

NORTHSIDE CHRISTIAN SCHOOL

PARENT AND STUDENT HANDBOOK Kindergarten through grade 12

Updated as of August 2024



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A Ministry of
Calvary Bible Church
3865 North High Street
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Dear Parents,

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

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.

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. Schedule an Entrance Evaluation (grades 1-12) or a Kindergarten Readiness Assessment. All new students must complete an Entrance Evaluation or Kindergarten Readiness Assessment before receiving admission at NCS.
 - a. **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.
 - b. **1ST GRADE ADMISSION:** Entrance Assessments for Grade 1 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.
 - c. **2ND - 12TH GRADE ADMISSION:** Entrance Evaluations for grades 2-12 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. 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.
- 5. Upon completion of the NCS Application, an official letter 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.

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 PreK-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

For the offenses below, the student can accumulate 4 demerits per nine-week grading period, by offense type, before having to serve a detention. Students who receive three or more detentions within a semester may receive a suspension (more details below).

Behavioral Management

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

School Policy

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

Attendance Policy

- Tardiness between classes

Academic Policy

- Assignment not done *or* unprepared for class

Detentions

Detentions are served for 30 minutes after school, typically on Friday afternoons but may be served on an alternate day per the office's discretion. Students serving a detention will not be permitted to participate in athletic or extracurricular practices (See exceptions below). The following are offenses are typically addressed with a detention:

- Accumulation of demerits (see above)
- Direct disobedience
- Disrespect of a staff member or fellow student
- Irreverence
- Improper language
- Arguing
- 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

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 also be issued a demerit. Failure to report to more than 1 detention will result in an additional detention.

Three detentions in a semester will result in a suspension.

Suspension & Expulsion

The following offenses of a more serious nature may be dealt with via 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 causes a disruption in the school or which directly relates to and negatively affects the mission of the school is considered within the realm of school jurisdiction.

In-School Suspension (ISS)

An in-school suspension may occur under certain circumstances, as allowed by the administrator. The student will be permitted to attend core classes but will spend the remainder of the school day in the office.

During In-School Suspension, students will attend and participate in class as normal. Should there be discipline issues within the classroom during the suspension, students will be immediately directed to NCS Administration and classwork missed during that time will receive a subsequent 0%. Any assignments that are completed throughout the day *may* receive up to a 65% and up to 75% on all quizzes/tests, based on the quality of the work and the effort shown, but cannot earn full-credit. Any work issued on the day of the In-School Suspension (including assigned homework), is held to this grade penalty. Students may not participate in extra-curricular activities on the day of a suspension, unless that activity is required for grade-marking.

Students must be picked up from school by 3:30pm on the day of an In-School Suspension. If a family is unwilling or unable to pick up their child at 3:30 on the day of their suspension, an Out-of-School Suspension will be issued instead.

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

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. Students will have 1 school day, following the communication of coursework missed, to complete and submit missed work. Any assignments that are completed during the OSS *may* receive up to a 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 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.

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 the heart of students, which involves a recognition and dealing with exposed sin. However, we also understand that serious offenses that could pose harm to any individual student at our school must be dealt with seriously, whether intended or not.

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, accessible on the NCS website (or linked below). 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.

Electronic/Wearable Device & Acceptable Use Policy

Phones must be turned off and remain in the locker during school hours, unless a teacher specifically requests that phones be brought to class on a given day for an activity. Phones must be returned to the locker immediately following that class, per teacher request. Electronic devices will be confiscated by a school staff member if students are found with their phone on their person or possession during school hours. If parents need to send a message to their child during the school day, they must call the office.

Students are not permitted to wear wearable devices (such as Apple Watches) that can in any way connect to their, or another person's, electronic device. Students should not have access to any device that can make or receive phone calls, send or receive messaging, access the internet (whether on wifi or 4G/5G) or grant access to games or puzzles. If a student desires to wear a device for specific purposes (step counting, health reasons, etc.), they must have a written permission from a parent, as well the parent assuring that it cannot and is not connected to any kind of other electronic device. If students are found to be texting (sending or receiving), making or receiving phone calls, searching the internet, or playing games/puzzles on any device, it will be confiscated and dealt with per the NCS Cell Phone policy.

If a student's phone or electronic device is confiscated by a staff member, it will be turned in to the office for the student to pick up at the end of the day following the first offense. All other confiscations of student devices will result in a parent (or parent adult designee) to pick up the device from the office. Students will not be permitted to pick up their confiscated device after the first offence.

Families and students are also expected to understand and abide by the NCS Acceptable Use Policy, which lays out expectations and requirements for students both in and outside of NCS school networks. The Acceptable Use Policy can be found on the NCS website [HERE](#).

Any actions or behavior that would fall under the "unacceptable uses" section of the Acceptable Use Policy will be dealt with via discipline from NCS Administration as well as loss or removal of technology privileges. Second offenses of unacceptable uses of technology at NCS will result in a disciplinary review by NCS School Board and Administration.

