or organizing their lockers; however, students may not mark or damage the locker in any way. Not stickers or tape may be used on the lockers. Families will be responsible for paying for any damages or extensive cleaning needed in their child's locker.
- Per Fire Safety Code, students are not permitted to store anything on top of the lockers. Any items on top of lockers will be removed daily.

- Students must ensure that all of their belongings are either in their locker or on hooks on the wall. Any belongings found on the floor will be removed.

For the safety and well-being of all students in our school, NCS Administration reserves the right access a student's locker at any time. Lockers are property of the school and anything in the locker may be searched or seized if there are concerns in any way.

Solicitations Prohibited

Students are not permitted to sell or solicit goods or materials at Northside Christian School without specific approval from school administration. This would include the selling of tickets, candy, distribution of political or other material, circulation of petitions, etc. Students will not be permitted to sell or advertise materials at school for personal gain but may receive permission to sell goods for fundraising purposes (school, church, missions, etc.).

Time of School

NCS will open the doors each morning at 7:45 a.m. for early arrivals.

Grade	Class Begins	End Time
PreK (Half Day)	8:15 a.m.	12:30 p.m.
K (Half Day)	8:15 a.m.	12:30 p.m.
PreK & K(Full Day)	8:15 a.m.	3:15 p.m.
1-4	8:15 a.m.	3:15 p.m.
5-12	8:15 a.m.	3:30 p.m.

Attendance/Absence

Northside Christian School operates under the [Compulsory Attendance Law of Ohio](#), therefore requiring regular attendance. Excessive absences may result in truancy review by NCS Administration. NCS administration has the right to report academic truancy per ORC 2151.00 & HB 410.

Daily Attendance

Parents/guardians are responsible for calling or e-mailing the school office by 8:45 a.m. on the morning of their child's absence. If an excuse is not received, the school may contact the parent to confirm the student's whereabouts.

As a rule, the time allowed to make up missed work will equal the number of days of excused absences; thus, a student who was excused for 2 days will be expected to have his or her work made up 2 days after he/she returns.

Common Reasons for Excused Absence/Tardy

- Illness (doctors excuse will be required for absence due to illness for 3 or more days)
- Serious illness inside the immediate family
- Bereavement (including travel and services)
- Medical, court, or legal appointment
- Planned college visits
- Unexpected car problems or traffic (reported by the parents)
- 8 total hours of driver in-car training
- 4 days of an educational trip; days over 4 will be unexcused.

Work missed due to an excused absence will be given an extension of one day per day missed (excused). Following that extension, a teacher's late policy will apply.

Common Reasons for Unexcused Absence

- Vacation
- Absence without parent communication or valid excuse
- CCP exams or assignment deadlines

Work missed due to an unexcused absence will not be given an extension and will be expected to be submitted the day that the student returns to school. Any work that is not completed during an unexcused absence will be subject to a teacher's late policy immediately upon return.

Planned Absences

In the case of planned absences, we require that the parent or student obtain a "Planned Absence" form from the office at least one week prior to the absence. Each of the student's teachers (including electives teachers) must sign the form. The completed planned absence form is to be turned into the Office Manager at least 2 days prior to the absence(s). Students/families are responsible for ensuring the due date of each missing assignment from NCS teachers.

School administration has the right to enforce school policy on any missing/late assignments or if planned absence forms are not completed. Not all planned absences are excused. See list of excused/unexcused absences above.

Leaving During the School Day

NCS students are expected to remain on campus throughout the school day. Students may only sign out for excused absences.

Students must sign out in the front office before leaving campus. NCS Office Manager must have written (handwritten or email) permission for the student to leave campus.

Parent permission for leaving must be given for a specific date – NCS office will not be able to manage extended permissions.

Part-time students are permitted to leave NCS premises once they have completed all of their NCS scheduled classes for the day, with parent permission.

Immediately following their final class period, part-time students are required to go to the front office to sign out for the day or ask permission before going to see a teacher, etc. It is crucial that all students are accounted for during school hours. If a part-time student is found to have not gone to the office before going somewhere else on campus without permission, disciplinary action may be expected.

Tardiness

Students are expected to be prepared and in their first period class by 8:15 each morning. Students entering the building or not in their classroom by 8:15 will be marked tardy. Tardiness will be unexcused unless they meet the common reasons for excused tardiness (listed above). Unexcused tardiness will be issued a demerit, per NCS discipline policy for students in grades 5-12.

Students arriving tardy (unexcused) *may* not be given extra time to complete tests/quizzes that may be in progress. Students arriving to school with 10 minutes or less left of a class period, will be asked to remain in the office until the bell rings. They will be counted as absent for that class period.

Students who miss any class period during the school day, without an excused absence or tardy, will be subject to extra-curricular in-eligibility policy.

Students who are tardy to school or class will receive a demerit for each instance of tardiness. Accumulation of four tardies will result in a detention.

If a student receives three detentions for tardiness during a semester, the student and at least one parent or guardian must attend a meeting with a school administrator within one week of the third detention. The purpose of the meeting is to identify the causes of the repeated tardiness, develop a plan for improvement, and reinforce the importance of punctuality.

Truancy Tracking and Reporting

NCS reserves the right to track and report excessive and habitual absences of students in our school. We have chosen to loosely model our truancy processes based on the [Every Student Succeeds Act](#) (2015), the [Ohio Revised Code 2151.011\(B\)](#), as well as the [Ohio CoOhio Compulsory Education Code 3321.01](#).

NCS will track truancy based on the following categories/classifications:

	Consecutive Hours	Hours Per School Month	Hour Per School Year
--	-------------------	------------------------	----------------------

Excessive Absenteeism	---	38 <i>with or without</i> legitimate excuse	65 <i>with or without</i> legitimate excuse
Habitual Truancy	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Chronic Absenteeism	---	---	10% of total school hours <i>with or without</i> legitimate excuse

If there are concerns regarding a student's absenteeism from school, NCS Administration will abide by the following policy:

We are required to notify all families once they reach any of the above thresholds, including excused and unexcused absences.

Unexcused absences will impact eligibility for the EdChoice scholarship program.

