



A Ministry of
Northside Baptist Church
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Parent - Student Handbook

Mission Statement

Jesus said, "*Suffer the children to come unto me.*" So, we seek, with his help, to provide every child with physical care, emotional nurturing, educational enlightenment, and spiritual direction to help them grow and develop into successful adults and citizens of heaven.

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INTRODUCTION

Philosophy

Northside Christian Academy's educational philosophy is rooted in Deuteronomy 6:5-7, "Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. "The Biblical mandate is clear. Parents are to educate their children in the knowledge of Him. Therefore, NORTHSIDE CHRISTIAN ACADEMY exists to partner with parents and assist them in fulfilling this Biblical mandate. We believe every subject should be Biblically integrated and point towards the gospel.

Motto

For Knowledge and For Kingdom

Vision

The vision of Northside Christian Academy is to properly train students in the knowledge of God and ensure they are equipped to advance the Kingdom of God.

Mission Statement

Northside Christian Academy exists to provide biblically integrated education to ensure that each student can discern the call of God on their life.

Biblical Principles

One of the basic reasons why parents enroll their children in a private school is to obtain an education grounded in moral values. Northside Christian Academy uses biblically based Bob Jones University Press curriculum, which includes scripture memory passages and references to God. Northside Christian Academy's mission is to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the student's sense of responsibility and integrity.

Statement of Faith

As part of Northside Baptist Church, and therefore the Southern Baptist Convention, Northside Christian Academy upholds and adheres to the 2000 Baptist Faith and Message (<https://bfm.sbc.net/bfm2000/>) regarding its doctrines and beliefs as outlined below.

God – He is creator of the universe. He is infinitely perfect and has eternally existed in three persons – Father, Jesus, Holy Spirit. They are equal. They are one God.

Jesus Christ – He is the Son of God. He is the Savior of man, equal with the Holy Spirit and the Father. He came to the earth by being conceived of the Holy Spirit and born of a virgin. He lived a sinless life on earth and thereby was able to voluntarily offer Himself as the perfect sacrifice for all of mankind. His death on the cross as our substitute accomplishes salvation for all who receive grace by trusting in Him through faith alone. He arose bodily from the dead and ascended into heaven, where at God's right hand, He intercedes for His people and rules as Lord overall. We await His personal physical return to earth in power and glory.

Holy Spirit – He is equal with the Father and Jesus. His ministry is to glorify the Lord Jesus Christ. He is present in this world to convict man, making him aware of his need for Jesus. He lives in every Christian from the moment of salvation and guides, instructs, and empowers the believer for godly living and service.

The Bible – It is God's Word to all people. We believe that the Scriptures, both the Old and New Testaments, are the inspired Word of God. They were written without error in the original writings by human authors under the supernatural guidance of the Holy Spirit. Because it is inspired by God, the Bible is truth without error. The Bible is the complete revelation of God's will for the salvation of humanity, and the only infallible rule and authority for faith, practice and life.

Man – God created man and woman in His own image as the crown of creation that they might have fellowship with Him. But, tempted by Satan, they defied God by sinfully going their own way. Therefore, they became subject to divine wrath and, apart from the grace of God, are incapable of returning to God. Humanity has collectively inherited this sin nature and individually, we are alienated and separated from God by our own disobedience. Man was created to exist forever and will be resurrected to be either eternally separated from God by sin (hell) or eternally in union with God (heaven).

Salvation – Salvation is a free gift from God, received only by trusting in Jesus Christ as God’s offer of forgiveness. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe. By Christ's death as our substitute, He revealed divine love and upheld divine justice, removing our guilt and reconciling us to God. Salvation comes only through God's saving grace--not human effort--and must be received personally by repentance and faith. Eternal life begins at the moment one receives Jesus Christ by faith. Because God gives man eternal life through Jesus Christ, the believer is secure in salvation for eternity. Salvation is maintained by the grace and power of God, not by any self-effort of the Christian. As such, man cannot lose his salvation after he has truly been saved.

Baptism – Believer’s baptism is by immersion as a symbol of Christ’s death, burial, and resurrection. Baptism does not save but shows that you have been saved. It is an act of obedience and public professing of one’s faith in Christ.

School Committee

Northside Christian Academy is administered by the principal and is governed by the Northside Baptist Church School Committee. The committee is comprised of (7) elected church members. The Pastor may serve as the ex officio member of the committee. The School Committee is accountable to the members of Northside Baptist Church. School Committee meetings are held monthly at a date and time determined by the committee. Parents are welcome to meet with the school committee at the beginning of each scheduled meeting. Please contact the school office to be placed on the meeting agenda if you wish to address the committee with any concerns.

Affiliation and Accreditation

The Florida Department of Education states that,

“By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. In Florida, accreditation of schools/programs is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association.”

Therefore, as a private school, Northside Christian Academy adheres to the guidelines laid forth in the Florida Statutes (s.1002.42), and as a ministry of Northside Baptist Church, the academy is accountable to the members of Northside Baptist Church. In addition, Northside Christian Academy is accredited by

Cognia and the Florida League of Christian Schools (FLOCS) as part of the International League of Christian School (ILCS), as well as, the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). These accrediting agencies are highly regarded and recognized by the Florida Department of Education and the US Department of Education, as well as academic institutions around the world.

Statement of Nondiscrimination

Northside Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and school-administered programs. Students of any race, color, national or ethnic origin are eligible for admission to the academy.

Homeschool Inclusion Policy

Northside Christian Academy (NCA) supports the school choice rights of parents. Part of that support is demonstrated by allowing home education students to participate in NCA athletics, classes, and chapel. Though school choice is a right, participation in NCA athletics, classes, and chapel is a privilege. This privilege carries with it certain responsibilities and obligations.

While not a comprehensive policy regarding the inclusion of homeschoolers in NCA activities, The academy will accept homeschool students as a part of our ministry on a case-by-case basis. Students who are homeschooling full-time or flextime through Florida Virtual School (FLVS) are NOT eligible for inclusion, as students enrolled in FLVS are considered by the Florida Department of Education (FLDOE) to be public-school students, and therefore eligible to participate in classes, sports and extracurriculars at the local public schools.

Homeschool students desiring to be included in NCA activities, must be following Florida Homeschool Laws (s.1002.41) and provide copies of:

- Health forms (immunization and physical examination forms)
- Academic records which include a typed list of curriculums used. (Include textbook and resources used for each subject and grade listing the title, publisher information, and grade level used.)

- Copy of any standardized test results and/or copy of student portfolio with state certified teacher signature/number.

In addition, homeschool students desiring to be included in NCA activities must also:

- Interview with academy administration (or designee). The student and a parent/guardian should be present at this meeting.
- Agree with and sign to abide by the school guidelines and policies as listed in this Parent-Student Handbook.
- Pay, (or set up a payment plan with the academy), any fees or costs before the student can attend class, chapel, and/or sports activities. The Homeschool Inclusion Fee Schedule is available from the Financial Secretary.

Pending successful completion of the above, all homeschool students wishing to be included in NCA activities will be required to follow the procedural guidelines.

- Homeschool Students taking an academic class will arrive at campus 5 minutes prior to class/chapel and will check out to leave campus 5 minutes after class/chapel has ended.
- Only if a homeschool student is taking two classes, that encompasses lunch, may they attend lunch. Otherwise, they are not permitted to stay for lunch. Students must check out within the timeline noted above. Class schedules are approved by guidance/administration and in compliance with state graduation requirements.
- Field trips for specific classes pertaining to the content of that class (i.e., trip to aquarium for Sr. Marine Science Class) are permitted, general field trips for class grades (i.e., junior college road trip) are not permitted. Homeschool students attending a class specific field trip are required to pay all related field trip fees, in addition to homeschool student fees and abide by all standards set forth in this Handbook.
- Homeschool students are included in the activities listed (classes, chapel, sports) but are excluded from full time NCA student privileges such as homecoming activities (skits, parades, court, etc.), yearbook, senior yearbook pages, as well as Full time NCA Senior privileges like Ceiling Tile Legacy, senior superlatives and awards, senior trip, senior class photos, video(s), and group cap

and gown photos. Homeschool parents can provide a cap and gown, have photos taken and purchase pictures through our photography studio, if they so choose.

- The principal reserves the right to make the final decisions regarding participation by homeschool students in NCA events and activities. These decisions are at their sole discretion.
- A printed copy of current grades should be submitted to Northside Christian Academy every quarter to be eligible to participate in sports. Homeschool students who participate and are dual enrolled in any college program will need to provide proof of grades at the time Northside Christian Academy assigns quarterly Report Cards. Since most colleges only assign grades per semester (not per quarter), a dual enrollment student may log into their online college account.
- Homeschool students who are members of Northside Baptist Church may walk during graduation, but parents must provide a cap and gown of a color different than the Navy-Blue gowns and caps, and gold tassels worn by full time Northside Christian Academy graduates. Colors and designs of homeschool caps and gowns must be reviewed and approved by the principal of Northside Christian Academy.
- Parents are responsible for supplying a Diploma or Certificate of Completion for the student to be presented at Graduation.

Reservation of Rights

The administration of Northside Christian Academy hereby reserves the right to:

- Make final determinations and judgments regarding all matters covered herein concerning the academy.
- Enforce all policies and standards as it sees fit.
- Refuse enrollment or re-enrollment to any student for any reason and without cause.
- Update, change, or otherwise revise this manual at any time during the school year (the most current version will be available on the NCA website or upon request through the front office).
- Retain or promote a student without parent consent based on the student's academic performance, maturity level (elementary), and/or standardized test scores as determined by the teacher and/or vice principal in consultation with the academic advisor and student success staff.

- Set, maintain, and enforce standards for student conduct, dress, academics, and all other matters, in accordance with Northside Christian Academy's mission, beliefs, values, objectives, and understanding of Scripture, and to dismiss any student who fails to comply.