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 lockers 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 7:30 a.m. for early arrivals.

Grade	Class Begins	End Time	Afterschool Program Placement Time
PreK (Half Day)	8:15 a.m.	12:15 p.m.	
K (Half Day)	8:15 a.m.	12:15 p.m.	
PreK & K(Full Day)	8:15 a.m.	3:15 p.m.	3:30 p.m. (Afterschool Program location)
1-4	8:15 a.m.	3:15 p.m.	3:30 p.m. (Afterschool Program location)
5-12	8:15 a.m.	3:30 p.m.	3:45 p.m. (Afterschool Program location, grade 5 only); 6-12 th grade students not picked up by 3:45 pm will report to the Cafetorium to wait for pick-up

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 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.

As a general rule, the time allowed to make up missed work will equal the number of days of excused absences; thus, a student who was excused 2 days will be expected to have his 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)

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. 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 or if they have no other classes (including electives) for the remainder of the day.

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.

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 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:

- 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

NCS Afterschool Program (AP) & Students After School Hours

Any student in grades PreK-5th who are still in the building after 3:45pm will be directed to our AP services. An AP employee will be responsible for any PreK-5th grade students after this time. These services will ensue an additional fee for families. More information about AP services, cost, and the full Afterschool Program Handbook can be found on the NCS website.

Any student in grades 6-12 will not be provided AP services. Students remaining in the building after 3:45 must report directly to the Cafetorium to wait to be picked up. Students are required to remain in the Cafetorium throughout the time that they are waiting to be picked up. For the safety of our students, they may not be in the halls, playground, locker rooms, classrooms, etc. An employee monitor will not be able to be provided to supervise students in grades 6-12 during this time. However, NCS has extensive video surveillance and adults in the building until at least 6:00pm. Families must make the decision to have their students remain in the building after school at their own risk.

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.

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 ratings in areas of conduct.

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

- Highest Honor - all A's for all grading periods
- High Honor - all A's & B's for all grading periods
- Honor Roll - All A's and B's, 3 out of 4 grading periods (with no failing grades)

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 those areas where it will improve basic skills, assist the student in developing problem-solving skills, or aid in the development of independent study habits and project experience.

Students with a study hall are expected to use this time to complete assignments 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 exceeds a usual pattern, parents should consult the teacher regarding the situation. Assignments are generally not given on Wednesday for the next school day to encourage participation in mid-week church meetings. Please speak with the child's teacher if the child is spending too much time on assignments on Wednesdays.

Failure to complete assignments may result in a loss of privileges (i.e. recess, demerit, or detention). When a student is absent, teachers will make an attempt to have assignments and books sent home to the student.

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 for each course. Final exams are treated as locally normed assessment, where the expectations and testing environment for students is 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 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.

In order to determine the progress of each of our students in comparison with national norms, a nationally normed achievement test (Such as IOWA© or MAPS Testing) will be administered in the spring to all students in grades Kindergarten through grade 11 (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.

Parent/Teacher Conferences

Teachers will attempt to arrange and conduct a conference with parents for students in grades 1-12, after the first nine-weeks grading period. Teachers of Pre-K to 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.

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.

Extracurricular Academic Eligibility

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

1. To be eligible for participation in extra-curricular activities the student must have passing grades in all classes that they are taking at NCS. Any failing grades will result in ineligibility for a 9-week marking period. Eligibility will be checked at regular nine-week grading periods.
2. NCS conducts interim grade reports for any students receiving D's or F's in any class part-way 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 shows 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 are permitted to 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 for participation in athletic competition, high school students must also meet the requirements of the Ohio High School Athletic Association in addition to NCS requirements listed above. All high school students **MUST** be enrolled in and earn passing grades in a minimum of five one-credit courses (or the equivalent) each grading period to have continuing eligibility. This includes dual-credit classes. Lost eligibility is not restored until the fifth day after successfully completing the entire next nine-week grading period.

Extracurricular Students' School Attendance

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 through 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 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.

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

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	Literature/ Grammar	Literature/ 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' Glees	Boys' & Girls' Glees
Reading Skills	Reading Skills		

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

Requirements for an NCS standard High School diploma would include 25 units earned in grades 9-12.

Students also have the opportunity to pursue an NCS Honor's Diploma, which would include at least 30 units earned in grades 9-12, as well as maintaining a 3.6 GPA overall.