- 1) Notification letter of attendance concern and classification category will be sent to family
- 2) If absenteeism continues, NCS will employ an attendance Intervention Team (AIT) to create a plan for future attendance improvement. The team should include:
 - a. Parents
 - b. Students
 - c. Principal
 - d. Office Manager or Administrative Assistant
 - e. (at least 1) assigned classroom teacher
- 3) If the student/family refuses to participate in or has failed to make satisfactory progress within 30-60 days, NCS reserves the right to:
 - a. Engage in disciplinary review by NCS Administration and NCS School Board
 - b. Report incident to designated public school district
 - c. *Possibly* file a complaint in Juvenile Court

After School Hours

After-school supervision or care is not provided. All students must be picked up by **3:45 p.m.** unless they are participating in a school-sponsored activity.

Late Pick-Up

Students must be picked up by 3:45 p.m. Any student remaining after that time requires additional staffing and supervision.

Beginning at 3:46 p.m., the late fee is \$20 per student for each 15-minute period or portion thereof, based on the school's recorded pick-up time:

- 3:46–4:00 p.m.: \$20
- 4:01–4:15 p.m.: \$40

- 4:16–4:30 p.m.: \$60

After two late pick-ups during the school year, the fee increases to \$40 per student per 15-minute period.

- 3:46–4:00 p.m.: \$40
- 4:01–4:15 p.m.: \$80
- 4:16–4:30 p.m.: \$120

The school understands that genuine emergencies and unexpected traffic delays occur and will exercise reasonable discretion in assessing fees. Whenever possible, families should notify the school as soon as they know they will be late. School-caused delays will not result in a fee.

Repeated late pick-ups may require a meeting and corrective plan. Continued violations may cause the school to reconsider its ability to maintain an effective partnership with the family.

Athletes

Students who remain on campus for an athletic practice or game must report directly to their coach or the coach's designee immediately after school. Athletes are not permitted to wander through the buildings or on school grounds while waiting for practice or an event to begin. Athletes may not leave campus without the permission of their coach or the coach's designee. If an athlete is granted permission to leave campus, they must report back to their coach or designee immediately upon returning. NCS discipline and behavioral policies apply to students at all times while on the school campus.

Grade & Interim 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/or conduct ratings.

An interim progress report is sent home approximately halfway through the nine-week period if a child's grades drop two grade levels from prior period or are below a D average.

Parents are encouraged to contact a teacher via email to set up a conference if you have any questions after receiving these reports.

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

Grading Scale

The following grading scales are used throughout the school (based on a 10-point grading scale):

NCS Weighted Grading Scale			CCP Grading Scale
Percentage Grade	Letter Grade	GPA	GPA
98-100%	A+	4.25	5.25
93-97%	A	4.0	5.0
90-92%	A-	3.75	4.75
88-89%	B+	3.25	4.25
83-87%	B	3.0	4.0
80-82%	B-	2.75	3.75
78-79%	C+	2.25	3.25
73-77%	C	2.0	3.0
70-72%	C-	1.75	2.75
68-69%	D+	1.25	2.25
63-67%	D	1.0	2.0
60-62%	D-	0.75	1.75
0-59%	F	0.0	0.0

Pre-K and Kindergarten classes use a combination of effort grades, as well as a Satisfactory-based scale for articulating academic growth and progress. An understanding of these grading scales will be communicated by the classroom teacher.

Electives classes for grades K-4 (music, art, physical education, and computer), as well as character and behavioral factors, are graded using a 1-3 number scale, indicating the effort made by the student in these areas. These effort grades are reflected as follows:

1. Strong effort
2. Normal effort
3. Little or no effort

Honor Roll

The honor roll is recognized for grades 5-12. Honor roll is compiled after each nine-week grading period. This honor roll is determined by the following qualifications:

- All A Honor Roll - all A's for all grading periods
- A/B Honor Roll - all A's & B's for all grading periods

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.

Honor Roll recipients will be recognized following each quarter and awarded formal recognition at the end of each school year.

Homework

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

Students with a study hall are expected to use this time to complete assignments or receive support from teachers as needed. 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 independent practice of skills and information presented in class
- Assignments to prepare a student for in-class work

Teachers may assign oral reading pages. Parents may be encouraged by teachers to spend time with their children at home reviewing spelling words and drilling math facts and phonics sounds.

If a child's homework time consistently deviates from the usual pattern, parents should consult the teacher about the situation. Assignments are generally not given on

Wednesday for the next school day to encourage participation in mid-week church meetings. Please speak with the child's teacher if the child is spending too much time on assignments on Wednesdays.

Students who fail to submit an assignment by the due date will receive an automatic zero in the gradebook for the assignment. Once the assignment is turned in, the zero will be replaced with the earned grade minus a late penalty of 10% per school day past the due date. No late assignments will receive full credit.

Midterm/Final Exams & Standardized Testing

Midterm exams (week leading to Christmas break) and Final exams (week leading to summer break) make up 20% of a High School student's final grade and 10% of a 7th or 8th grade student's final grade for each course an exam is given. Final exams are treated as locally normed assessment, where the expectations and testing environment for students are consistent and fair. Students will have strict rescheduling/make up expectations if they are absent (excused) for any midterm or final exam.

If a student were to miss a midterm or final exam and the absence was unexcused, they will receive a 10% penalty for the exam for every unexcused absence. After 3 days of unexcused absences, the semester or final grade of the course will be marked as incomplete, and the student and family must work with NCS administration to determine the best course of making up the assessment and what the penalty will be. A family may be subject to a proctoring fee, if other arrangements must be made to accommodate testing make-up. This fee would be determined by the NCS Administration.

If any student is found to be communicating content or material from an exam to any other person, they will receive a 0% for the exam and be subject to penalties which would fall in line, similarly, with the NCS Cheating and Plagiarism Policy.

To determine the progress of each of our students in comparison with national norms, a nationally normed achievement test (e.g. IOWA©) will be administered in the spring to all students in grades Kindergarten and grade 9 through grade 11. NWEA MAP testing will be done for grades 1-8 in both the fall and spring, as well as a winter session for grade 3. Grade 12 must have an ACT or SAT score on file to graduate.

An ability group (I.Q.) test (Cognitive Abilities Test©) may be administered to each student in grades Kindergarten, 1, 3, 5, 7, 9, 11.

Prior to receiving a diploma, students are required 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 their senior year.

Northside Christian School will comply with EdChoice Scholarship Program, Cleveland Scholarship Program, Jon Peterson Scholarship Program, Autism Scholarship Program, and Ohio Department of Education and Workforce's Third Grade Reading Guarantee requirements for testing.

