

# NORTHSIDE CHRISTIAN SCHOOL

## PARENT AND STUDENT HANDBOOK Pre-Kindergarten (Pre-K)

Updated as of August 2023



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A Ministry of  
Calvary Bible Church  
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Dear Parents,

Welcome to Northside Christian Pre-School. On behalf of the school board and administration, we want you to know that we count it a privilege to have your child enrolled in our school. We ask that you look over this Parent Handbook with intentionality as you move into partnership with us!

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

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

Sincerely,  
Jeff Peterson, Executive Director  
Jesse Stout, Principal  
Sharon Ross, Assistant Principal

*"Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ. For this I toil, struggling with all His energy that He powerfully works within me." – Colossians 1: 28-29*

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## Statement of Faith

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

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

## Mission Statement

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

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

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

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

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

## Parent Partnership Statement

Our parents play a vital part in the Northside Christian School program. The home and school must work together to produce for each child a learning situation that would truly honor the Lord and promote 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. If parents have concerns or complaints regarding our programs, staffing, or other situations, we would desire for families to schedule a time to express that complaint in person with NCS Administration at their earliest convenience so that we could have an opportunity to most effectively serve your needs.

## Hiring Requirements

In order 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:

1. Minimum of a Bachelor's degree from an accredited college or university
2. Skills and aptitude toward educational engagement
3. BCI and FBI Background checking and fingerprinting
4. Licensure check through the Educator Profile on the Ohio Department of Education and Workforce website
5. Appropriate licensure or certification is obtained and on-file
6. Solid testimony of faith in Christ and a desire for purposeful discipleship

7. Satisfactory Pastoral recommendation
8. Signed Lifestyle Agreement, in conjunction with NCS Statement of Faith and Doctrinal Statement
9. Thorough interviewing from NCS Administration, School Board, and Pastor(s) 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 Administration
2. Complete pre-enrollment paperwork
  - a. Completed Pastoral Recommendation Form
  - b. Student Records Request Form
  - c. Signed Parent Agreement
3. 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.
4. Upon completion of the NCS Application, an official letter of acceptance will be sent to the family by the office of Admissions.

## **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 the property of others. 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. Our desire is to partner with Christian families (coming beside and behind) to partner in the discipline process. As part of our partnership, we want to be sure that we are communicating and enforcing clear discipline standards. We see discipline of students as a joint partnership of the parents, teachers, and administrators. We welcome your questions, comments, and suggestions, but any changes in policy must reflect Biblical principles and the best interests of the school.

The teacher handles most minor discipline issues, which occur in the classroom. 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 want to 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 that it 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 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)

### **Out-of-School Suspension (OSS)**

In some instances, NCS administration may choose for a student to serve an out-of-school suspension. This would not permit a student to attend class in person or participate in any extra-curricular activities. Students and/or families will be responsible for communicating with NCS staff about assignments missed for the day.

An accumulation of 2 or more suspension 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 have, by their discipline record, grades and effort, attendance, or character raised a question as to 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.

### **Time of School**

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

<b>Grade</b>	<b>Class Begins</b>	<b>End Time</b>	<b>Latchkey Placement Time</b>
<b>Half Day (3 or 5 day)</b>	8:15 a.m.	12:30 p.m.	
<b>Full Day (3 or 5 days)</b>	8:15 a.m.	3:15 p.m.	3:30 p.m. (latchkey location)

### **Attendance/Absence**

Northside Christian School operates under the [Compulsory Attendance Law of Ohio](#), therefore requiring regular attendance for grades K-12. In the spirit of that enforcement, we seek to hold the same standards for families in our Pre-School program in order to best support the academic and social engagement of our students, while also honoring and respecting the work and dedication of our Pre-School staff and faculty.

#### ***Daily Attendance***

Parents/guardians are responsible to call or e-mail the school office by 8:45 a.m. the morning of their child’s absence. If an excuse is not received, the school may contact the parent to ensure the whereabouts of the student.

#### ***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)

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***

- Driving school and assessment
- 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. This helps our Pre-School staff prepare to support a student's learning progress either while they are away or when they return.

