

NORTHSIDE CHRISTIAN SCHOOL

PARENT AND STUDENT HANDBOOK Kindergarten through grade 12

Updated as of 10/16/20



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

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

Dear Parents,

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

The Parent Handbook contains 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

"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

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Statement of Faith

The NCS [Statement of Faith](#) can be found on our website.

Mission Statement

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

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

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

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

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

Racial Non-Discrimination Policy for Northside Christian School

The governing board of Northside Christian School, located at 2655 Schrock Road in Westerville, OH 43081 has adopted the following racial 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 based on 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 based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Our Affiliations

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

Our Financial Operations

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

Our School Spirit

NORTHSIDE ALMA MATER

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

NCS SCHOOL COLORS

Blue, White, and Gold

NCS SCHOOL MASCOT

Lion

Our Parents' Code

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

Admissions

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

Parents desiring to enroll a student should proceed as follows:

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

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

Age Requirements

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

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

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

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

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

Office Procedures

The school office will normally be open on regular school days from 7:45 a.m. to 4:00 p.m. Summer office hours are 9:00 a.m. to 4:00 p.m. The office will be closed the week of July 4th. Appointments may be made for meetings at other times.

Please conduct all the following school business through the office:

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

Time of School

Grade	Class Begins	End Time	Latchkey Placement Time
Kindergarten (Half Day)	8:15 a.m.	12:15 p.m.	
Kindergarten (Full Day)	8:15 a.m.	3:15 p.m.	3:30 p.m. (Room 128)
1-4	8:15 a.m.	3:15 p.m.	3:30 p.m. (Room 128)
5-8	8:00 a.m.	3:30 p.m.	3:45 p.m. (Room 128, grade 5 only)
9-12	8:00 a.m.	3:30 p.m.	6-12 th grade students not picked up by 3:45 pm will report to the gym stage to wait for pick-up

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

Attendance/Absence

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

Absences

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

Planned Absences

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

Entering/Leaving During the School Day

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

Reasons for Excused Absence

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

Tardiness

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

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

Withdrawals

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

Emergency School Closings

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

Transportation

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

Emergency Transportation

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

Field Trips

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

Lost and Found

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

Lunch Policy

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

Visitors

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

Solicitations Prohibited

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

School Safety

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

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

Chapel / Bible Version Policy

We provide weekly chapels for all grades. The service lasts approximately 40 minutes and is presided over by the principal or designated teacher. A pastor, visiting missionary, or Christian worker will present a spiritual message or story. No student is excused from chapel and every student is expected to bring his Bible and to be attentive. The [Bible Version Policy](#) is on the website.

Health Requirements

The school nurse is at the school once a week. She is available to see students who need medical attention or to talk to parents. Upon entering Northside Christian School, each student is required to have on file a copy of his/her birth certificate

and an up-to-date immunization/vaccination record. The school office can supply an immunization/vaccination form.

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

Medication Policy

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

Accident Insurance

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

Accidents/Emergencies

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

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

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

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

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

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

Communicable Disease

Report to your child's teacher and/or office immediately if your child has a communicable disease, such as chickenpox, shingles, strep throat, scarlet fever, fifth disease, lice, worms, other contagious rashes, or contagious illnesses.

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

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

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

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

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

1. A pupil who has had natural rubella and presents a signed statement to the school from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against rubella.
2. A pupil who has had natural mumps and presents a signed statement to the school from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against mumps.
3. A pupil who has had natural chicken pox and presents a signed statement to the school from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against chicken pox.
4. A pupil who presents a written statement to the school of the pupil's parent or guardian, in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized.
5. A child whose physician certifies to the school in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

NCS strongly encourages families to follow immunization guidelines.

Ohio Immunization Summary for School Attendance (see next page):



VACCINES	FALL 2020 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<p>Kindergarten Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth (5th) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *</p> <p>Grades 1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 and older, with proper spacing.</p> <p>Grades 7-12 One (1) dose of Tdap vaccine must be administered on or after the 10th birthday. **</p>
POLIO	<p>K-10 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p>Grades 11-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4th) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
MMR Measles, Mumps, Rubella	<p>K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second (2nd) dose must be administered at least 28 days after dose one (1).</p>
HEP B Hepatitis B	<p>K-12 Three (3) or (4) doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
VARICELLA (Chickenpox)	<p>K-10 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p>Grades 11-12 One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
MCV4 Meningococcal	<p>Grades 7-11 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p>Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the *ODH Director's Journal Entry* (available at http://www.odh.ohio.gov/immunization/Required_Vaccines_for_Child_Care_School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.**

* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria toxoid-containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If given at age 7-9 years, the routine Tdap dose at age 11-12 years should be given. If given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only one (1) dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

Grade Reports/Progress Reports

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

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

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

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

Academic Probation

Middle and Secondary students will be placed on academic probation for the next grading period when at the end of a nine-week period or interim report a student has earned:

- An overall grade average below 75%
- An F in any course
- A grade below a 75% in Bible

Academic probation is intended to be a warning to the parents and student that there is a serious problem which needs to be addressed. During the probationary period, school administration (with insight from parents and NCS teaching staff) will work to create a plan for academic growth and achievement. This probationary period will remain in effect until the following nine-week period or interim report.

If an academic probationary period would need to be continued due to a failure to raise the academic standard above the standard for probation (listed above), the student will not be permitted to participate in any school extracurricular activities (if not already enforced by OHSAA), other than activities required by an NCS course.

A standing of academic probation will be dropped at the end of a nine-week period or interim report if a student has brought their academic achievement above the standard for probation (listed above).

Grading Scale

The following grading scale is used throughout the school:

92-100% = A

83-91% = B

74-82% = C

65-73% = D

64% and below = F and constitutes Failure

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

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

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

Honor Roll

The honor roll is for grades 5-12.

The honor roll is compiled after each nine-week grading period and semester. This honor roll is determined by the following qualifications:

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

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

Homework

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

Students with a study hall are expected to use this time to complete assignments. The rate at which students complete work will vary. Homework may consist of the following:

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

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

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 prayer meetings. Please speak with the child's teacher if the child is spending too much time on assignments on Wednesdays.

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

Students may see a teacher at the beginning of class regarding a question on something they did not understand. A phone call or e-mail from a parent with a reasonable explanation as to why an assignment was not completed will be considered. Parents should schedule a conference with the teacher(s) if a student is often unable to complete homework in a reasonable amount of time.

Failure to complete an assignment may result in the following:

- Call, text, or email to a parent

- A demerit (4 demerits will result in a detention; 3 detentions will result in suspension)

Standardized Testing

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

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

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

Parent/Teacher Conferences

Teachers will attempt to arrange and conduct a conference with the parents of each student at least once a year, and for grades 1-12, after the first nine-weeks grading period. The kindergarten teacher will conduct 2 annual conferences— one in the fall and one in the spring. The office staff will assist the teachers and parents in arranging such conferences. Throughout the rest of the school year, teachers and/or parents are encouraged to arrange conferences on an as-needed basis regarding academic difficulties, behavioral issues, social 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 two or more major subjects, and other evaluative means such as achievement and ability test scores, outside professional consultation/testing, and daily work records. In the first and second grades, there are specific reading requirements. The administrator, outside

professional evaluator, and classroom teacher(s) will make the final decision regarding a student's grade placement and/or course selections.

Principles and Standards of Conduct

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

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

Conduct and Character

1. Respond to authority with respect and obedience, realizing that human authority is placed in our lives by a loving God and used by Him to help conform us to Christ's image. (Hebrews 13:17)
2. Respect school property as well as the property of others at school. (Matthew 7:12; Exodus 20:15) *Parents will be billed for any damages incurred to school property- i.e. writing, carving, or defacing any property including books.
3. Always deal truthfully with both faculty and peers. Lying and cheating do not reflect Christ and cannot be tolerated. (Exodus 3:9; Proverbs 12:22; Colossians 3:9; Ephesians 4:25)
4. Remembering God's great kindness to each of us, be kind and inclusive of others, seeking always to build up, rather than tear down, other people. (John 13:35; Galatians 6:10; Ephesians 4:32)
5. Exercise self-control in the classroom, on a bus, on the playground, at school events, etc. (I Corinthians 14:40; Galatians 5:22-23)
6. Evaluate all entertainment choices and conversations about them, considering how they show God's glory and represent His divine, holy character. (Ephesians 5:4; Philippians 4:8)

7. Be responsible in completing all assignments, recognizing that using God-given abilities to their fullest extent brings glory to God, and that doing our best is an act of obedience to Him. (Matt 25:14-29; I Corinthians 10:31)

Electronic Device Policy

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

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

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

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

Discipline Philosophy

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

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

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

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

General Elementary School Discipline Guidelines and Procedures

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

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

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

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

Significant and repeat offenses will be dealt with as follows:

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

Secondary School Discipline Guidelines and Procedures

Demerits

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

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

Detentions

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

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

3 detentions in a semester may result in a suspension

2 suspensions in a semester may result in expulsion

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

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

- Insubordination
- Truancy
- Lying
- Cheating
- Gambling
- Substance abuse
- Obscene remarks, gestures, or material
- Stealing
- Inappropriate boy-girl relationships 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

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.