Parent and School Partnership

Mandatory Parent Meetings

Northside Christian School believes that strong partnerships between the school and home are essential to the success of our students. Accordingly, attendance at some parent meetings is required. Attendance by at least one parent or legal guardian satisfies this requirement.

Mandatory meetings include the annual Parent Orientation held on the Monday following the start of the school year, athletic parent meetings for families of student-athletes, and any additional meetings designated by the school administration during the school year as mandatory.

A \$75 non-attendance fee may be assessed for each required meeting that a parent or legal guardian fails to attend, unless the absence has been approved in advance by the administration or is due to extenuating circumstances. These fees will be billed through the FACTS system and will appear on the family's regular tuition and fee statement.

Parent/Guardian – Teacher Conferences

Formal parent/guardian-teacher conferences are held in the fall, after the 1st nine weeks, to check in on student progress.

Pre-K through 1st grade will conduct additional parent/guardian-teacher conferences in the spring.

The office staff will assist the teachers and parents/guardians in arranging such conferences, and the office and the teacher will communicate the details via email. Throughout the rest of the school year, teachers and/or parents/guardians are encouraged to arrange conferences as needed regarding academic difficulties, behavioral issues, social or emotional struggles, or spiritual counsel. Contact the teacher or school office to schedule a conference.

Promotion and Retention

Northside Christian School will seek to address the individual differences among students in the same grade by utilizing 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 reasonably be determined that a particular student would benefit from such action, retention at 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 one or more major subjects

- Other evaluative means such as achievement and ability test scores, outside professional consultation/testing, and daily work records.

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 class, etc.

Academic Eligibility and Extracurricular Activities

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 extracurricular activities, the student must have passing grades in all classes that they are taking at NCS in the prior 9 weeks. Any failing grades will result in ineligibility for a 9-week marking period. Eligibility will be checked at regular nine-week grading periods. An exception will be made for the 4th 9 weeks. Any student who is ineligible for fall sports due to a failing grade in the 4th 9 weeks will have their grades re-evaluated at the interim mark. If the student is passing all grades at that point in the 1st 9 weeks, they will be eligible to play from then on. This ONLY applies to fall sports.
2. NCS conducts interim grade reports for any students receiving D's or F's in any class partway through a nine-week grading period. This is an opportunity for families, coaches, Administration, and students to make a plan to improve grades to maintain eligibility.
3. Once a student has become ineligible, he/she will remain ineligible until the next 9-week grading period. If at that time the student's grades show that he or she has met the requirement for participation, that student may be reinstated to his/her respective activity. See the [school calendar](#) for the dates of interim reports and report cards.
4. If a student is ineligible, their eligibility for the next 9-week grading period will not be determined until grades from the previous grading period are finalized and published.
5. During ineligibility, students may practice with their team or group but are not permitted to play in games or performances. Coaches and extracurricular leaders may reserve the right to require students to attend games or performances but not dress or participate. NCS Administration reserves the right to withhold student participation at practices if grades are not improving.
6. Mid-term exams: A student *may* become ineligible if he receives an F on a mid-term exam. The school administrator and Athletic Director will make the final decision regarding eligibility after consultation with the teacher.
7. To be eligible to participate in athletic competition, high school students must also meet the requirements of the Ohio High School Athletic Association, in addition to the NCS requirements listed above. All high school students **MUST** be enrolled in and earn passing grades in at least five one-credit courses (or the equivalent) each

grading period to maintain 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.

School Attendance and Extracurricular Activities

Extracurricular activities are considered a privilege for students at NCS. Students involved in extracurricular activities are expected to be in class the entire day of a game or practice to participate that afternoon or evening. A student who misses any class period during the school day, without an excuse (see acceptable excuses above), will not be permitted to participate in extracurricular activities for the day. If the day missed is a Friday, the student may be ineligible to participate in extracurricular events on the coming weekend. Students arriving at school with 10 minutes or less left of a class period will be asked to remain in the office until the bell rings. They will be counted as absent for that class period.

All extracurricular participants are expected to be in class the entire day following an activity, unless prohibited by medical or legal appointments, or by absences excused by the administration due to extenuating circumstances. If a pattern of unexcused absences or tardiness is discovered, NCS administration reserves the right to withhold a student's extracurricular participation.

Sports Awards Ceremony

After each season of athletics, the Athletic Department will hold an awards ceremony. All athletes who participated during the season are expected to attend the ceremony.

Course Offerings

Middle School Courses (Grades 5-8)

Middle school courses by grade level:

Fifth Grade	Sixth Grade	Seventh Grade	Eighth Grade
Bible	Bible	Bible	Bible
English/Spelling	English/Spelling	English(Writing/ Grammar)	English (Writing/ Grammar)
Computer Science	Computer Science	Computer Science	Computer Science
History	History	World Studies	American Republic
General Science	General Science	Life Science	General Science
General Math	General Math	Fundamentals of Math or Pre- Algebra	Pre-Algebra or Algebra 1
Physical Education	Physical Education	Physical Education	Physical Education
Art	Art	Art	Art
5 th & 6 th Combined Music	5 th & 6 th Combined Music	Boys' & Girls' Choir	Boys' & Girls' Choir
Reading/Literature	Reading/Literature	Reading/Literature	Reading/Literature

High School Courses & Graduation Requirements (Grades 9-12)

Requirements for an NCS standard High School diploma include 24 units earned in grades 9-12.

Students also have the opportunity to pursue an NCS Honor's Diploma. This requires at least 28.75 units earned in grades 9-12 and an overall GPA of 3.6.

Specific credits are required to meet both the State of Ohio and NCS graduation requirements. Families and students are responsible for monitoring graduation progress by regularly reviewing the student's Graduation Planner in FACTS.

Each year, NCS administration will meet individually with every high school student (and incoming high school student) to develop or review a four-year graduation plan. This planning session will be conducted with the student, and the finalized plan will be communicated to parents via email.

Students who will be taking any credits outside of NCS classes (online, homeschool, etc.) must have their coursework approved by NCS Administration BEFORE beginning independent coursework. NCS has the right to decide which providers or curricula will count toward NCS graduation requirements.

Parents and/or students are always welcome to request a meeting to discuss graduation requirements or class recommendations.

A detailed explanation of our graduation requirements, including graduation seals and State competency scores, is available in our [Graduation Pathways and CCP Policies document](#) on our website.