ADMISSIONS INFORMATION

Admissions Policy

Northside Christian Academy is a private institution and reserves the right to set and maintain its own standards for student conduct, dress, academics, and all other matters. In addition, Northside Christian Academy maintains the right to refuse admittance or re-admittance to any student who fails to meet entrance requirements, and to suspend or expel any student who violates the standards set forth in the Parent/Student Handbook, or who have demonstrated disharmony (parent or student) regarding the mission, objectives, standards, policies, rules, or regulations. Northside Christian Academy may or may not admit any student who is suspected or known to be involved in immoral behavior, practices, or activities which are not in accordance with biblical doctrines as observed by Northside Baptist Church.

Students who have been expelled or remanded to alternative schools can only be admitted with the approval of the school committee. The student and parent(s) must meet with the principal and the school committee, so a determination of acceptance can be made. Parents will be notified of the results of the admission within 48 hours of completing the online Gradelink application and interviews.

Interviews for a new school year are typically conducted in May through early August. If a student fails to make acceptable academic progress or does not adjust to the Northside Christian Academy program, the student may be required to go back a grade or to withdraw from the academy. Northside Christian Academy students who are suspected to be involved in such behavior, practices, or activities as mentioned above are subject to expulsion from Northside Christian Academy. In addition to student behavior and standards, Northside Christian Academy reserves the right to expel students of parents who are uncooperative or non-supportive of our teachers, staff, and/or administration, or the purpose, objectives, standards, policies, rules, or regulations of this school.

Students entering kindergarten must be at least five (5) years old prior to September 1 of the current year or have written permission from the principal. Students who will be twenty years of age at any point throughout the school year will not be considered for admission or re-admission without the approval of the school committee. All new students, Kindergarten-5th grade, are required to take an admittance exam to determine proper placement and create a baseline of the student's prior knowledge. Failure to do so can lead to refusal of admittance.

For grades 6th-12th student placement will be based on grades and/or the number of earned credit hours previously earned. Northside Christian Academy uses a 4.0 grading scale, therefore; all students must earn a 59.5% (D) to receive credit for the class. State standards and college acceptance requires a 59.5% (D), therefore, Northside Christian Academy requires the same.

NOTE: Northside Christian Academy does not have the staff or resource options available to honor all suggested accommodations, specialized instruction, or related services that may be listed on an IEP or 504 Plan.

Enrollment Procedures

Enrollment will be finalized upon successful submission of a properly completed application for enrollment form, payment of a non-refundable Registration Fee, and submitting to a formal interview. At least one parent (but preferably both parents) must attend the interview with the student. The following information must be brought to the interview or provided to Northside Christian Academy prior to the interview process:

- The student's most recent report card.
- The student's most recent achievement test results.
- The student's discipline records.
- The student's attendance records.

Students will be required to provide copies of the student's Certificate of Live Birth, a notarized Permission to Treat a Minor form (found on Gradelink), certified copies of any court orders of final judgement if parents are divorced or separated, and a transcript request signed by the parent for the student's complete transcripts from the previous school attended. In addition, a physical exam report must be submitted if the student is entering a Florida school or kindergarten for the first time. An up-to-date immunization record is also required prior to the first week of school. Students will not be admitted to class until all the documents are received as per Bradford County Health Department regulations.

Re-enrollment

Northside Christian Academy reserves the right to refuse re-enrollment to any student for any reason and without cause. Current students who wish to re-enroll must:

- Be in compliance with the Northside Christian Academy admissions policy.
- Complete Re-Enrollment process on Gradelink.
- Pay a non-refundable Registration Fee.
- Complete an updated Permission to Treat a Minor form (on Gradelink).
- Pay all outstanding account balances.
- Be accepted by the Administrator and School Committee.

Transfer Students (Other Schools)

Students who are transferring from other schools will be considered for admission by completing the following steps:

- Take an entrance exam (K-5th grade)
- Submit transcripts
- Submit behavioral records
- Submit attendance records
- Complete an Administration Interview

Should the student's accomplishments (as shown by the test or records) be at the grade level to which he/she has been promoted, he/she will then be admitted to that grade. Should the student's accomplishments (as shown by test or records) be at a lower level, he/she will then be placed in the grade best suited for his/her achievement. Academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and credits earned.

Transfer Students (Homeschool)

Students who are transferring from a homeschool program to become a full-time student at Northside Christian Academy must have been following the Florida Homeschool Laws. In addition, Students wishing to transfer must provide copies of:

- Health forms (immunization and physical examination forms)
- Academic records which include a typed list of curriculums used. (Include textbook and resources used for each subject and grade listing the title, publisher information, and grade level used.)
- A record of any final grades received
- Copy of any standardized test results or copy of student portfolio with state certified teacher signature/number.
- Proof of compliance with FS 1002.41

Upon receipt of documentation, an interview with the principal (or his designee) will be held before the final admissions process is complete. Both the student and a parent/guardian should be present at this administrative meeting. Student(s) and parent(s) must agree to abide by the school guidelines and policies as listed in the Parent-Student Handbook and set up a Tuition Payment Plan with the Financial Office. For students who wish to remain in a homeschool program and only take classes (electives, core classes, sports, or chapel) please see our Homeschool Inclusion Policy.

Orientation

Orientation is mandatory for all new and returning students. All students must have at least one parent or guardian present for orientation. There are two opportunities to attend Orientation, one evening and one morning, the week prior to school starting. Orientation will begin in the Northside Baptist Church sanctuary. Attendance will be taken in your child's homeroom class during orientation to ensure that all students are present. There is a penalty of \$25 per student who is not present (i.e., a family with three children would be charged \$75). Students may not attend their first day of class until either a parent has attended orientation, or the \$25 penalty has been paid. Those families who miss orientation for two or more years may be subject to dismissal.

Withdrawal

A student is not considered withdrawn from school merely because the student is no longer attending. No academic records or information will be released until all outstanding accounts are paid in full and all Northside Christian Academy property returned in acceptable condition. A student will be considered

withdrawn from Northside Christian Academy only when the student is no longer attending classes and a parent submits a Withdrawal Form and Exit Survey to the school office.

FINANCIAL INFORMATION

Tuition

A current tuition and fee schedule is included in this handbook but may also be obtained from the school office. Tuition may be paid in ten (10), eleven (11), or twelve (12) monthly payments beginning on the 1st day in June, July, or August. The final monthly payment for the school year shall be due and payable on or before the 1st day of May. All tuition payments are due on or before the 1st day of each month.

Although tuition may be paid in installments, this does not mean that the amount paid for a given month is computed on the number of school days in that month. Since the tuition is based on an annual rate, the monthly payments are the same regardless of the number of school days in each month. A student who is still enrolled on the first day of the month (or the first school day if the 1st falls on a weekend or holiday) will owe that entire month's tuition payment.

It is imperative that Northside Christian Academy receive tuition payments on time. If payment is not received by the 15th day of the month the student will be charged a \$25.00 late fee and may be subject to removal from the academy. A \$25.00 fee will also be assessed for each check that is returned due to non-sufficient funds, closed accounts, or stop payments. Any subsequent returned checks will result in a \$30.00 fee and payments will be restricted to cash or money order.

No school records, including health records or graduation diploma, will be released, or forwarded for any student when there is a balance owed on the student's account or Northside Christian Academy property (i.e., books, sports uniforms) has not been returned in acceptable condition. No student will be permitted to graduate until all tuition and fees are paid in full.

Fees

There are other fees, in addition to tuition, that will be charged as required or upon participation in various academy activities. These fees are laid out on the *Fee Structure and Schedule* form as well as online.

Scholarships

The Florida Tax Credit Scholarship, Florida Empowerment Scholarship, and Gardiner Scholarship application(s) can be found online at www.stepupforstudents.org. The John McKay Scholarship application is also online at www.floridaschoolchoice.org. All scholarship checks must be endorsed by a

parent/guardian within 30 days. Failure to endorse will result in a fee which the parent/guardian will be required to pay.

Refunds

The registration fee and book fees are non-refundable. Tuition is non-refundable once it is due. There are no refunds on any fees or tuition for early withdrawals or expulsions, regardless of what day the student withdraws or is expelled. Tuition will NOT be prorated. The exception to this policy is when monies have been paid in advance and the student withdraws or is expelled before the monies are due.

Lunch Program

Northside Christian Academy provides lunches each day through the hot lunch program. Menus are made available every two weeks for review. Students wishing to purchase lunches must pre-order and pre-pay online at <https://Northside ChristianAcademystarke.ahotlunch.com/login>.

Additional food items are also available through the a-la-carte service. Parents are responsible for the cost of hot lunches and a-la-carte items. A-la-carte meal cards can be purchased in \$25.00 increments through the finance office. Students who do not wish to purchase lunches may bring lunch from home, however, the number of microwaves available for heating meals is limited.

DISCIPLINE

Philosophy of Discipline

Boundaries

Northside Christian Academy believes firmly that discipline is necessary for effective teaching and learning. Classes run more efficiently when students know what is expected of them. The discipline policy in effect is an endeavor to set boundaries and to help create an environment and atmosphere in which both the teaching and learning processes can be more effective and efficient.

Self-Discipline

Northside Christian Academy believes that good discipline involves self-discipline and self-control. This is best achieved when the school and the parent(s) work together. Northside Christian Academy will attempt to instill self-discipline and self-control in our students by using external regimen, structure, guidelines, and the teaching of God's Word. Here at Northside Christian Academy, we believe in preventive as well as corrective discipline. This includes positive incentives as well as punitive correction measures.