Specific credits are required to meet State of Ohio and NCS graduation requirements. It is critical that families and students consult NCS Diploma Requirements tracking sheet (linked below) for graduation progress and/or find a time to meet with NCS administration to discuss graduation progress. Each year, NCS administration will do 4-year planning with each of our High School (or incoming High School) students. This planning will be done with the student and will also be communicated with 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 make decisions about what vendors/curriculum will be transferred 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 can be found 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 that do not earn competency the first time taking the test will be given remediation and then be able to retest as many times as is needed. Any student that is unable to earn competency will have alternative options to earn competency. 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 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

Locally Defined Seals:

- **Community Service Seal:**
 - Students (who enter 9th grade in the 2024-2025 school year and beyond) will complete 100 hours of approved community service over the course of their high school career. Progress will be monitored at the end of each school year and students will be notified of the status of hours earned. Students that enter NCS after their 9th grade year will be allowed to transfer hours from another high school or will have 25 hours per year deducted per grade level not enrolled. All hours must be completed by the end of the first semester of the students' 12th grade year. Activities must be approved by the Principal or Assistant Principal prior to starting the activity. Students will have the community service form verified by the person in charge of the volunteer opportunity and may not be signed off on by parents/guardians. *** The expectation is that ¼ of the required hours are completed with the student's local church***
 - For seniors in the 24-25 year: Only 25 hours will be required to complete the seal.
 - For seniors in the 25-26 year: Only 50 hours will be required to complete the seal.
 - For seniors in the 26-27 year: Only 75 hours will be required to complete the seal.

- **Fine and Performing Arts Seal:** Before a student can earn this seal, they must complete/participate in 1 of the following:
 - 4 art classes with a grade of B or higher
 - 4 years of choir/music
 - 4 Yearbook classes with a grade of B or higher
 - 4 Drama classes with a grade of B or higher
 - A total of 2.5 credits of a combination of Fine Arts courses (choir, ensemble, music class or drama, yearbook)
 - Students must complete a reflection paper and a signature paper.

- **Student Engagement Seal:** Students must participate in 1 of the following:
 - Athletics:
 - Successful completion of 4 season an athletic team
 - Academic:
 - Serve for at least two years on the Student Advisory Board
 - Participate 60 hours as a Peer to Peer tutor
 - Students must complete a reflection paper and a signature paper.

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 while 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 credit. This is most common with students receiving credit for Physical. Students wishing to receive credit through Independent Study must get approval from NCS Administration before beginning coursework, and must complete the coursework in 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, part-time status during their last 3 years of High School are not eligible to be considered for these honors.

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 calculated and determined by NCS Administration, with the verification of NCS office staff and 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 Cedarville University, may be permitted to take Cedarville college credit and NCS High School credit simultaneously.

NCS has chosen to specifically partner with Cedarville University for all CCP coursework through their College Now Program that would be substituted for NCS

courses on the schedule. NCS has chosen to use Cedarville because of their academic rigor and Biblical Worldview approach to education. However, Cedarville's College Now program does not have exhaustive course offerings, therefore, NCS administration may approve for students to take coursework, not offered at Cedarville, through other universities or colleges to substitute specific NCS courses. Families and students are responsible to ensure that the classes they take will be accepted and transferred to NCS.

A detailed list of CCP classes approved for substitution for NCS courses can be found in our [Graduation Pathways and CCP Policies](#) document on our website.

A list of Cedarville University offered dual-credit CCP courses (and their NCS substitutes) can be found [HERE](#).

Full-time students will have CCP classes scheduled into their daily school schedule. For accountability, students will be required to remain on campus during their scheduled CCP class (on their NCS schedule), unless there are no remaining NCS classes left in their school day.

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 yearlong course will be given EXCEPT if dropped with approval for a corresponding college credit.

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**
- 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) is dependent on the date that the office receives the completed form.

The NCS Drop/Add Form can be found [HERE](#).

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

Dress Code

Our [Dress Code and Uniform Policy](#) is on the website.

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. Considering these principles, we must set an institutional standard for our school. Our dress code standards are reflected in our school uniform policy.

Students will be given a warning demerit for the first offense of a dress code violation. This warning will be communicated to parents through FACTS Family Portal. Parents are expected to cooperate in meeting the standards for their students. Following the warning, demerits will be issued. NCS staff reserves the right to ask students to find uniform approved clothing in our donation closet if their clothes do not meet uniform standards.

Clothing for Physical Education

For Girls and Boys Grades 1-8:

- NCS PE Shirts (sizes S – XXL)
- Royal blue shorts (sizes S – XL)

T-shirts and shorts must be purchased from the front office. Students must also wear tennis/gym shoes for PE class.

Kindergarten students do not have a required PE uniform.

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 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 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/Afterschool Program 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.

Student Drivers

To ensure the safety of students under our care, NCS requires that all students and families adhere to the restrictions and requirements of the license that a student holds, set by Ohio BMV. We will not permit students to drive at hours restricted or transport more students (family or non family member) than permitted while under our care. This would include school hours as well as school events. You can find license restriction on the Ohio BMV website [HERE](#).

<https://www.bmv.ohio.gov/dl-gdl.aspx>

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>

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.

<https://www.ncslions.org/academics/Chapel.cfm>

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 may not be below 10th grade or older than 20 years.

Dress Standards for the Junior/Senior Banquet

Students and guests attending the banquet must comply with [general Non-Uniform Guidelines](#). NCS girls must bring in their dresses to be approved 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.

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 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