State of Ohio Competency Scores for Graduation

Students must earn a competency score on Standardized Assessments (NCS uses the IOWA Assessment) for Algebra 1 and English 2. Students who do not demonstrate competency on the first attempt will receive remediation and may retest as many times as needed. Any student who is unable to earn competency will have alternative options to do so. These arrangements will be made and implemented by NCS Administration.

State of Ohio Graduation Seals

Students are required to earn 2 of the 12 seals listed below. At least one seal must be a State seal, however, the second seal can be either a State or locally (NCS) created seal. Criteria for state seals can be found [HERE](#), and are listed below.

State Seals:

- Military Enlistment Seal
- Technology Seal
- Industry-Recognized Credential Seal
- Citizenship Seal
- Ohio Means Jobs-Readiness Seal
- State Seal of Biliteracy
- College-Ready Seal
- Science Seal
- Honors Diploma Seal Note: This is not the same as an NCS Honors Diploma.

Locally Defined Seals:

- Community Service Seal
- Fine and Performing Arts Seal
- Student Engagement Seal

Identifying At-Risk Students

Upon regular reviews of academic planning with students, the school will identify a student as at-risk for not qualifying for graduation (or reception of an NCS diploma) if:

- They are not at grade level based on current earned credits;
- They are on grade level based on credits, but are not making adequate progress towards fulfilling their individual graduation plan; or
- They have other factors impeding their progress, including excessive absence or misconduct.

Each school year, the school will provide written notification to each at-risk student's parent/guardian which will include:

- Notification that the student is identified as at-risk;

- A description of the school's curriculum requirements (or the student's IEP) and the applicable graduation conditions/pathway options as required by Ohio law
- A description of additional instructional or support services available through the school to at-risk students

Independent Study Coursework

There are instances where students may receive Independent-Study credits. Students wishing to receive credit through Independent Study must obtain approval from the NCS Administration before beginning coursework and complete the coursework within a given school semester or year. NCS Administration reserves the right to make the determination whether Independent Study credits will transfer to NCS transcripts.

More details [about Independent Study requirements](#) and the [Independent Study tracking form](#) can be found [HERE](#).

Valedictorian & Salutatorian Determination

Students who have attended NCS full time for 3+ years of High School are eligible for Valedictorian and Salutatorian status. Students who are or have been in part-time status during their last 3 years of High School are not eligible for consideration for these honors. Students who transfer in credits from another school will have those credits evaluated for eligibility towards Valedictorian or Salutatorian based on how the credits were earned. Administration has the final approval for eligibility.

Valedictorian and Salutatorian determinations will be made primarily by a student's cumulative, weighted GPA. If there is a tie for one of these honors in GPA status, a secondary determination will be made using student's cumulative percentage grades from all High School credit courses (including CCP).

For accuracy and accountability, Valedictorian and Salutatorian status will be determined by the NCS Administration, with verification by NCS office staff and the NCS School Board. Valedictorian and Salutatorian honorees will be confirmed in person and via email with the students and families no later than the week before Graduation.

NCS College Credit Plus (CCP) Policy

Students who are college-ready, in the opinion of NCS and a partner college or university, may be permitted to take college credit and NCS High School credit simultaneously.

NCS has chosen to partner with Cedarville University for most CCP coursework through its College Now Program, which will be substituted for NCS courses on the schedule. NCS has chosen to use Cedarville because of its academic rigor and Biblical Worldview approach to education. However, Cedarville's College Now program does not have a comprehensive range of courses and may not align with a student's post-secondary plans.

In some cases, NCS administration may approve students to take coursework at other universities or colleges to substitute for specific NCS courses. Families and students are responsible for ensuring that the classes they take will be accepted and transferred to NCS. There are subjects and courses that are required to come from a faith-based University that teaches from a Biblical Worldview for NCS credit. Students may not substitute more than 2 class periods during the year to maintain full-time status.

A detailed list of CCP classes approved to substitute for NCS courses is available in our [Graduation Pathways and CCP Policies document](#) on our website.

Full-time students will have CCP class work time scheduled into their daily school schedule. For accountability, students will be required to remain on campus during their scheduled CCP class (as listed on their NCS schedule).

Drop/Add Policy

If a student/family desires to drop or add an NCS class, a Drop/Add Form must be completed and given to NCS Administration to officially drop or add any class. No partial credit for a year-long course will be given EXCEPT if dropped with approval for a corresponding college credit. There is no guarantee that a course can be dropped; final approval will be granted by the NCS administration.

The following policy will be applied to NCS transcripts if a student drops a class:

- Before the end of the second calendar week: **No record on transcript**

The following will only be allowed when extenuating circumstances are present

- During the 3rd calendar week – 6th calendar week: **W**- Withdrawn
- 7th week – 4th week of 2nd quarter: **WP** – Withdrawn Passing or **WF** – Withdrawn Failing
- 5th week of 2nd quarter – end of semester: **Dropping a course is not permitted**

Enrolled students are permitted to add an NCS class to their schedule up until the end of the second calendar week of the school year. After this date, the class may not be added unless the student was previously enrolled and participating in the same credit elsewhere, which would transfer to NCS credit.

To drop or add a course, the Drop/Add Form must be completed and signed by students, parents, and NCS teaching staff.

The effective date of the course change (for dropping purposes) depends on the date the office receives the completed form.

The NCS Drop/Add Form is available [HERE](#).

Withdrawals

When considering withdrawal from school, the parent should schedule an appointment with the administrator before making a final decision. Upon withdrawal, school records (transcripts, report cards, standardized testing data, etc.) will not be released until all of the following requirements are met:

- Written notification of withdrawal has been received by the office from the parent/guardian
- All tuition/outstanding fees are paid
- School materials (non-consumable) are returned to the school in good condition

Dress Code

The [Dress Code and Uniform Policy](#) can be found on the school website.

Our school's dress code is designed to help maintain a sense of order, focus, and respect within the learning environment. We believe our dress code supports a culture of discipline and minimizes distractions, allowing everyone to concentrate on what matters in the school day—growing in knowledge, character, and faith.

As a Christian school, our dress code also reflects certain biblical principles. Scripture encourages modesty, humility, and a heart that values inward character over outward appearance. While we don't equate spirituality with specific clothing choices, we do aim to uphold standards that we believe make sense for our culture and our school family.

Additionally, our dress code is intended to serve parents by simplifying daily routines and controlling costs. By providing clear guidelines, we hope to make school mornings easier and promote a sense of unity among students—regardless of their background or personal style preferences.