Corrective Actions

When there are behavioral problems requiring discipline, they will be met with standard correctional actions. If these actions are not productive in correcting the student's behavior(s), and the parent(s) or guardian(s) are not able to correct the child's behavior(s), a meeting with the parent(s) or guardian(s) to commence the process for expulsion from the academy. Northside Christian Academy uses a variety of different correctional methods, which include, but is not limited to:

- After School Detention
- Revocation of Privileges
- Counseling (pastoral and/or behavioral)
- Removal of student from the classroom
- In-School Suspension

- Out-of-School Suspension
- Corporal Punishment
- Expulsion

Northside Christian Academy believes that corporal punishment is an effective means of disciplining a child. Should the need arise for corporal discipline, the principal will call the parent(s) or guardian(s) to inform them of the situation. The parent(s) or guardian(s) may come and witness the punishment if they like. Parent(s) or guardian(s) will be expected to discipline their children appropriately and consistently when required by the situation.

Any discipline that is administered is done FOR the child and not TO the child. Discipline is meant to correct a problem. We are here to work with the parent(s)/guardian(s), not to replace them. Northside Christian Academy maintains high standards and expectations that provide an environment that is conducive to learning in a safe and non-threatening environment, while ultimately directing and instructing children to live the Christian character attributes as evidenced by their daily actions, attitudes, and behaviors.

Northside Christian Academy uses progressive and assertive discipline principles that place the responsibility for behavior on the student. We believe that there are acceptable and unacceptable forms of behavior. We also believe that there are moral absolutes that children must be taught. In an assertive discipline program, children are presented with a set of rules and consequences if those rules are violated. This places the responsibility for behavior on the student. Although some methods of discipline would vary according to student's age and maturity level, the goal is to provide external controls until the internal self-control is developed and becomes an integral part of the child's character.

We also believe that students should be taught to respect authority in the school, home, and in society. It is a basic tenet of human decency to respect people, ourselves, and the rights of everyone. Teachers will utilize a variety of methods to recognize students in the classroom for good work and good behavior. Good discipline is an effort to steer students in the desired direction and is ordained of God who states in Scripture to "Train up a child in the way he should go and when he is old, he will not depart from it" (Proverbs 22:6 KJV).

Elementary Discipline Plan

Discipline begins in the home, but when a student misbehaves in school, the teacher is the first source of corrective action(s). Each teacher will maintain a classroom discipline plan to be reviewed by the administration and communicated to both student(s) and parent(s)/guardian(s). When classroom discipline fails to correct behavior(s), the student may be referred to either the vice principal or dean of students and campus pastor for additional corrective actions. The student may also be referred to the school counselor and/or the campus pastor for counseling.

Only after all measures have been exhausted without resolving the behavior(s), will students be referred to the principal, at which point expulsion may be the only option. This tiered approach has been established for maximum effectiveness, with specific consequences for each level. All incidents which result in disciplinary action, and the associated action(s) taken, will be documented in the GradeLink system, without exception.

Level One infractions are those that are infrequent and primarily impact only the individual student. These situations are under the control of the teacher to be handled within the classroom and without additional intervention. Such infractions may include, but are not limited to:

- Being unprepared for class or frequently off task.
- Not completing classwork or homework assignments.
- Chewing gum, eating, or drinking in class without permission.
- Repeated unexcused tardies or absences.

Disciplinary actions may include, but are not limited to:

- Being placed in time-out.
- Seating changes.
- Loss of a privilege or reward.
- Age-appropriate physical activity (e.g., jumping jacks, running laps, etc.).
- Parent/guardian contact via phone, email, or in-person.

- Elevation to Level 2 for chronic and/or undeterred behavior(s).

Level Two infractions are those that are infrequent, yet serious enough, to warrant possible intervention by the vice-principal. These behaviors interfere with the educational environment or process. Discipline is under the control of the teacher. At this level, parents *may* be contacted and involved in the disciplinary process.

Infractions may include, but are not limited to:

- Chronic Level 1 infractions.
- Failure or refusal to follow a teacher's corrective instructions.
- Disrespectful behavior.
- Disruptive talking.
- Profanity or inappropriate language.
- Disruptive noises.
- Throwing things.
- Cheating, lying, or stealing.
- Not keeping hands, feet, or objects to oneself.

Discipline consequences may include, but are not limited to:

- Parent contact, note home, phone call, and/or email.
- Writing lines, apology letter, extra work, essay.
- Regular or extended silent lunch
- loss of a privilege (including restriction from fieldtrips).
- Teacher – Parent conference.
- Discussion with vice-principal, counselor, and/or campus pastor.

- Elevation to Level 3 for chronic level 2 infractions.

Level Three infractions are any behavior(s) that puts the student or others at risk of harm or involves actual injury, and/or disrupt the educational environment or process. This level is under the control of the vice principal and *requires* a parent meeting.

Behaviors may include, but are not limited to:

- Chronic Level 2 infractions.
- Failure or refusal to comply with administrator's corrective instructions/action.
- Possession of a weapon, drugs, tobacco and/or vaping paraphernalia.
- Deliberate vandalism or damage of property.
- Verbal or non-verbal intimidation.
- Bullying, harassment, or threatening language or behavior.
- Leaving the building (or attempting to do so) without permission.
- Explicit or implied threats to or regarding other students or staff.
- Sexual language, innuendos, or mannerisms.
- Fighting, spitting, biting or other behaviors that may be deemed unsafe or illegal.

Disciplinary consequences may include, but are not limited to:

- Conference with parent(s), teacher, and administrator(s).
- Corporal Punishment (Paddling)*
- In-school suspension (ISS) is disciplinary action in which students are temporarily isolated from the general student population. Students who are being disciplined in this manner will continue to attend school during normal hours and will be required to complete all normal scholastic

requirements during the period of the suspension but will be restricted to a special room, which is used for ISS. Failure or refusal to comply with ISS is grounds for OSS.

- Out-of-school suspension (OSS) is disciplinary action in which students are temporarily excluded from the general student population, during normal school hours. Students will not be permitted to attend school during the period of suspension. Students will receive a zero on assigned work and homework while out of school. Major tests, quizzes and projects will be permitted, but will receive a one-letter grade penalty. Failure or refusal to comply with ISS is grounds for expulsion.
- Student(s) will require an escort by parents to attend school events.
- Referral to principal and/or Expulsion.

*Corporal punishment (paddling) will consist of 1 to 3 swats as determined by the principal (no child will receive more than 3 swats at any one time). The principal will administer the punishment for all students. Corporal punishment will not be administered without first talking with the parent via phone or in person, and only with written permission given by parents/guardians at time of enrollment. Paddling is done, not to demean the child, but as a last resort to correct the negative behavior of the children.

If permission is not granted, each parent agrees that should the need arise, he/she will be available to paddle their child. Paddling will always be done with one other adult NCA staff person to serve as a witness (staff member must be the same sex as the student being paddled). If paddling is not allowed by the parent, then the student will be suspended as the only other option.

Middle And High School Discipline Plan

Discipline begins in the home, but when a student misbehaves in school, the teacher is the first source of corrective action(s). Each teacher will maintain a classroom discipline plan to be reviewed by the administration and communicated to both student(s) and parent(s)/guardian(s). When classroom discipline fails to correct behavior(s), the student may be referred to either the vice principal, dean of students, or campus pastor for additional corrective actions. The student may also be referred to the school counselor and/or the campus pastor for counseling.

Only after all measures have been exhausted without resolving the behavior(s), will students be referred to the principal, at which point expulsion may be the only option. This tiered approach has been established for maximum effectiveness, with specific consequences for each level. All incidents which result in

disciplinary action, and the associated action(s) taken, will be documented in the GradeLink system, without exception.

Level 1 offenses will be handled by *the teacher*. Students will receive either a verbal or written warning, and/or **other action(s) deemed appropriate by the teacher for the level of misconduct**. Parents will be notified by email or phone call. Level 1 offenses include, but are not limited to behaviors like:

- Disruptive or inappropriate behavior(s) in a van, classroom, or on academy premises during, before, or after classes.
- Repeatedly attending class without necessary materials, or with incomplete assignments.
- Repeatedly entering the classroom after the bell (unexcused tardiness).
- Disruptive or inappropriate behavior(s), including nonparticipation, and sleeping during class or chapel.

Level 2 offenses will be addressed by the teacher. The student will receive a written referral, and parent(s)/guardian(s) will be contacted via phone, by the teacher. Students may be referred to the campus pastor and/or the dean of students as needed. Level 2 offenses include, but are not limited to behaviors involving:

- Repeated commission of Level 1 violations
- Dress Code violations.
- Abuse of lockers and/or locks (e.g., vandalism, graffiti, etc.)
- Damage or destruction of academy/church property.
- Inappropriate non-violent physical, verbal, or written interaction(s) with another student.

Level 3 offenses will be addressed by the Dean of Students and result in one to three days of in-school suspension (ISS). The Dean of Students will assign the date(s) and contact parent(s)/guardian(s). In addition, students will be scheduled to meet with the Campus Pastor in conjunction with their ISS. Failure to follow the rules in ISS may result in additional days of ISS or escalate to Out-of-School Suspension

(OSS)*. After three infractions that result in ISS, students will receive OSS instead of ISS. Level 3 offenses include, but are not limited to behaviors involving:

- Repeated Level 2 violations
- Oral or written use of profanity, crude, or offensive language and/or gestures.
- Use of profanity or abusive language in any form.
- Use of electronic devices such as Apple or smart watches, phones, or tablets without permission.
- Disrespect of faculty or staff.
- Disobedience or refusal to obey authority.
- Inappropriate displays of affection.
- Lying, dishonesty, or deliberate deception.
- Skipping or leaving *class* for any reason without permission.
- Interfering in communications between academy staff/faculty and parents (e.g., hiding school mail from parent(s)/guardian(s) or failing to make them aware of such communications).
- Use of academy/church equipment without permission (including copiers, computers, gym, gym equipment, etc.)