### ***NCS Afterschool Program***

Any Pre-School students who have not been picked up by 3:45pm will be directed to our After School Program (AP) services. An AP employee will be responsible for any K4-5<sup>th</sup> grade students after this time. These services will ensue an additional fee for families. More information about Latchkey services, cost, and the full Latchkey Handbook can be found on the NCS website.

NCS discipline and behavioral policy applies to students anytime that they are in our building. If students are not in the Cafetorium during this time, or are engaging in inappropriate or discourteous behavior, they (and their families) will be given 1 written warning. If the behavior continues a second time, NCS reserves the right to suspend or withhold the privilege of remaining in the building after school. Families would be responsible for making arrangements for their child to be picked up, if this is determined.

### ***Student to Teacher Ratios***

We follow the teacher to student ratio guidelines set by the state of Ohio. The maximum number of children per preschool staff member and the maximum group size by age category of children shall be as follows:

Age Group	Staff Member/Child Ratio	Maximum Group Size
Pre-School (4 years)	1:8	16

## Curriculum

Northside Christian School uses BJU Press curriculum. We have found BJU Press curriculum to be both academically engaging and stimulating for kids, while also inspiring their curiosity and desire for fun and play. For these reasons, we have chosen to partner with BJU Press for this exciting and advanced curriculum for our Pre-School students.

## Assessment

Assessment is a critical part of understanding and evaluating social, educational, emotional development in students. Our Pre-School staff regularly assess student growth and development through both formal and informal assessments. Formal assessments are conducted in a 1:1 format and are activity based in order to best engage and motivate student participation and engagement. Formal assessment are conducted each quarter of the school year.

## Curriculum Goals

### Pre-Reading:

- Language acquisition and development
- Recognition of alphabet letters
- Phonemic awareness of alphabet sounds /a/-/z/
- Letter sound recognition of medial short-vowel sounds; initial and final consonants
- Optional beginning reading strand for eager learners

### Listening and Literature:

- Traditional literature; realistic and fanciful prose and poetry; nursery rhymes
- Vocabulary development and enrichment
- Auditory memory; sound by direction, pitch, temp, and volume; rhyming words

- Listening questions to develop comprehension
- Dictation of group writing experiences; sentence completions; sequencing of story

### Social Studies:

- Concepts of God's plan for the child and his/her family
- Patriotism; patriotic symbols, holidays
- Community helpers, transportation

### Science:

- Environment: Seasonal changes of plants, animals, animal families, and animal homes

- Hands on: experiments, cooking, weather, space, and magnets

**Bible:**

- Bible stories from the Old and New Testaments
- Memory verses

**Mathematics:**

- Numbers 0-12
- Number recognition 0-20
- Counting to 100
- Shape recognition
- Pattern sequencing
- Dot patterns
- Color sequencing
- Clock
- Coins
- Measurements

- Number line awareness and familiarity
- Ordinal numbers
- Fractions
- Number sets
- Position words

**Fine Motor Skills:**

- Correct posture
- Pencil holding and paper placement
- Pre-writing skills: finger tracing, pencil tracking of left to right, vertical, horizontal, diagonal, zigzag, and curved lines