Students will receive a warning for the first dress code violation. Following the warning, demerits will be issued.

NCS staff reserves the right to ask students to find uniform-approved clothing in our no-cost donation closet if their clothes do not meet uniform standards. Items in the closet have been checked and are clean and in good condition.

Clothing for Physical Education

All students in grades 1-12 must wear NCS PE Shirts. Shirts must be purchased from the front office. Youth and Adult Sizes are available.

Shorts are to be black or blue and conform to the guidelines of the NCS dress code.

Students must also wear sneakers/tennis/gym shoes for PE class.

Kindergarten students do not have a required PE uniform.

Clothing for Special Events

Students at Northside Christian School will have the opportunity to participate in several special events each school year. These could include events such as musical concerts, drama productions, Junior/Senior Banquet, graduation, etc., that may require a formal or specific dress code. Those dress code details will be distributed to students and families by classroom instructors or NCS administrators in a timely manner before each event. Apparel should always follow the general school [Dress Code Guidelines](#) for fit and be in good repair.

Health Requirements

For students to thrive both inside and outside of our school environment, caring for student health is critically important. Our healthcare team is made up of both licensed nurses and building clinic health aides. They work to provide appropriate healthcare services, in compliance with all local, state, and federal health laws, and remove health barriers to promote maximum learning for every student.

NCS will have a school nurse available 5 days per week to see students who need medical attention or to talk to parents. Upon enrolling at 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 or signed exemption form. These documents must be provided to the school promptly within two weeks of the first day of school. Otherwise, a student will not be allowed to attend school and could ultimately be withdrawn.

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

Administration of Medication at School

Whenever possible, students and families are encouraged to receive medications at home. However, if medications are required during the school day, school nurses, clinic health aides, and designated office staff members comply with State of Ohio law a school policy for medication administration.

Prescription medications may be permitted by school personnel designated by the school administrators in grades K-12. Before prescription medication can be administered, the student's physician must complete and submit a Physician's Medication Request Form, which will include:

1. The name and address of the student
2. The name of the medication and diagnosis of the student;
3. The dosage, route, and time of the medication;
4. The date the medication should begin and the date the medication will end;
5. Any severe reaction or side effects of the medication;
6. The name, address, and phone of the prescribing physician;
7. The signature of the physician

8. Special instructions for dispensing or storage of the medication; and
All prescription medications must be brought to the school by the parent in the original bottle in which it was dispensed, with the label correctly corresponding to the physician's order.

All prescription medication will be locked in the clinic, with certain exceptions:

1. Inhalers, which a student may carry if the physician and parent approve;
2. EpiPens, which a student may carry, with a backup pen in the clinic/office, if the physician and parent approve;
3. All physician-prescribed emergency medications.

Non-prescription or over the counter (OTC) medication may be administered by designated personnel. OTC medication can be given to a student if granted permission by the parent/guardian through FACTS enrollment, or if a Parent Non-Prescription Medication Administration Request Form is completed and submitted to the office, including the medication in its original container.

Medication will not be administered by school personnel until the appropriate paperwork and medication are brought to the school and checked for accuracy by the clinic staff or administration.

Designated roles allowed to administer prescription and over-the-counter (OTC) medications in the event that a School Nurse is not available or present (i.e., field trips, retreats, etc.) include:

- Head of School and Associate Head of School
- Lower, Middle, and Upper School Administrators
- Office Secretary
- Operations Manager
- Classroom Teachers (varying by school year)

Food Allergy Protection Policy

NCS is committed to ensuring a safe physical environment for all students at our school, including those with known life-threatening food allergies. These are general procedures. The procedures below will be provided to the extent required by law but will be used only if a student or students in a building require them. The procedures will not apply if no student requires them. These procedures for life-threatening food allergies can be adapted, as appropriate, to other life-threatening allergies, such as insect bites, medications, and latex.

Parent/guardian responsibilities include:

1. Notify school administration and school health workers of child's allergy;
2. Provide written medical documentation and instructions for allergy management and emergency procedures. Provide prescribed emergency medication and self-administration authorization forms (if applicable) to the school;
3. Communicate needs and management of the allergy to their child's extra-curricular staff (including Afterschool Program services, athletics, etc.);

4. Continue to educate their child in the self-management of his/her food allergy.

NCS Administrative responsibilities include:

1. Assure that all staff who interact with life-threatening food allergic students on a regular basis understand the allergies, can recognize symptoms, know what to do in an emergency (professional development), and work with the other school staff to provide reasonable accommodations to eliminate the use of allergens in the allergic student's meals and other food, educational tools, arts and craft projects or other school activities;
2. Follow federal and state laws, policies, and regulations regarding sharing medical information about the student;
3. Request that the parent provide up-to-date written medical information from the student's doctor on the child's food allergy and treatment;
4. Provide risk reduction strategies for life-threatening allergies (regular hand washing, table designation, cleaning of surfaces, training/development, etc.);
5. Ensure that the parent/guardian is informed of any student exposures and allergic reactions at school;
6. Notify the school nurse of new personnel in the building to ensure training is received;
7. Support building administrators in enforcing applicable harassment laws, policies, and student code of conduct provisions.

School nurse or clinic health aide responsibilities include:

1. Complete regular training for life-threatening allergies in the school setting;
2. Collect and monitor for completeness the Anaphylaxis Emergency Care Plan;
3. Notify staff (on a need-to-know basis) of all students with life-threatening allergies;
4. Provide educational materials for staff regarding a student's life-threatening allergies, symptoms, risk reduction procedures, emergency procedures and how to administer an epinephrine auto-injector upon request;
5. Clearly identify and communicate with staff the location of epinephrine auto-injectors kept in the health office;
6. Monitor expiration dates of epinephrine auto-injectors and any other allergy medications.

Classroom teacher or educational support staff responsibilities:

1. Complete regular training for life-threatening allergies in the school setting;
2. Include the Anaphylaxis Emergency Care Plan and life-threatening allergies with classroom roster and daily lesson plans. Emphasize the Anaphylaxis Emergency Care Plan with lesson plans for substitute teachers;
3. Inform any school staff who work in the classroom with the life-threatening allergy student, including educational assistants, student teachers, specialists, and substitute teachers, of the student's food allergies and necessary safeguards;

4. Consult with parents if requested and consider providing a lesson plan about food allergies for students and discuss anaphylaxis in age-appropriate terms;
5. Provide lesson plans and academic activities that will not use items containing known student allergens or notify parents and provide an alternative educational activity if not reasonably possible to avoid allergen;
6. Inform parents of life-threatening allergic students of any “in-class” activities where food will be served. Make sure to know ingredients, food items, and vendor/manufacturing info for parents of food involved in class activities and field trips;
7. Monitor foods that enter the classroom for evidence of obvious food allergens (read the label)
8. Encourage hand washing before and after eating, when necessary and reasonable;
9. In the event of an allergic reaction, follow the Anaphylaxis Emergency Care Plan, including identified emergency procedures and contact the building principal and school nurse;
10. Consider providing non-food rewards for class work and achievements.