Level 4 offenses will be addressed by the Dean of Students and result in one to three days of Out of School Suspension* (OSS) and notification of the student's parent(s)/guardian(s) prior to OSS commencing. A parent conference involving the Dean of Students, Campus Pastor, the student's parent(s)/guardian(s), and the student will be conducted prior to the student returning. Level 4 offenses include, but are not limited to behaviors involving:

- Repeated Level 3 violations.
- Cheating (e.g., copying another student's homework or classwork, sharing answers on homework or classwork, and acts of plagiarism). **Note: This offense will automatically result in two days**

of OSS with a mandatory meeting involving the student, their parent(s)/guardian(s), teacher, vice principal, dean of students, and the campus pastor.

- Inappropriate physical contact between students involving violence like shoving or hitting.
- Skipping or leaving *academy/church property* without permission.
- Signing parent(s)/guardian(s) signature on school forms, documents, etc. (i.e., Forgery).
- Failure to appear for ISS without permission.
- Any action or attitude that is determined to be detrimental to the nature of a Christian school.
- Accessing, viewing, or possessing pornographic or sexually related materials in any way or form.
- Possession and/or use of tobacco, vapes, e-cigarettes or associated paraphernalia on or off campus.
- Reckless driving or inappropriate actions in personal vehicle while on academy/church property.
- Possession and/or use of a weapon or any item considered to be a weapon.
- Threats of physical abuse or harm to a teacher, staff, student, or property.
- Bullying, harassment, or threatening behavior(s) and/or language in any form.
- Sexual harassment in any form.
- Gambling of any kind.
- Habitual non-conformity to rules.
- Any action that may warrant the Dean of Students or Administration to invoke OSS or expulsion.

Level 5 offenses will be addressed by the administration (i.e., Principal) and result in automatic expulsion and notification of legal authorities where warranted. Any student expelled from the academy will not be allowed to apply for re-enrollment for one full school year. The student and parent(s)/guardian(s) must meet with the principal and/or the senior pastor of Northside Baptist Church (NBC). The student must show evidence of repentance to be considered for re-admittance. Re-enrollment will be decided based

upon the School Committee's recommendations in consultation with the principal and senior pastor of NBC.

- Any action by a student or parent/guardian that may negatively impact the academy's ability to accomplish its spiritual and/or educational purposes.
- Any criminal or civil violation(s) of the law whether on or off campus.
- Abuse or acts of violence against academy staff/faculty/administration or their property.
- Sexually immoral activity whether on or off campus.
- Second offense of fighting on campus.
- Possession and/or use of illegal drugs whether on or off campus.
- Possession and/or use of alcohol whether on or off campus.
- Any violation that transcends the scope of the above.
- Any actions determined by the Administration to warrant expulsion.

*Students absent from the academy due to an out of school suspension (OSS) will receive a zero on any assignments (schoolwork and homework). Major tests, quizzes and projects will be permitted, but will receive a one-letter grade penalty.

Student Code of Conduct (K-12th Grade)

Issues of morality are always applicable, in all places, and at all times, including while at home. Students of NCA represent NCA and our Lord Jesus Christ to the community 24/7 and not just while at the academy. Therefore, all NCA rules and policies are applicable while the student is on campus or off campus at any activity involving the academy.

- Students are not allowed to chew gum while on academy/church property during school hours.
- Food and drink will NOT be consumed without permission, in the church, classroom(s), hallways, or any other areas designated by the administration.

- Students may have a spill-proof water bottle, spill-proof cup, or a bottle with a screw top lid.
- Lunch will only be eaten in the cafeteria, except under special circumstances.
- Students will not use profanity or off-color slang words at any time while on the academy campus, or at any event involving the academy regardless of whether student is a guest or participant.
- Students will not engage in public displays of affection. This includes holding hands, kissing, sitting on laps, hugging, etc.
- Students will respect school property and will always be careful in its use. Damage or destruction of academy/church property, whether intentional (Vandalism) or accidental will be dealt with appropriately to include the collection of *restitution* when warranted.
- Students will be in class on time and will not be out of class without permission.
- Students will NOT leave academy/church property during school hours unless participating in off campus academy/church sanctioned activities (e.g., field trips, sporting events, etc.).
- Students will NOT leave academy/church property after school hours while attending (or waiting to attend) academy/church sanctioned activities unless accompanied by their parent/guardian.
- Students will respect the person and rights of other students and will refrain from behavior that endangers or threatens other people. This includes name-calling, negative statements, and ethnic slurs, as well as pushing and shoving.
- Fighting is not tolerated at Northside Christian Academy. Disputes will be settled in ways other than using violence.
- Students will respect the authority of the teachers and administration at Northside Christian Academy and are expected to follow instructions when they are given.
- The classroom teacher has disciplinary discretion in the classroom.
- Students will follow all classroom rules and procedures, and fully participate in all class activities throughout the entire school day (unless excused by their teacher).
- Students will abide by the Dress Code as outlined in the Student Handbook.

- Weapons of any kind, including pocketknives, are prohibited at Northside Christian Academy and any threats or actual use of weapon(s) will result in expulsion from the school.
- Students will not use alcohol, or illegal drugs in any form, whether at school or away from school. Violation will result in expulsion.
- Students will not use tobacco, e-cigarettes, vapes, or any other paraphernalia at any time while enrolled at NCA.
- Students will not possess pornography, unsuitable reading materials, or other material judged by the administration to conflict with Northside Christian Academy standards. In cases of dispute, the decision of the principal will be final.
- Students will not apply hair spray, cosmetics, perfume/cologne, deodorant, body spray, etc. in the classroom or public areas. Such activity is restricted to the restroom areas during school hours.
- Earrings and/or makeup is NOT permitted for male students.
- Students will take responsibility to complete their school/homework assignments. Failure to complete assignments will result in loss of privileges.
- Students may not write on their bodies (including their hands and arms) or clothing and may not have visible tattoos at any school related function. Students are not allowed to get new tattoos. If so, they will be subject to discipline up to and including dismissal from Northside Christian Academy.

Immoral acts, both on or off campus, are in clear opposition to Northside Christian Academy's Statement of Faith and its Philosophy of Christian Education. Immoral acts include but are not limited to; sexual activity (both heterosexual and homosexual), "sexting" (sending or forwarding sexually explicit and/or pornographic images by cell phone or other electronic/digital formats), and sexual harassment. Immoral acts demand more stringent discipline measures up to and including expulsion.

Participation in alternate lifestyles including, but not limited to, homosexuality, lesbianism, bisexuality, trans-sexuality, or any other lifestyle associated with the LGBTQ+ community are in opposition to Northside Christian Academy's Statement of Faith and its Philosophy of Christian Education and represents a failure to cooperate or support these principles as agreed. As such, the student would be

required to withdraw. Northside Christian Academy reserves the right to dismiss any student whose behavior and/or morals do not reflect the biblical beliefs and standards of the school and church regardless of grades or any other consideration(s).

Northside Christian Academy reserves the right to dismiss any student(s) whose parent(s)/guardian(s) refuse or fail to support the school in its policies and procedures regardless of the student's grades or any other considerations (see Acceptable Parent Behavior Policy).

Dress Code

Purpose

No aspect of a Christian's testimony is as readily observable as the matter of appearance. We believe that Christians should present themselves in a manner that Jesus Christ would be pleased and honored. NCA has a student dress code for many reasons, including:

- To aid students to appreciate the importance of modesty and decorum.
- To aid students to understand that self-image and self-worth do not depend on outward appearances or current fads and styles.
- To help eliminate distractions. Tight, revealing clothing, short skirts and dresses, loud, faddish, or eccentric clothing or hairstyles are often distracting. Removing such distractions will help students' better concentrate on their schoolwork.
- To establish each child on equal standings. Students do not need differences in economic standing to be an issue at school. Students are free to better interact and socialize if they are not preoccupied with dress.

General Guidelines

All students are required to adhere to the dress code throughout the school week. Students are to be dressed in their proper school attire upon arrival at school, and to remain in proper school dress until leaving school. Students are allowed to "dress down" on Fridays and on special occasions throughout the year. However, failure to meet and maintain the established dress code standards will result in the following consequences:

- 1st Violation – Student will be sent home to change (or parent(s) contacted to bring appropriate clothes) and will lose their dress down privilege for that week (or the following week if violation is on or near a dress down day).
- 2nd Violation – Student will be sent home to change (or parent(s) contacted to bring appropriate clothes) and will lose their dress down privilege for that month (or the following month if violation is at or near the end of the month).
- 3rd Violation – Student will lose their dress down privilege for the remainder of the semester (or following semester if violation is at or near the end of the semester), parent(s)/guardian(s) will be contact, and student will serve one day of In School Suspension (ISS)
- 4th Violation – Student will lose their dress down privilege for the remainder of the year, the dean of students will hold a conference with student’s parent(s)/guardian(s), and student will serve one day of Out-of-School Suspension (OSS).

Boys’ and Girls’ shirts may be untucked; however, shirrtails of the shirt must be long enough that when the student’s arms are out to the side, parallel with the floor, the shirt should not rise above the belt line. Button-down shirts and blouses must always be properly buttoned. To present a neat, clean, and Christ-like appearance, students are expected to practice personal hygiene and proper grooming.

Although students attending Northside Christian Academy athletic events and activities as fans may not have to be fully within academy dress code, they will be expected to show modesty and discretion in their dress and behavior. Visible body piercings are not allowed, and clothing should not have any inappropriate messages or pictures. Decisions made by the principal or his designee regarding student dress will be final. The school administration also reserves the right to change or initiate new policies regarding new fads and styles that develop throughout the school year.