**Gross Motor Skills:**

- Development activities
- Games
- Action rhymes and action song

**Daily (Sample) Schedule**

Monday/Tuesday/Friday	Wednesday	Thursday
8:15-8:30 –Arrival/unpack	8:15-8:30 –Arrival/unpack	8:15-8:30 –Arrival/unpack
8:30-8:50—Gym Time	8:30-8:50—Gym Time	8:30-8:50—Gym Time
8:50-9:00—Restroom	8:50-9:00—Restroom	8:50-9:00—Restroom
9:00-9:15—Calendar	9:00-9:15—Calendar	9:00-9:15—Calendar
9:15-9:30—Bible	9:15-9:30—Bible	9:15-9:40—ELA/Reading
9:30-10:00—ELA/Reading	9:30-9:47—ELA/Reading	9:40-9:47—Restroom
10:00-10:30—Math	9:47-10:29—Art	9:47-10:29—Chapel
10:30-10:35—Restroom	10:29-10:50—Snack	10:29-10:50—Snack
10:35-10:55—Snack	10:50-11:20—Recess	10:50-11:20—Recess
10:55-11:25—Recess	11:20-11:45—Finish up	11:20-11:45—Math
11:25-11:35—Restroom	11:45-12:15—Centers	11:45-12:15—Centers
11:35-12:05—Centers	12:15-12:20—Clean up	12:15-12:20—Clean up
12:05-12:10—Clean up	12:20-12:30—Restroom	12:20-12:30—Restroom
12:10-12:20—Soc. Studies	12:30-1:00—Lunch	12:30-1:00—Lunch
12:20-12:30—Restroom	1:00-1:10—Line up	1:00-1:10—Line up/
12:30-1:00—Lunch	1:10-1:40—Recess	1:10-1:40—Recess
1:00-1:10—Line up	1:40-1:50—Restroom	1:40-1:50—Restroom
1:10-1:40—Recess	1:50-2:55—Rest	1:50-2:55—Rest
1:40-1:50—Restroom	2:55-3:10—Wake up	2:55-3:10—Wake up
1:50-2:55—Rest	3:10—Dismiss	3:10—Dismiss
2:55-3:10—Wake up		

## **Progress Reports**

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

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 arrangement for payment has been made with the office.

## **Grading Scale**

Pre-School and Kindergarten classes use a combination of effort grades, as well as 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

## **Parent/Teacher Conferences**

Teachers of K4-1 will conduct 2 annual conferences— one in the fall and one in the spring.

The office staff will assist the teachers and parents in arranging such conferences, which will be communicated by the office and the teacher via email. Throughout the rest of the school year, teachers and/or parents are encouraged to arrange conferences on an as-needed basis regarding academic difficulties, behavioral issues, social 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 meet the individual differences among students in the same grade by the utilization of flexible and adaptable instruction. However, the school does not adhere to the policy of "social promotion," and when, in the opinion of the staff, it can be reasonably determined that a particular student can profit by such action, retention in that grade level shall be invoked.

Consideration in any decision for retention shall include:

- Work quality relative to student's ability
- Whether or not work is unsatisfactory in one or more major subjects
- Other evaluative means such as achievement and ability test scores, outside professional consultation/testing, and daily work records.

## **Withdrawals**

When considering withdrawal from school, the parent should schedule an appointment with the administrator before a final decision is reached. 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

## **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 who will be available 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).

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 Principal in grades K-12. Before prescription medication can be administered, the student's physician must complete and submit a Physicians 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 medication 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. Epi-Pens, 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 appropriate paperwork and medication are brought into the school and checked for accuracy by the clinic staff or School Principal.

### ***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 only be used if a student or students in a building require such procedures. The procedures will not apply if no student requires them. These procedures regarding life-threatening food allergies can be adapted, as appropriate, to other life-threatening allergies such as insect bites, medications, and latex allergies.

#### ***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 Latchkey 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 assure 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 autoinjectors 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, specialist 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 building principal and school nurse;
10. Consider providing non-food rewards for class work and achievements.

In the event of field trips, parents of students with life threatening allergies must grant specific permission for their child to attend with the assurance of how all the above responsibilities will be met. All emergency medications and Anaphylaxis Emergency Care Plans must be always 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 (peanut 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 Deubner Center will be Nut Aware spaces. There will be NO FOOD/DRINKS allowed at all in the Deubner Gym this year 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, as long as the friend can commit to a Nut Aware packed lunch or a Nut Aware purchased lunch from NCS Food Services.

All prepared food served from NCS Food Services (daily lunch menu items) will be considered Nut Aware (see above definition). 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 out 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 this year and to make all edible incentives Nut Aware.

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

In the spirit of collaboration, we would ask parent(s) and guardian(s) to take time to discuss this issue with their child(ren) in an effort to assist us as we strive to maintain the safety of all our students.

### ***Seizure Action Plan Policy:***

Any student at NCS with an active seizure disorder diagnosis will have in operation an individualized Seizure Action Plan 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 of the prescribing physician;
  - e. The signature of the physician

All prescription medication 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 the exception of physician prescribed emergency medications, with 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.

Apart from school health employees and school administration, NCS will designate office staff members to be trained on the implementation of 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 so 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 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 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 twenty-four hours after the incident occurs. Accident reports will be given to parents, kept on file in the school office, as well as 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.).