For field trips, parents of students with life-threatening allergies must grant specific permission for their child to attend, with assurance that all the above responsibilities will be met. All emergency medications and Anaphylaxis Emergency Care Plans must always be present with the student. Delegation of responsibilities for these things may not be given to chaperones (non-staff) or parent volunteers but must be the responsibility of the classroom teacher or other NCS staff designee.

Peanut and Tree Nut Awareness Policy

Some students in our school have life-threatening allergies to peanuts and tree nuts. Some students have such a high sensitivity to the proteins found in the nuts that even a trace amount from a known peanut/tree nut product or a food product/item that has come in contact with a peanut/tree nut source (cross-contamination), is inhaled, or is ingested can result in a life-threatening anaphylactic reaction. To provide a minimized allergen environment, we need the support and cooperation of all parents and guardians, our students, and the school community.

For the safety of our students, certain locations on the Northside Christian School campus are now Nut Aware. We define being Nut Aware as:

Not allowing any food products that are known to contain nuts (peanuts or tree nuts), or nut oils. These products DO NOT need to state they have been manufactured in a nut-free facility.

All classrooms on our campus, in both the Campbell Building and the Deubner Center, will be Nut-Aware spaces. There will be NO FOOD or DRINKS allowed in the Deubner Gym during the school day.

The NCS Cafetorium will be the only space on campus where food products containing nuts will be allowed. We will include a separate table (clearly marked) for our students with nut

allergies to sit along with a friend, if the friend can commit to a Nut Aware packed lunch or a Nut Aware purchased lunch from NCS Food Services.

All prepared food served by NCS Food Services (daily lunch menu items) will be considered Nut Aware (see the definition above). Pre-packaged snack items purchased from the following areas MAY NOT be Nut Aware (meaning they could contain nuts):

- Pre-packaged snack items purchased separately from the daily lunch menu from NCS Food Services.
- Food served from the NCS Concession stand in the Deubner Building.
- Pre-packaged snack items purchased from the vending machine located in the lobby of the Deubner Gym.

Teachers who wish to give food incentives to their classes must do so in the NCS Cafetorium if those food incentives contain any nuts or nut oils (are not Nut Aware). When possible, we strongly encourage staff to give non-edible incentives as an alternative and to make all edible incentives Nut Aware.

Families bringing in food for celebrations (like birthdays) MUST ensure products are prepackaged or store-bought, not homemade. These treats should also follow our Nut Aware guidelines (see the definition above).

In the spirit of collaboration, we ask parent(s) and guardian(s) to take time to discuss this issue with their child(ren) to help us maintain the safety of all our students.

Seizure Action Plan Policy

Any student at NCS with an active seizure disorder diagnosis will have an individualized Seizure Action Plan in operation to ensure their safety while at school. This Seizure Action Plan will be created in conjunction with school health staff, school administration, parents/guardians, and the child's physician(s). The plan will include:

1. A written request signed by the parent/guardian to have one or more drugs prescribed for a seizure disorder administered to the student;
2. A written statement from the student's treating physician providing the drug information to be administered, including:
 - a. The name of the medication and diagnosis of the student;
 - b. The dosage, route, and time of the medication;
 - c. Any severe reaction or side effects of the medication;
 - d. The name, address, and phone number of the prescribing physician;
 - e. The signature of the physician
 - f.

All prescription medications must be brought to the school by the parent in the original bottle in which it was dispensed, with the label correctly corresponding to the physician's order.

All prescription medications will be locked in the clinic, except for physician-prescribed emergency medications, which require approval from the physician and parent.

NCS school administration and/or school nursing staff will be responsible for monitoring this plan and communicating the pertinent contents of it to all applicable personnel (classroom teacher(s), substitute teacher(s), extra-curricular staff members, food service personnel, etc.), including regular and thorough training of emergency procedures for seizure activity.

A seizure action plan is effective only for the school year in which the written request was submitted and must be renewed at the beginning of each school year.

In addition to school health employees and school administration, NCS will designate office staff to be trained in implementing seizure action plans. The training for these employees will include:

1. Recognizing the signs and symptoms of seizure;
2. The appropriate treatment for a student who exhibits the symptoms of a seizure;
3. Administering drugs prescribed for seizure disorders (specific to individual enrolled students).

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 advise the school office as soon as possible, so that a report can be made and claim forms sent.

Minor Accidents and/or Emergencies

In the case of a minor accident/injury, NCS 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 on an appropriate course of action. If any injury/illness could be deemed serious or life-threatening, NCS reserves the right to contact EMS. Parents will be notified, and a staff member will accompany the child to the hospital with all available health records (if the parent is unavailable). 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 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 24 hours of the incident. Accident reports will be given to parents, kept on file in the school office, and reported in the Student Information System.

NCS staff are provided training and certification in CPR/AED/First Aid through the American Red Cross.

Communicable Disease

NCS parents are expected to report to your child's teacher and NCS office immediately if your child has a communicable disease, such as chickenpox, shingles, strep throat, scarlet fever, fifth disease, lice, worms, other contagious rashes, contagious illnesses (i.e. COVID-19, Influenza, etc.). If your child becomes sick during the school day and the school nurses deem they need to be sent home, the expectation is that the ill student must be picked up from school within 1 hour of when the parent/guardian is contacted by Northside Christian School.

Fever: School policy prohibits any child from being in school with a fever of 100°F or higher. The parent will be called to pick up the child if this occurs. The NCS Office or nursing staff reserve the right to send students home with elevated temperatures, even if their temperature does not exactly reach 100°F. Other health symptoms may drive a decision to send the child home. Students must be fever-free and without medications (i.e., ibuprofen or Tylenol) for 24 hours before returning to school. Students will be sent home with a "Sent Home Sick" form that must be recorded and signed before returning to school.