Clothing that is **NOT** allowed includes:

- Ripped, torn, cut off, or low-rise pants (pants that sit low on the hips) of any type. This includes pants with frayed holes and/or patches.
- Carpenter pants, corduroy pants, cargo pants, or pants with expandable side-pockets on legs (i.e., military or tactical style pants).

- Shirts, dresses, or blouses that are low-cut or expose shoulders, back, or midriff.
- Any form-fitting clothes including leggings (except under skirts or skorts), jeggings, stretch pants, skinny jeans, and super skinny jeans.
- Shorts (other than NCA shorts).
- Belts with studs, spikes, or metal rings.
- Shoes with excessive decorations, lights, wheels, or characters on them.
- Shoes with more than a two-inch heel or heels that will scuff the gym floor.
- Clothing that displays words, logos, or images that are inconsistent with school and church moral standards and policies.
- Any outerwear that is deemed inappropriate by academy administration.

Clothing that is allowed include:

- Dress pants, jeans (denim), or casual style pants that look like dress pants with regular or boot cut hems, that are plain (without decorations) and neutral colored (i.e., navy blue, khaki/tan, grey, or black).
- Belts that are brown, black, or the same color as pants being worn (K-2nd grade is NOT required to wear belts as part of the dress code to assist in bathroom issues).
- Shoes that have closed toes and heels.
- Clothing must fit loosely on the body and be without holes or loose hanging threads.
- Socks or stockings and proper undergarments.
- Stockings or leggings may be worn under skirts or skorts.
- Hats, caps, jacket hoods, and sunglasses when worn outside and with administrative approval.
- Jackets, hoodies, or sweaters that DO NOT display words, logos, or images that are inconsistent with school and church moral standards and policies.

- Outerwear that is clean, neat, properly fitted, and presents a Christ-like appearance.

Girls

- Dresses, skirts, skorts, capris, and jumpers are to reach below the knee and be loose fitting.
- Stockings, tights, pantyhose, or leggings that are appropriately colored and worn under dresses, skirts, skorts, capris, and jumpers.
- Hair must be clean and neatly groomed. Hair must be a natural color and modest in style (eccentric or faddish hairstyles are NOT allowed).
- Large choker-type or spiked necklaces are NOT allowed.
- Earrings (decorative piercings) CANNOT be worn in other parts of the body (eyebrows, tongues, lips, and noses, etc.) Nose rings and/or posts are not allowed.
- Other types of body piercing(s) (i.e., gauges, etc.) are NOT permitted.
- Earrings are limited (per ear) to no more than three of the studded type, or a single hanging style that is smaller than 1 inch in size.
- Make-up and jewelry should be modest and not worn in excess (faddish styles are NOT allowed).

Clothing choices are limited to:

- Pants, Jeans (denim), skorts, skirts, jumpers, capris (all must be below-knee length) that are solid color.
- Polo style shirts or button-up front style collared knit blouses that are a solid color.

Boys

- Hair is to be neatly combed and cut above the collar, ears, and eyebrows. Rattails, bleached, braided, spiked, mohawks, and unnatural hair colors and styles, man buns and eccentric or faddish hairstyles are not permitted.
- Young men in grades 6th-12th grade may have clean, neatly, groomed facial hair.

- Jewelry is limited to one watch, one chain/necklace, and no more than two rings.
- No earrings of any kind or any type of body piercing(s).
- No make-up or nail polish of any kind.
- No bandannas or headbands unless participating in physical education (PE) or athletic activity.
- Boys in K-5th grades may wear either pants or knee length uniform or dress/casual shorts. Shorts or pants must not be carpenter, cargo style, corduroy, or any pants with expandable side-pockets on legs (i.e., military, or tactical style pants).

Clothing choices are limited to:

- Neutral colored (i.e., Navy Blue, Khaki/Tan, Grey, or Black) dress or business casual pants.
- Solid colored Polo style shirts or button-up collared dress shirts

P.E. uniforms

Students in 6th grade and up that are enrolled in a PE Class are required to purchase a PE uniform from the school office. PE clothes are to be worn during PE class or class related activities only. Those students not taking PE are not required to purchase a uniform. Only NCA shorts can be worn during PE or for any athletic activities including sports practices.

Chapel

All students are required to purchase a Northside Christian Academy embroidered polo style shirt to wear for chapel. No dress down passes may be used on Chapel Day. Game jerseys may be worn on Chapel Day on special occasions at the discretion of administration.

Dress-Down Passes

Dress down passes may be earned at various times throughout the year. Students who wish to use their dress down pass may wear ONLY a Northside Christian Academy t-shirt, jeans, and tennis shoes or boots.

Dress down passes can NOT be used on chapel day(s).

GENERAL INFORMATION

After-School Hours

Parents are required to pick up students promptly after school activities are over. Students in Grade K-5th must be picked-up promptly after 2:30 or enrolled in the Extended Care program. Students in 6th-12th must be picked-up promptly after 2:50 or attend study hall until parents arrive or 3:10 pm (whichever comes first). Northside Christian Academy will not be held liable or responsible for 6th – 12th grade students that are left on campus after 3:30 pm.

Student athletes must remain in the gym and under the supervision of their coach or an adult approved by the school principal, during practice and pre-game activities. Students who are not athletes may NOT stay after school in the parking lot, on the school grounds, or in the gym to attend an evening ball game or event. Parents must pick students up in the afternoon and return them for the evening event.

Students attending Student Ministry activities on Wednesday evenings may stay in the Student Room or area designated by the Student Pastor after 3:10 pm. Students are required to always remain under the supervision of the Student Pastor or an adult Student Ministry Volunteer. Parents may also pick students up in the afternoon and return them for Student Ministry activities.

Chapel

Chapel services will be held weekly. Every student is required to attend each chapel service and must wear their Northside Christian Academy polo shirt.

Clinic

Students should **NOT** be brought/sent to school if they have a temperature of 100.4 degrees or higher, diarrhea, vomiting, a productive cough (a cough in which sputum is produced), a draining nose, red and/or draining eyes, suspicious lesions resembling impetigo or chicken pox, etc. Students exhibiting these signs and/or symptoms will be sent home immediately. In addition, students exhibiting one or more of the following should **NOT** be brought/sent to school, and will need a doctor's note, or in the case of COVID two negative tests 24-hours apart, before they can return.

- Flu like symptoms: fever, body aches, severe cold symptoms
- COVID or COVID like symptoms

- Fever in the past 24 hrs. (a temperature of 101-degree F or greater)
- Vomiting or diarrhea in the past 24 hrs.
- Strep or Staph infections (strep throat, impetigo)
- Eye Infections (conjunctivitis)
- Severe cold symptoms

If it is determined that a student is sick, parents will be notified to pick up their child as soon as possible. If a student sustains an injury requiring medical attention or is involved in an accident, parents will be notified immediately. If the student's parent or emergency contact cannot be reached, 911 may be contacted at the administration's discretion. If an injury is deemed to be life threatening, 911 will be called immediately and parent(s)/guardian(s) notified.

Medications

School personnel will not dispense prescription and non-prescription drugs unless it is brought in by the parent with written instructions for administering. All medication must be in the properly labeled original container. Only parents may bring in medication, and when doing so, the parent must verify the count of the medication brought in. This will be verified by a Northside Christian Academy staff person.

No student should have any type of over the counter or prescription medication in their pockets, book bags, lunch boxes, etc. Parents are to bring in any over-the-counter medication that their children can take. Northside Christian Academy will not provide medicine for students. Each time a student goes to the clinic complaining of illness or requesting medication parents will be notified. Students who are given over-the-counter medication will be given a clinic pass to be signed by the parent. No further medication will be dispensed until the clinic pass is signed by the parent and returned to the office. Students may have cough drops on their person with a note from parent explaining the need.

Head Lice

If a student is found to have head lice (active and/or nits) parents will be called to pick up the student. Before returning to school, the parent must provide either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof. Northside Christian Academy conducts monthly head checks for lice

for K-5th grades and on an as needed basis for 6th-12th grades. For information on prevention and treatment you may access the CDC website at www.cdc.gov/parasites/lice/head/schools

Extended Care

Extended care is designed and offered to assist working Northside Christian Academy parents by providing after school supervision in a structured environment with planned activities for K-5th grades. Refer to the fee schedule for pricing.

- **Availability:** Extended care is available from dismissal of school until 6:00 p.m.
- **Enrollment:** Extended care is required for all students who remain on campus 15 minutes past the time school is dismissed.
- **Payment:** Payment for services rendered for after school care will be paid directly to Northside Christian Academy's finance office.
- **Before school care** is also available from 6:30 a.m. – 7:50 a.m. for parents who must drop their children off early for school.
- **Parents who are habitually late picking up students** will be assessed an extra charge. On the third late pick-up, unless unusual circumstances deemed by staff, the parent will be charged \$1 per minute per child after 6:00 pm.

Extracurricular Activities

Students that wish to participate in extracurricular activities must meet certain academic requirements for all extracurricular activities (yearbook, sports, etc.). Academic eligibility will be reviewed every three weeks of a grading quarter. For a student to be deemed eligible, he/she must carry a minimum of a 2.0 Grade Point Average in core academic classes (to include Bible) on a 4.0 scale the previous quarter. At the end of every three weeks, any student who receives two F's, one F and two D's, or four D's, will be placed on academic probation. This probationary status will require that the student correct the study habit deficits and show significant improvement in grades.

While on probation, the grades will be checked each week. When a student raises grades to satisfy grading criteria, he/she will resume eligibility. Failure to demonstrate improvement will require a parent

conference with the Academic Advisor during the next grading period. Academic probation will impact athletic and extra-curricular eligibility.