**Fever:** School policy prohibits any child to be in school with a fever of 100°F or higher. The parent will be called to pick up the child if this occurs. NCS Office or nursing staff reserve the right to send students home with elevated temperatures, even if they do not reach 100°F exactly. Other health symptoms may drive a decision to send the child home. Students must be fever-free, without medications (i.e. Ibuprofen or Tylenol), 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 has been detected on a child(ren), 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 (September 6, 2022). Parents of students entering the eighth and twelfth 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 to the school 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 to the school 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 chicken pox 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 chicken pox.

4. A student whose physician certifies to the school in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

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

[https://www.nwlsd.org/Downloads/immunization%20exemption%20\(1\)%20\(1\).pdf](https://www.nwlsd.org/Downloads/immunization%20exemption%20(1)%20(1).pdf)

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

## Office Procedures

The NCS Office seeks to maintain a professional environment to best support families, staff, students, and guests. As all members of our NCS community will interact through the NCS office, we will enforce professional standards of communication, conduct, and support. The following office roles will generally be able to support you with specific needs:

NCS Operations Manager/Office Assistant/Front Desk:

- Primary communication between students and families during the school day
- General questions and support – to be directed to other team members
- Attendance related questions/concerns/reporting
- Check in/check out of all school visitors and personnel
- Check in/check out of student health needs
- Extended absence requests
- Scheduling to meet with NCS staff members
- Work permits

NCS Business Manager:

- Financial aid support
- FACTS tuition support
- Lunch payment
- Aftercare/Latchkey request and payment

NCS Principal:

- Staff/Personnel concerns
- Curriculum questions or concerns
- Counseling and discipleship
- Missional Alignment or concerns

NCS Assistant Principal

- Behavioral or academic concerns
- Academic tracking
- College and Career Planning
- Minor behavior concern
- Course scheduling
- College Credit Plus (CCP)
- Standardized Testing (IOWA, ACT, PSAT, etc.)
- Transcript requests

NCS Admissions & Marketing Director:

- Admissions and enrollment questions
- Marketing/branding questions
- Events coordination and communication
- Social Media/website/photography coordination
- General school communication

The school office will normally be open on regular school days from 7:45 a.m. to 3:45p.m. Summer office hours will be communicated on the school website. 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 advance notice. School administration reserves the right to reject visitors at any time.

## Emergency School Closings

School administration will make decisions regarding school closure due to weather, emergencies, or other factors. NCS will report closure to families via multiple platforms to ensure awareness of the change in schedule. More information regarding closure and delay communication can be found [HERE](#).

<http://www.ncslions.org/parents/delayed.cfm>

## Transportation

### *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 parent or staff member vehicle. Students will be expected to follow all school policies in regard to behavior, dress code (unless otherwise communicated), attendance, etc.

## Lost and Found

All clothing/unclaimed items found at the school are sent to Lost and Found to be reclaimed by students or families. Periodically, students and families are notified by the office via email to check 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 website. Students will request lunch service at the beginning of each school day to their classroom teachers. Lunch orders must be placed by 9:30 a.m. in order for student lunches to be prepared. Prices for lunch are subject to change from year to year, so families are encouraged to visit the NCS website for the most updated lunch menu, prices, and policies. You can find the Lunch Service section of the website [HERE](#).

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

<https://www.ncslions.org/parents/lunch.cfm>

## School Safety

Student and staff safety is a top priority for us. NCS has taken extensive measures to ensure the safety and well-being of your child(ren) at our school, including:

- 24/7 video surveillance
- 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
- Regular emergency drills (planned and surprise) including:
  - Fire
  - Tornado
  - Active Intruder
- Thorough staff training of safety drills and expectations

To ensure the safety of our students, staff, and guests, the following items are strictly prohibited at all times: 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.

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

<https://www.ncslions.org/editoruploads/files/Emergency Operations Plan for Handbook 2018-2019 v2.pdf>

## **Racial Non-Discrimination Policy**

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

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

## **Our Affiliations**

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

## **Our Financial Operations**

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

## **School Spirit**

### **NORTHSIDE ALMA MATER (E. 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 Gold

### **NCS SCHOOL MASCOT**

Lion