Vomiting/Diarrhea: Students are not permitted to be in school with vomiting and/or diarrhea within the past 24 hours.

Lice: If lice have been detected on a child, 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 before sending them to class.

Immunizations: Students must have proof of proper immunization to remain in school for more than fourteen school days. Parents of students entering the 8th and 12th grades should take special notice, as updated immunizations are required.

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 reasons and circumstances:

1. A student who has had natural rubella and presents a signed statement from the student's parent, guardian, or physician to that effect is not required to be immunized against rubella.
2. A student who has had natural mumps and presents a signed statement from the student's parent, guardian, or physician to that effect is not required to be immunized against mumps.
3. A student who has had natural chickenpox and presents a signed statement to the school from the student's parent, guardian, or physician to that effect is not required to be immunized against chickenpox.
4. A student whose physician certifies in writing to the school that such immunization is medically contraindicated is not required to be immunized against that disease.

NCS will also permit families to choose to submit an Immunization Exemption Form as a supplement to or replacement for traditional immunizations. Families can find the Legal Immunization Exemption Form [HERE](#).

Families can also find the Ohio Immunization Summary for School Attendance [HERE](#).

Office

The school office will normally be open on regular school days from 7:45 a.m. to 3:45 p.m. Summer office hours will be communicated on the school website. In most years, the office will be closed the last week of June and the first week of July.

Visitors

Visitors (any non-student or staff member) are welcome at Northside Christian School but must report to the office to sign in and sign out during their visit and obtain a visitor pass before entering the building. Students who desire to bring visitors to school must secure permission from the administrator with at least one day's advance notice. School administration reserves the right to reject visitors at any time.

School Closings

In the event of inclement weather or other emergencies, please use the following sources for school closings:

- [NCS Website \(www.ncslions.org\)](http://www.ncslions.org)
- [Facebook/Instagram](#)
- Parent Alerts via SMS/Text Messaging
- Email
- Phone call from school with a voice-recorded message

The school closing status will be posted the evening before or the morning of, between 5:30 a.m. and 7:00 a.m.

Delayed Start Policy

- There will be no early morning (before-school) drop-off.
- The school building will be open 15 minutes before the first bell.

Family safety is our greatest concern during adverse weather conditions. Northside Christian School has students from all over Central Ohio with many variations in the weather.

Student absences will be excused any time the school district where they live is closed. If the school district in your area determines a delay, and you feel that it would be unsafe to drive, you may follow their delay (1 or 2 hours) and be excused for the time missed.

In determining whether to delay (two hours) or close school, we will consider recommendations of highway and safety forces, road conditions, weather forecast, rush hour traffic, and what other area schools are doing.

Background Check Policy

To ensure the highest level of professional care and safety for our students, NCS is committed to conducting and evaluating criminal background checks for all staff and volunteers who work with our students.

Faculty, Support Staff, and Coaches

All support staff, faculty, and coaches will complete an FBI/BCI Fingerprint background check.

Volunteers / Field Trip Drivers

Any volunteer who has direct, unsupervised contact with students at any time (field trip transportation, classroom helper, assessment support, etc.) will complete a commercial background check through the service Protect My Ministry

Additionally, any volunteer/chaperone who is driving students must leave a copy of their driver's license on file with the front office. These safety measures will be regularly maintained and filed as part of our safety records.

Field Trips

Field trips are considered a part of the Northside experience, and students are generally expected to attend those activities. Students will be transported either in a chartered bus with a licensed driver or in a parent or staff member's vehicle. Students will be expected to follow all school policies regarding behavior, dress code (unless otherwise communicated), attendance, and related matters. Parents driving students other than their own must have a completed background check on file with NCS.

Student Drivers

To ensure the safety of students in our care, NCS requires that all students and families adhere to the restrictions and requirements of the license a student holds, as set by the Ohio BMV. Students who drive to and from school are required to register their vehicle with the NCS office. Vehicle registration forms are available in the school office and must be completed before driving to school. We will not permit students to drive during restricted hours or transport more students (family or non-family member) than permitted while under our care. This would include school hours and school events. You can find license restrictions on the Ohio BMV website [HERE](#).

Lost and Found

All clothing/unclaimed items found at the school are sent to the Lost and Found for students or families to reclaim. Periodically, students and families are notified by email from the office to review these articles before they are donated to charitable organizations. Families are encouraged to mark all personal items that are brought to the school with individual or family names.

Lunch Policy

NCS offers a full-service, hot lunch program to all students and staff at our school. Lunch menus are distributed monthly and posted around the school and on the website. Students will request lunch service from their classroom teachers at the beginning of each school day. Lunch orders must be placed by 9:30 a.m. for student lunches to be prepared. Lunch prices are subject to change from year to year, so families are encouraged to visit the NCS website for the most up-to-date lunch menu, prices, and policies. You can find the Lunch Service section of the website [HERE](#).

Students who forget their lunch on any given school day must notify the office so that a school lunch can be purchased and prepared for them. Students will not be permitted to order lunches from outside of NCS without prior Administrative approval.

School Safety

School Safety and Emergency Preparedness:

Northside Christian School is committed to providing a safe, secure, and Christ-centered learning environment for students, faculty, staff, and visitors. School safety is integral to our mission and supports students' development, well-being, and growth. While it is impossible to mitigate all risk, Northside Christian School proactively seeks to implement best practices, work with local experts, and update technology to augment safety. The school maintains a comprehensive safety and emergency preparedness plan that includes:

- Compliance with state requirements by submitting the school's Emergency Management Plan with approval from the Ohio School Safety Center
- Building walkthroughs with local law enforcement
- NCS facilities locked and accessed only by student and staff ID badges
- Regular staff monitoring of common spaces (hallways, lunchroom, pick-up/drop-off, etc.)
- NCS visitors must report into the building through the front office and receive approval to enter the building with a visitor's pass
- Close monitoring of local emergencies via police scan and reporting
- Security and vulnerability assessments
- Inspections with local fire department officials
- Lockdown/safety drills (fire, tornado, active intruder)
- Training of faculty and staff with local law enforcement
- Upgrades to security systems (e.g., 24/7 video surveillance, communication, access control)

- Assemblies including staff and students reviewing safety procedures

To ensure the safety of our students, staff, and guests, the following items are strictly prohibited: cigarettes/vape, alcoholic beverages, narcotics, knives, guns, or explosives of any kind. Any violation of these restrictions may be dealt with by NCS discipline policy or local law enforcement reporting.