When a student has, in the opinion of the faculty, Academic Advisor, Athletic Director/Dean of Students, and/or Principal, shown no improvement academically (i.e., refusal to complete homework, study for tests, work on projects, etc.), the school may choose to recommend prohibition of athletic participation, withdrawal or prevention of reenrollment of the student. Students must be in attendance for at least 90% of scheduled school days (this only allows for 5 unexcused absences in a 9-week period).

Principal Discretion

The principal has the right to declare any student eligible or ineligible based upon circumstances. Should the principal feel that a student is falling behind in his/her work in the off-season, a review of the student's grades and progress will be conducted. This review could result in ineligibility status for that student if progress is not consistent throughout the course of the school year. This will be determined by the principal and/or Athletic Director/Dean of Students.

Field Trips

Each class will be permitted up to 2 field trips a year. A *Field Trip* form will be sent home to notify parents of costs and details for each trip. Parents may be asked to help as volunteers on field trips.

Dress Code

Unless otherwise stated in writing, the Northside Christian Academy dress code is to be observed on all field trips the administration reserves the right to approve and alternate appropriate dress for the occasion). Students not in compliance with the dress code requirements will not be permitted to go on the field trip. Parents accompanying on any field trip are asked to refrain from smoking, swearing and must dress appropriately (no shorts, halter tops, midriffs, or tank tops; no torn, tattered, frayed, or tight clothing, no two-piece bathing suits). It is suggested that the parents also purchase a Northside Christian Academy logo shirt for such trips.

The principal may make changes to the dress code. The changes will be explained in the individual field trip information. If jeans are allowed on a trip, they must not be torn or tattered in any way. They must not be form-fitting.

Personal Belongings

Students are not to take electronic devices on field trips, unless permitted by the teacher or staff. Only suggested items pertaining to the particular trip should be brought, as Northside Christian Academy cannot be responsible for damaged or lost personal items. Any of these devices will be confiscated and returned at the end of the field trip to the parents. Cameras may be brought on field trips.

Non-Participation

Because field trips are designed to be educational and affordable, all students are expected to participate. Northside Christian Academy will not force any student to attend a field trip, however, the student will be required to be in school in place of the trip and schoolwork will be planned for them. Failure to attend school or complete assignments on a field trip day will be counted as an unexcused absence and result in a zero "0" being factored into the student's grades (unless a note is provided stating that the student was sick).

Emergency And Disaster Drills - Implementation.

In order to remain in compliance with statute 15.1-06-12 "Each public and nonpublic school shall conduct fire, tornado, and other emergency or disaster drills, including lockdown drills." Northside Christian Academy will conduct the following:

Fire Drills: Practice fire drills will be held monthly during the school year. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, walk out of the building in an orderly fashion in a straight line to a designated place. At the direction of the staff, the students may return to the building in the same orderly manner. Students must walk in line and are expected to refrain from talking, pushing, running, or crowding. Each teacher will be with his/her group.

Inclement Weather Drills: Inclement weather drills will be held once each semester. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk to their classes' designated area. Students should get into a kneeling position facing the wall, their heads should be down, and hands should cover their heads with fingers interlocked. At the direction of the staff, students may return to their classes in the same orderly manner. Each teacher will be with his/her class.

Lockdown Drills: A school lockdown confines all staff and students to the classroom due to a perceived or real threat; isolation of staff and students inside the school limits exposure to risk from outside sources: people, exposures or situations. The practice of lockdown drills acclimates both staff and students to the process and probability, and ultimately avoids unnecessary responses.

Lost and Found

Northside Christian Academy is not responsible for the theft of or loss of any items. Parents are encouraged to write the student's name in an inconspicuous place on all clothing and personal articles. Northside Christian Academy will keep Lost and Found items for a period of 30 days at the school office for parents/students to reclaim. All items not claimed after 30 days will be either disposed of, given to the needy, or another non-charitable organization.

Electronic Devices

The use of electronic devices (cell phones, ear buds, smart watches, etc.) is **NOT** permitted during school hours or while participating in school sanctioned activities. Electronic devices should be turned off and put in the student's backpack or locker prior to them entering their first period classroom and remain there until the student leaves campus at the end of the school day. Academy telephones are for school use only but are available to students for emergencies. Should a parent need to contact their child in an emergency, the parent should call the school office. Students who are found with an electronic device out at unauthorized times (without permission) will have their device confiscated and the following actions taken.

- **1st offense:** Device will be sent with the student to the Dean of Students, and a parent *contact* will be initiated for return of device. The student will serve one day of ISS (in-school suspension).
- **2nd offense:** Device will be sent with the student to the Dean of Students, and a parent *conference* will be scheduled. The student will serve one day of ISS (in-school suspension).
- **3rd offense:** Device will be sent with the student to the *principal*, and a parent conference will be scheduled. The student will serve one day of OSS (out-of-school suspension).
- **4th offense:** Device will be sent with the student to principal and a parent conference scheduled to discuss possible *expulsion*.

Each time a student is observed with a device outside of their backpack (or locker) during unauthorized times (without permission) will count as an offense regardless of whether it is the same device. The offense count will reset at the end of each quarter.

Computer/Laptop Usage

Students are not to use academy owned and/or issued computers or laptops for non-academy purposes. Use of such computers/laptops to access personal social media accounts, pornography, or websites which are inconsistent with the morals and doctrines of the academy is prohibited. Laptops will not be removed from the classroom or academy grounds without written permission from the teacher and/or principal. Students may be held financially responsible for hardware and/or software damage(s) that occur due to negligence or misuse of any computer/laptop in their possession.

Social Networking and Open Forum Internet Sites

It is acceptable for Northside Christian Academy students and parents/guardian to have and use social media. It is, however, **unacceptable** for parents, guardians, and/or students to post slanderous or inflammatory statements about Northside Baptist Church, Northside Christian Academy, Northside Christian Preschool, any staff, volunteers, students, or their family members. It is also **unacceptable** for a student to post (or allow to be posted) on any social media site, any pictures, sayings, gestures, comments, etc. which are considered immoral and/or unbiblical. To do so is a violation of the Northside Christian Academy Student Code of Conduct, Acceptable Parent Behavior Policy, and the Northside Christian Academy Parent Cooperation Agreement. Violation of these policies is considered grounds for student dismissal from Northside Christian Academy.

Northside Christian Academy students represent the academy 24 hours per day, 7 days per week, whether on or off campus. Therefore, it should be understood, that any conduct, at any time, which damages the reputation of the academy, its students, staff, or community, and disgraces and/or reflects negatively on the student, their family, and the Lord Jesus Christ will result in disciplinary action up to and including expulsion.

Toys/Games/Etc.

Possession of toys and games are not permitted on campus without the teacher's permission. Games and toys will be confiscated and returned to parent(s) at the end of the day. Students are not permitted to have

any type of laser pointers. This policy also applies during extended care. The extended care program will provide all activities for children in their care.

Student Images and Promotion

Students will have their pictures taken at various times during the school year. Enrollment at Northside Christian Academy constitutes parental permission to use those images for advertising and promotional purposes, such as the yearbook, flyers, ads, and websites. Also, all athletic events may be livestreamed, and students may be included on livestream.

Visitors

Office hours are from 8 am – 3 pm, except when school is dismissed early. All parents are welcome on campus but must obtain approval from the school office before going to any classroom. All volunteers must wear a visitor badge. A visitor is considered anyone who is not “on the clock”. This includes a previous staff member, substitute teachers not working, or staff family members.

All visitors must respect the authority of the teacher and leave any discipline to the teacher(s). Teachers must remain vigilant and available to care for their students at all times, therefore it is important that visitors not hinder a teacher from the performance of their duties before, during, or after school. If a parent wishes to speak with their child’s teacher, they must make an appointment through the school office or send in a written note requesting a private conference.

Lunches, homework, books, or other items may be dropped off at the school office and will be delivered by the staff to your child. Only family members on the Authorized Pick-Up List may eat lunch with students. For liability reasons, non-NCA students will not be permitted to play, eat lunch or otherwise hang out on the playground or other academy/church property while waiting for NCA students.

Solicitation

Because Northside Christian Academy is a ministry of Northside Baptist Church, no flyers, advertisements, literature, posters, etc., are to be distributed or posted without the prior approval of the pastor and or principal.

Searches

Northside Christian Academy is a ministry which seeks to maintain law, order, discipline, decorum and public safety during school and during authorized school functions; therefore, substances and/or objects that threaten these standards are prohibited. Such material or objects include but are not limited to:

- Alcoholic beverages, illicit drugs, tobacco, vapes, e-cigarettes, and/or associated paraphernalia.
- Stolen property or property obtained illegally.
- Weapons of any kind that are either restricted or prohibited by law.
- Any object which may be used as a weapon or to cause injury.
- All hate literature, racist material, pornography, etc.

Consequently, the principal, vice principal, dean of students, and/or pastor is authorized, based on reasonable grounds, to conduct searches and where necessary, to seize prohibited substances or objects belonging to any student or visitor. Northside Christian Academy reserves the right to search items including, but not limited to, all automobiles, backpacks, purses, pockets, lockers, desks, and persons. Such a search will be conducted by a staff member and without the student or parent's verbal permission. Enrollment of the student constitutes student/parental consent to such searches.

Van Transportation

Northside Baptist Church vans are only available to transport academy students, staff, and volunteers to special events like fieldtrips and sporting events. A copy of our van safety rules is included as an attachment to this handbook. The leadership of Northside Baptist Church and Northside Christian Academy may refuse transportation to anyone who violates van safety and/or academy rules as outlined in this handbook. In such a case, parents/guardians will be notified and asked to transport their own children. Students may, at the discretion of the driver, use electronic devices while traveling on the van to and from locations.

Student Drivers

It is a privilege, not a right, to be able to drive a car to school. For a student to drive a personal vehicle to school, they must abide by the following requirements. Failure to do so can result in the suspension or revocation of the privilege.