Suspension

A suspended student will not be allowed to attend class or activities for the duration of the period of suspension. While suspended, a student must not be on school grounds or attend any school function and will not be permitted to make up class work or tests. All such missed work may result in zeros being given in all subjects for homework and quiz grades and averaged in with the current term's grade. Students may make up missed homework or quizzes for a 65% in lieu of the zero. They may make up tests up to a score of 75%. More than 2 suspensions per semester may result in expulsion.

Expulsion

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

Dress Code

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. Students in grades 1-12 wear uniforms to school.

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

Clothing for Physical Education

For Girls and Boys Grades 1-8:

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

The t-shirts and shorts must be purchased at the school store.

Students must also wear tennis/gym shoes for physical education class.

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

Course Requirements and Offerings

Middle School Courses

Middle school courses by grade level

Sixth Grade	Seventh Grade	Eighth Grade
Bible	Bible	Bible
English	Grammar	Grammar
Computer	Computer	Computer
Ancient History	World Studies	American Republic
General Science	Earth Science	High School Health/Life Science
Math	Math	Pre-Algebra or Algebra
Reading		High School Spanish I
Physical Education	Physical Education	Physical Education
Art	Art	Art
Boys' & Girls' Glee	Boys' & Girls' Glee	Boys' & Girls' Glee

High School Courses

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

Subject	Grade	Credit
Bible (4 required after grade 8)		
Bible I	9	1
Bible II	10	1
Bible III	11	1
Bible IV	12	1

Subject	Grade	Credit
English (4 required after grade 8)		
Intro to Literature	9	1
World Literature	10	1
American Literature	11/12	1
British Literature	11/12	1

Science (3 required after grade 8)		
Health (required)	8/HS	1
Physical Science	9	1
Robotics	9	¼
Biology	10	1
Chemistry	11/12	1
Physics	11/12	1

Math (4 required)		
Algebra I	8/9	1
Geometry	9/10	1
Algebra II	9/10	1
Pre-Calculus	11	1
Calculus	12	1
Business Math	10-12	1

Yearbook	9-12	¼
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Speech (1/2 required)	12	1
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Social Studies (4 req. after grade 8)		
Geography	9	1
World History	10/11	1
U.S. History	10/11	1
Government/Economics	12	1

Foreign Language (2 req. by NCS)		
Spanish I	9-11	1
Spanish II	10-12	1
Spanish III	11-12	1
Spanish IV	11-12	1
Spanish V	12	1

Fine Arts (Art/Choir required)		
Art	9-12	¼
Ensemble	9-12	¼
Choir	9-12	¼
Music Theory	10-12	¼

Business/Technology Electives		
Comp. Applications	9	¼
Comp. Science	10-12	¼
Personal Finance	10-12	¼
Accounting	11-12	1

Required Graduation Requirements by the State of Ohio

- 4 credits English
- 4 credits Math with Algebra II for state university entry
- 3 credits Social Studies (at least ½ credit each of Government and U.S. History)
- ½ credit Physical Education or 2 interscholastic sports seasons and ½ credit elective
- 3 years Science including Physical Science, Biology, and one Advanced Lab Science
- ½ credit Health
- 5 credits Electives (foreign language, fine arts, business, technology, math, science, English, social studies)
- Instruction in Economics and Financial Literacy
- 2 semesters of Fine Arts grades 7-12

NCS College Credit Policy

Northside Christian School desires that each student fully develops his or her God-given talents and gifts. 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.

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

Northside Christian School shall make the following determinations:

- What high school and college classes earned elsewhere may count toward graduation at Northside
- What criteria students must meet to take colleges classes at Northside
- What colleges may offer college credit at Northside, either online or in person
- What college classes may be taken at Northside either online or in person
- Who is responsible for textbooks, tuition, or other fees. The students and/or the colleges shall be responsible for all tuition, textbooks, and other expenses incurred when taking college classes for NCS credit, unless approved by the school in advance.