Safety continues to be a priority for the administrative team. If a student, parent, or employee is concerned about school safety, please report it to the Head of School, the Associate Head of School and Upper, Middle, and Lower School Administrators, and/or the Operations Manager. Their contact information is:

- Jeff Peterson, Head of School, jpeterson@ncslions.org
- Katie Ramirez, Associate Head of School, kramirez@ncslions.org
- Sharon Ross, Upper School Administrator, sross@ncslions.org
- Nicole Smith, Middle School Administrator, nsmith@ncslions.org
- Meredith Taylor, Lower School Administrator, mtaylor@ncslions.org
- Chelsey Gardner, Operations Manager, cgardner@ncslions.org

A more detailed copy of our [Emergency Operations Plan](#) is available on the website.

Chapel/Bible Version Policy

NCS requires weekly [chapels](#) for all students. Each Chapel lasts approximately 40 minutes and is presided over by the principal or designated teacher. A pastor, visiting missionary, or Christian community member will present a Gospel-centered message or story. No student is excused from chapel, and every student is expected to bring his/her Bible and to be attentive. Students are expected to maintain the same level of engagement, attendance, and behavioral standard as in any other class at NCS. The same discipline policy will apply.

NCS [Bible Version Policy](#) can be found on our website.

Junior/Senior Banquet Information

At 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 guests must be in 10th grade or older and no older than 20 years. Any student bringing a guest outside of NCS is required to complete a guest permission form.

Dress Standards

Students and guests attending the banquet must comply with [general non-uniform guidelines](#). NCS girls must bring their dresses in for approval by female faculty members prior to the banquet. NCS reserves the right to ask students or guests to change clothes at the banquet if they are not in compliance with these guidelines. The NCS Dress Code Standard for Junior Senior Banquet can be requested from the front office.

High School Retreat

Students in grades 9–12 are expected to attend the annual Fall Retreat. This retreat provides an opportunity for students to grow in their relationship with Christ through Bible teaching, worship, fellowship, and activities that foster spiritual growth and strengthen relationships with classmates, faculty, and staff. The retreat is a three-day, two-night event.

Any medications sent by a parent or guardian will be administered according to the prescribing physician's instructions and in accordance with school policy.

This retreat is considered a normal school day; therefore, failure to attend will result in an unexcused absence. Twenty or more unexcused absences will affect access to EdChoice scholarships.

A separate permission and medical authorization form must be completed and submitted before a student may attend the retreat. Additional information, including packing lists, schedules, and departure details, will be provided prior to the event.

Middle School Retreat

Students in grades 5–8 are expected to attend the annual Fall Spiritual Retreat. This retreat provides an opportunity for students to grow in their relationship with Christ through Bible teaching, worship, fellowship, and activities that foster spiritual growth and strengthen relationships with classmates, faculty, and staff.

The retreat is a two-day, one-night event. Any medications sent by a parent or guardian will be administered according to the prescribing physician's instructions and in accordance with school policy.

This retreat is considered a normal school day; therefore, failure to attend will result in an unexcused absence. Twenty or more unexcused absences will affect access to EdChoice scholarships.

A separate permission and medical authorization form must be completed and submitted before a student may attend the retreat. Additional information, including packing lists, schedules, and departure details, will be provided prior to the event.

Senior Trip

Our seniors work toward a Senior Trip held near the end of their senior year at The Wilds Christian Camp in North Carolina. This trip provides students with an opportunity to strengthen their relationships as a class, grow outside the classroom, and spend meaningful time in God's Word. Attendance is expected for all seniors.

The Seniors may choose to add an optional weekend stay before or after their time at The Wilds. Additional details regarding the Senior Trip will be communicated to families throughout the senior year.

This trip is considered normal school days; therefore, failure to attend will result in an unexcused absence. Twenty or more unexcused absences will affect access to EdChoice scholarships.

According to The Wilds, the Senior Class Trip program includes lodging, family-style meals, adrenaline-filled games, classic camp activities, and a whitewater rafting excursion on the nearby Nantahala River. The schedule also provides flexibility, allowing each class to enjoy a balance of adventure, relaxation, and time together.

Trip Funding:

Each graduating class begins fundraising during the freshman year to help cover the cost of the Senior Trip. While these fundraising efforts are intended to minimize or eliminate out-of-pocket expenses, families may be responsible for a portion of the trip cost if sufficient funds have not been raised.

To receive the benefit of class fundraising, students are expected to participate in fundraising activities throughout their high school years. Students who do not participate or fulfill the class fundraising expectations may be required to pay part or all of their trip expenses.

Racial Non-Discrimination Policy

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, or 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 personnel.

Our Affiliations

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

Our Financial Operations

Northside Christian School is a ministry of Calvary Bible Church. NCS is a private, non-public school with a charter from the State of Ohio. Our families have access to the EdChoice scholarship funds. NCS does receive Administrative and Auxiliary funds provided by the State of Ohio for non-public, chartered schools.

Ohio EdChoice Scholarship Program

Northside Christian School participates in Ohio's EdChoice Traditional and Expansion Scholarship programs. These programs provide state-funded scholarships that may be applied toward tuition for eligible students in kindergarten through grade 12. Scholarship eligibility and award amounts are determined by the Ohio Department of Education and Workforce and are subject to state law and program requirements.

NCS will comply with all applicable EdChoice requirements, including those related to student enrollment, attendance reporting, required assessments, tuition and fee reporting, scholarship payment processing, financial records, and other program documentation.

Students receiving an EdChoice Scholarship must complete all assessments required for their grade level and maintain attendance consistent with state requirements. More than 20 unexcused absences in a school year may affect a student's continued eligibility.

Scholarship funds may be applied only toward tuition and may not cover the full cost of tuition, fees, or other school expenses. Parents remain responsible for completing required applications and renewals, providing accurate documentation, endorsing or authorizing scholarship payments when required, and paying any remaining balance permitted by law and school policy. Receipt of a scholarship does not alter the school's admissions, academic, attendance, conduct, or financial policies except as required by law.

Current program requirements are available from the [Ohio Department of Education and Workforce](#). Ohio law specifically addresses the use of funds for tuition, tuition charges, testing, and continued eligibility in [Ohio Revised Code Chapter 3310](#).

School Spirit

NORTHSIDE ALMA MATER (written by Emma Maxwell)

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 Athletic Gold

NCS SCHOOL MASCOT

Lion