- All student-driven vehicles are to be registered by submitting a completed Student Driver Form to the academy office prior to the student driving to school.
- A valid copy of the student's license to drive and insurance card must be on file in the school office. Failure to follow driving guidelines will result in suspension or revocation of driving privileges.
- Student driven vehicles are subject to search at any time while on church/academy property.
- Vehicles will be driven carefully and slowly (not more than 5 mph) on church/academy property.
- Drivers are to be cautious of children – especially when driving though the covered walkway.
- Driving on the grass, spinning tires, or driving recklessly in any way is not allowed.
- Reving the engine needlessly and/or producing excessive exhaust fumes (i.e., diesel smoke) is prohibited.
- Student drivers are NOT allowed to operate academy/church vehicles for any reason.
- Students are NOT allowed to leave campus unless approved by administration in advance.
- Student drivers are not to transport any student(s) off campus without prior written permission from all involved parents being submitted to the academy and approval by the administration.
- Student drivers are prohibited from allowing any student(s) to drive or move their vehicle.
- Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses. Student drivers must remove anything they will need for the day from their vehicles upon arrival at school.
- Students may be allowed to return to the vehicle during school hours under extenuating circumstances but must get permission from a teacher or administrator before doing so.
- Student drivers must be on time for school. If a driver has more than five unexcused tardies to school in a quarter, driving privileges will be suspended for the remainder of the quarter.
- Music that can be heard outside of a vehicle is not allowed.

Attendance

In accordance with Florida law s.1003.26 Northside Christian Academy considers regular attendance of school to be a priority. Excessive absences from school can have an adverse effect on a student's grades and achievements. Though generally, the missed work can be made-up, it can never substitute for the lost classroom time in which the student receives verbal instruction, reviews class materials, and engages with the teacher and classmates. NCA utilizes Attendance Contracts which are intended to ensure compliance with attendance requirements in instances where a student has accumulated excessive absences or exhibits a pattern of nonattendance.

Florida law (s.1003.24) states that school attendance, punctuality, and transportation to school is the legal responsibility of the parent or guardian and mandates regular school attendance for children of compulsory attendance age. It is also noted that a student must not have more than 5 **unexcused** absences in a month or 15 **unexcused** absences in a 90-day period; exceeding these amounts could result in the filing of a truancy petition in circuit court (s. 984.151). In addition to state law, it would be unethical, if not illegal, for NCA to receive funding (i.e. Step-Up) for services not being received by a student.

Because of this, the academy monitors the attendance of each student and notifies parents when their student is at risk of excessive absences or developing a pattern of nonattendance. In addition, parents are encouraged to minimize absences or early dismissals from class for reasons other than serious illnesses or emergencies, and when possible, to schedule doctor, dentist, and any other appointments after school hours.

School Hours

The school day for students is from 8:00 am – 2:30 pm (elementary) and 8:00 am – 2:50 pm (middle & High School). Students will be marked tardy if not in their seats or designated area when the 8:00 a.m. tardy bell rings. A warning bell will sound at 7:55 am to send students to class. Attendance will be taken in the mornings for K-5th grade and each period for 6th – 12th grades. To help speed up getting the students to class on time, please do not take your child to their classroom. Instead, it is best to say “goodbye” in the drop-off area. **If you need to speak to your child's teacher, you must make an appointment.**

An Extended Care program is available for a fee from 6:30 am to 7:30 am and again from 2:30 pm to 6:00 pm daily for kindergarten through 5th grade.

Absences

Absence means not being present either at school, class, assembly, program, event, or activity. Students in elementary grades must be in school at least 4 ½ hours of the school day to be considered in attendance. Students in middle & high school must be in each class for at least 40 minutes of a 50-minute class period to be considered in attendance. Parents must telephone as soon as possible in the day or send a written note in advance when it is necessary to take the child out of class for any reason.

All students leaving early must go to the academy's main office before leaving. Any student not leaving for co-op, must be signed out by a parent/guardian. **Absences are only excused if appropriate documentation is provided prior to absence, or immediately upon the day of return.** If a parent/guardian does not provide documentation, the absence will be considered an Unexcused Absence.

Absences can be reported by emailing the front office prior to, or on the day of, the absence. The email must provide the student's name, parent/guardian's name, and the reason for the student's absence. If notice is not given prior to, or on the day of, the absence, documentation must accompany the student on the day the student returns to school. The student is responsible for giving to the teacher (K-5) or the front office (6-12).

All absences are considered unexcused except for the following situations, which will be considered excused absences:

- Student Illness - A note from a health care provider or parent should indicate the nature and date(s) of illness. If the student is absent for three (3) consecutive days or more, a written note from a physician, on official letterhead, is required.
- Death of Family Member - Parent should provide documentation of date(s) needed for absence.
- Court Appearance - Parent should provide documentation of date(s) of court appearance.
- Head Lice - Students who are found to have head lice (nits, eggs, etc.) must bring in either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof.
- Special reasons as determined by administration.

Make-Up Work

Students will **not** be allowed to make up work (except for tests and quizzes) missed during unexcused absences. A grade of zero will be issued for work missed during unexcused absences. It is the responsibility of the parent(s) and/or student to ensure all missed work is made up. **Students who receive out-of-school suspension (OSS) will be given unexcused absences for each day of suspension.** For an excused absence, students will have one day for each day they missed, to make-up any missed class work.

Excessive Absences

For attendance counts, **both excused and unexcused absences are included in the total.** The only absences that are not included in the absent total are medical excuses with a doctor's note and court excuses with legal documentation. All other absences will count toward the following absence totals for each semester (18-week) grading period:

- **1-10 Absences**: No penalty. All assignments missed for excused absences will receive full credit if they are made up within the appropriate time limits as defined herein.
- **11-20 Absences**: Student will be required to demonstrate mastery by earning a passing grade on a course exam to receive credit. If this is not completed, a grade of 59% (F) will be given with the comment, "Course credit withheld due to excessive absences."
- **21+ Absences**: Students will not earn credit for the course. A grade of 59% (F) or the grade earned in the course (whichever is lower) will be given with the comment, "Course credit withheld due to excessive absences."

A total of 24 or more absences over the course of the school year are considered excessive and may result in failure, dismissal, and/or non-reenrollment. Students who have missed more than the maximum allowed absences may appeal to the principal to have the loss of credit waived. The appeal must be in writing and include an explanation for the absences and a plan for avoiding additional absences. The principal will consider the totality of the circumstance(s) and based on its merits, may grant credit or require special conditions be met before credit is awarded. This appeal must be initiated before the end of the grading period in question. The signing of an Attendance Contract may be included as a condition of the appeal.

Tardiness

Three unexcused tardies or early departures in a quarter will carry the penalty of an unexcused absence and will count toward the student's overall attendance total. Tardy is defined as a student not being in the assigned classroom prior to the tardy bell ringing, and early departure is defined as being signed out before the end of the school day, but after meeting attendance requirements. Students in 6th – 12th grades will receive disciplinary action(s) after the third unexcused tardy (see section on Discipline). The principal and/or School Committee have the right to extend grace and/or mercy to excuse any absence or tardiness based upon the circumstance.

After 8:00 am, all students will be considered tardy for school and 6th – 12th graders will be considered late for each class once the tardy bell has rung for that period. A **total of 35 tardies and/or early departures over the course of the school year are considered excessive and may result in failure, dismissal, and/or non-reenrollment.** Tardiness and early departures can negatively affect a student's grades and will be addressed by the principal as needed. All tardies are considered unexcused, however, tardies may be excused only if:

- Academy staff, faculty, or administration detained the student (non-disciplinary reasons).
- Court Appearance with legal documentation.
- Illness of parent that prohibits timely transportation the student to school.
- The student was detained for circumstances beyond his/her control (e.g., traffic accident).
- A doctor's note on official letterhead is provided.

Tardiness and Attendance Probation

A student with excessive absences will be placed on Attendance Probation and may be required to sign an Attendance Contract. Students on Attendance Probation will not be allowed to participate in any in-school activities for the duration of the probation. This includes appealed absences. Excessive Absences (with or without notes) are defined as:

- 6 or more absences within the 1st Quarter
- 10 or more absences within the 2nd Quarter

- 15 or more absences within the 3rd Quarter

At the end of the first quarter, students with excessive absences will be placed on probation from in-school activities for the duration of the following quarter. A list will be mailed to the teachers and staff.

Early Dismissal/Early Check-Out

Classroom attendance is valuable in every class. Walk-up checkouts are not permitted after 2:05pm. (This includes student drivers/siblings.) Any early check-out after 2:00pm is marked as an unexcused absence. Three (3) unexcused early check-outs (prior to 2:05 pm) will result in one unexcused absence. Excused early check-outs are permitted for doctor or dental appointments, academic related appointments, school-related activities, emergencies or special considerations approved by administration.

ACADEMICS

Curriculum

Bob Jones University (BJU) curriculum is used in kindergarten through 12th grade. The curriculum chosen is built upon the firm foundation of scriptural truth and is written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching.

Florida Virtual School

Students will be able to satisfy foreign language requirements by taking American Sign Language classes through FLVS. No other classes will be offered by NCA utilizing FLVS.

Academic Assistance

Teachers will be available for individual attention before school, in class, after class, or after school for students who may be experiencing academic difficulties. In addition, the academy provides tutoring during school hours for students as needed. Various staff members may be available for individualized tutoring after school and during the summer months at a rate of \$15/half-hour. Counseling is also available to students for personal, academic, and spiritual needs. Students are urged to seek out pastoral staff, faculty, or the principal for assistance in any of these areas.

Credit Recovery

Middle and High School students who need to retake a failed class or recover credit for classes not taken prior to transferring to NCA, can do so using Edgenuity. These internet-based classes must be taken during the summer, or outside of normal school hours during the school year. Seniors with credit recovery concerns must see their academic advisor. Students due to graduate but enrolled in an Edgenuity class that ends after graduation, may participate in the graduation ceremony, but will not receive their official diploma until evidence of successful class completion is received by NCA from Edgenuity.