- What, if any, requirements in addition to college requirements are necessary to receive high school credit for a course.

NCS students may take the online courses listed below, exclusively from [Cedarville University through the College Credit Program](#) for elective or substitute credit.

History / Social Studies

- Cultural Anthropology (Substitute for NCS World History)
- Politics and American Culture (Substitute for NCS Government)
- Sociology (Elective)
- US History 1 or 2 (Substitute for NCS US History)

English

- Composition (Substitute for NCS English 11/12 – *Student must have a recommendation from the English teacher to enroll.
- Introduction to Literature (Substitute for NCS English 10)
- Western Literature (Elective; Prerequisite: Composition – see above)

Science

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

Math

- College Algebra (May fulfill a student's 3rd or 4th required high school math credit; prerequisites: Algebra 1 and Geometry, plus a recommendation from the Math teacher)
- *College Pre-Calculus – May fulfill as student's 4th required high school math credit; prerequisites: Algebra 1, Geometry, and Algebra 2, plus a recommendation from the Math teacher

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

Miscellaneous

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

Drop/Add Policy

A student's transcript will reflect the following mark if a course is dropped:

- 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

A Drop/Add Form must be completed and given to the Principal or Administrative Assistant to officially drop or add any class. No partial credit for a yearlong course will be given for half the year, even if successfully completed, EXCEPT if dropped for a corresponding college credit.

To drop a class, the form must contain the signature of a parent. To add a class, the form must contain the signature of a parent AND the teacher of the class requested (if after 2 calendar weeks of classes).

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

Lockers

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

Extracurricular Policies (Grades 6 – 12)

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

Extracurricular Academic Eligibility

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

1. To be eligible for participation in extra-curricular activities the student must maintain a C (74%) average in his/her major academic subjects. This will normally include Bible, English, Math, Science, and Social Studies, as well as major electives. Partial-credit subjects such as Music, P.E., Art, Yearbook, etc., will not be considered in determining the average. Eligibility will be checked at mid-nine-week interim reports and at the end of regular nine-week grading periods.
2. In addition to the C average, the student must have no F's in any major academic subject.
3. Once a student has become ineligible, he/she will remain ineligible until the next interim report or report card. If at that time the student's interim/report card shows that he or she has met the requirement for participation, that student may be reinstated to his/her respective activity. See the [school calendar](#) for the dates of interim reports and report cards.
4. Mid-term exams: A student may become ineligible if he receives an F on a mid-term exam or has an exam-grade average of D. The school administrator will make the final decision regarding eligibility after consultation with the teacher.
5. To be eligible for participation in athletic competition, high school students must also meet the requirements of the Ohio High School Athletic Association in addition to the school requirements listed above. All high school students MUST be enrolled in and earn passing grades in a minimum of five one-credit courses (or the equivalent) each 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 beyond the normal privilege of attending Northside. 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 arriving after 10:00 am may not participate, EXCEPT with the approval of the administrator or his/her designee, for the following reasons: students with prior approved absences, medical or legal appointments, or absences excused by the administrator because of extenuating circumstances.

All extracurricular participants are expected to be in class the entire day following an activity, unless prohibited by medical appointment, legal appointments, or absences excused by the administrator because of extenuating circumstances. If a pattern of absences is discovered, it could affect extracurricular participation of the student.

Junior / Senior Banquet Information

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

Dress Standards for the Junior / Senior Banquet

Students and guests attending the banquet must comply with [general non-uniform guidelines](#). NCS girls must bring in their dresses to be approved by a female faculty member prior to the banquet. Strapless, halter and spaghetti-strap styles are not permitted. No cleavage may be visible, and the backs of dresses must go no lower than the top of the bra line in back. Dresses must come to the top of the knee when standing, and excessively tight-fitting dresses will not be permitted.

Northside Computer and Technology Use Policy

The goals of technology use at NCS are as follows:

1. To glorify our Creator and draw others to our Lord Jesus Christ
2. To 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, available in the office. This agreement defines conditions of use of all computer technology, the computer network, phones, and other communication devices on school property, or during school activities. Failure to abide by the terms of this agreement may result in school discipline, termination of the use of the network, except for assignments requiring computer use, suspension from school, expulsion and/or reporting to legal authorities.

Northside Christian School's Technology [Acceptable Use Policy](#) is on the website.