Student Information System

NCA currently uses the GradeLink system to record attendance, disciplinary actions, grades, and assignments. This system is also used for communication purposes between students, parents, teachers, and academy administration.

Calculators

Students may NOT use calculators for their classwork or on tests unless specifically authorized by the teacher. Teachers will specify what model calculator is needed, however, the TI-30X IIS calculator (available at Wal-Mart for around \$10) is suggested for all middle and high school students.

Dropping Classes

The student and parent must meet with the academic advisor before any class changes are made.

Dropping any classes may affect the student's eligibility for college scholarships. Because credits are issued by whole and half credits, the class may not be dropped after the second week of class has finished. After this date, a student dropping a course will receive a grade of "F" in that course. The principal may, at their discretion, issue a "W" (withdrawn) grade depending on the circumstances.

Elective Classes

- **Physical Education** (PE) will be offered two-three days each week. Archery classes, when offered, are an extension of the Physical Education program.
- **Art** will be offered at least once each week. Students may be required to bring and wear a smock or old T-shirt to cover their clothing to prevent spills on their school clothes. Students and parents will be informed ahead of time when these will be needed for class.
- **Music** will be offered at least once each week. Students are expected and required to participate in all activities to earn a passing grade. Students may be required to attend and participate in a performance to earn a major part of their grade.
- **Other Electives** like Drama, Praise Band, Chorus, Computer operations, Video production, Set design, and Journalism, as well as other electives available through Edgenuity will be offered as they become available.

Co-op program

The academy currently offers an elective co-op program that is available to Juniors and Seniors only. To participate, the student should maintain satisfactory academic progress toward graduation, be an employee in good standing, work a total of 160 hours per semester, and be in accordance with the academy's student driver and attendance requirements to receive 1.0 credit hour. Students will be allowed to work during the week (except Wednesdays at which time students must remain on campus). Students wishing to

participate in the co-op program will be required to complete a Co-op Agreement. If at any time the student is not in compliance with the terms of the agreement, they will be removed immediately from the program. Participating students will be responsible for having their employer complete their evaluations which includes verifying hours worked and the student's work ethic. The student will then return these evaluations to NCA by the 1st and 3rd Friday of every month.

Dual Enrollment

Dual enrollment is available for both Juniors and Seniors to earn both high school and college credits. High school students may be dually enrolled at Northside Christian Academy and either Baptist University of Florida (BUF) or Trinity Baptist College (TBC). Courses offered through BUF are sixteen weeks long and those through TBC are eight weeks in duration. Students cannot be enrolled in both BUF and TBC at the same time.

Students choosing to dual enroll are eligible to take up to four classes per year for a total of eight classes total between their Junior and Senior years at no extra cost (tuition and books are paid for by NCA). Students wishing to take additional classes beyond those covered by NCA can do so at their own expense. Dual enrollment is a cooperative program between NCA and the participating college or university, therefore, course availability, enrollment, and admission are at the discretion of the institution and students must adhere to the rules and policies of that institution as well as those of NCA.

GRADING

Grading Scale

A	B	C	D	F
100 - 90	89 - 80	79 - 70	69 – 60	59 and below

Report Cards

Grades will be determined based upon daily work, quizzes, tests, projects, attendance, behavior, and participation. An incomplete “I” will be recorded on Progress Reports and Report Cards if the student has not completed all required work, tests, and quizzes. Report cards will be issued within one week of the end of each quarter. Report cards will not be issued to students whose parents have overdue accounts with the school. The final report card can be picked up or will be mailed after the school year ends.

Honor Roll

Parents are encouraged to support their students’ efforts to reach Honor Roll. Honor Roll requirements each quarter are as follows:

- **A Honor Roll** - Student is required to maintain a grade of A (or equivalent) in all subjects and a grade of Satisfactory (S) or higher in all conduct areas.
- **A/B Honor Roll Requirements** – Student must maintain A’s and B’s (or their equivalent) in all subjects. Must have at least one A and may have no grade lower than a B in addition to a grade of Satisfactory (S) or higher in all conduct areas.

Standardized Achievement Tests

Northside Christian Academy will give a yearly standardized achievement test to determine the student’s educational progress.

Dual Enrollment

Dual Enrollment classes will be weighted on the GPA by an additional .5 on the transcript. To be eligible for this, they must have the required grade point average (Juniors & Seniors-3.0 GPA), be recommended by a teacher and the principal, and earn college level scores on either the ACT, SAT, or PERT. To continue taking courses through Dual enrollment, students must maintain a B average (all grades in college added together). If they receive a C in a class, they will be placed on academic probation, meaning

they must earn a B or better in all classes taken that following semester. If a student receives a C or less, they will NOT be allowed to take dual enrollment classes the following semester. Students who receive an F in any college class may, at the principal's discretion, be removed from the dual enrollment program or suspended from the program for one semester.

Honors Classes

Honors classes may be offered in History, Science, or English. Eligibility is based on teacher recommendations and the previous year's grade of a B or higher in that subject.

Student Classification

High school students will be classified according to the number of credits they have earned by the first day of school or enrollment each year. Students on the high school level should endeavor to earn approximately 6 – 7 credits per school year. Classifications are as follows:

9 th Grade	Freshman	0 – 5 Credits
10 th Grade	Sophomore	6 – 11 Credits earned
11 th Grade	Junior	12 – 17 Credits earned
12 th Grade	Senior	18 + Credits earned

GRADUATION

Northside Christian Academy will ensure that its minimum requirements for graduation meet or exceed the graduation requirements as prescribed by the Florida Department of Education. All students are encouraged to pursue the highest level of academics possible. This will ensure preparedness for college, eligibility for scholarships, and the ability to be competitive in the workforce. All students are encouraged to take either the ACT or SAT before graduation regardless of the student's post-high school plans.

Students who have satisfied all the necessary requirements to graduate will be allowed to graduate at the end of their senior year. Students due to graduate but enrolled in an Edgenuity class that ends after the graduation date, may participate in the graduation ceremony, but will not receive their official diploma until evidence of successful class completion is received by NCA from Edgenuity. Students wishing to graduate from Northside Christian Academy must meet all graduation requirements, both academic and financial, as identified in this handbook.

Only half and whole credits are awarded and/or accepted. Northside Christian Academy uses a 4.0 scale in high school; therefore, only courses with a final letter grade of "D" (59.5%) or above earn credit toward graduation. Credits will be evaluated for ALL incoming students before admission is confirmed.

Northside Christian Academy will weight Honors courses and college level Dual Enrollment classes for the purpose of determining the Valedictorian and Salutatorian and for Honors Recognition.

Honors Recognition

Students wishing to receive Honors recognition during the graduation ceremony must meet the following requirements:

- **Honors:** Earn a 3.5 or higher on a 4.0 GPA scale. Students will wear a white cord at graduation.
- **High Honors:** Earn a 4.01 or higher on a 4.0 GPA scale. Students will wear a gold cord at graduation

Valedictorian and Salutatorian

To be considered for the distinction of either Valedictorian or Salutatorian, a student must be a member of the senior class, have attended Northside Christian Academy for at least two consecutive years immediately preceding graduation and receive Honors Recognition. The student who meets these requirements with the highest weighted GPA will be named Valedictorian and the second highest will be

named Salutatorian. Final averages for all awards will be based on grades/credits earned through the third quarter of the senior year. If there is a tie in the GPA calculation, numeric averages will be used to break the tie. Each will wear a gold stole at graduation and will give a speech.

National Honor Society

The National Honor Society is open to all sophomores, juniors, and seniors who maintain a clean disciplinary record and a 3.5 cumulative GPA, as well as uphold the four NHS pillars of Scholarship, Service, Leadership, and Character. Graduating seniors will wear an NHS stole and those who have held officer positions will wear NHS honor chords according to their office (President – blue and gold, VP, Chaplain, Treasurer, and Secretary – gold or silver).

Bright Futures Scholarship

Students interested in the Bright Futures Scholarship must adhere to the requirements of the state of Florida.

Textbook Replacement

Most textbooks are included in the book fee and will be the property of the student at the end of the year. In some cases, a textbook will be the property of Northside Christian Academy and assigned to the student for the year/semester and is expected to be returned undamaged at the end of the year/semester. In the case of loss or damaged textbooks, students will be charged the total price of replacement. Students will not be conferred their diploma until all fees and charges have been satisfied in full.

Cheating

Cheating is defined as anything that would give a student an unfair advantage over his peers. This could take place in many forms. Students who are found to have cheated overtly or covertly will be subject to suspension or expulsion. It is considered unethical for parents or students to have access to teacher guides or test/quiz answer key, this includes but is not limited to plagiarism and copying homework of another student. Use of these items will be considered cheating. More obvious examples of cheating would include – student viewing the test before it is given, student viewing or possession of test keys, and having answers to a test written down to look at while testing and viewing a peer's test answers during the test.

Credit Distribution

Twenty-four credits are required for graduation. Required credits are distributed as follows:

Subject	Required Credits	Subject	Required Credits
Bible	4	Social Studies	3
Bible I	1	World History	1
Bible II	1	American History	1
Bible III	1	American Government	½
Bible IV	1	Economics	½
Math	4	Science	3
Algebra I	1	Physical Science	1
Algebra II	1	Biology	1
Geometry	1	Chemistry	1
Consumer Math/Pre-Calculus	1		
English	4	Other	6
English I	1	Physical Education	1
English II	1	Foreign Language	2
English III	1	Practical/Performance Art	1
English IV	1	Add. Electives/Online Courses	2
Total Credits Required for Graduation		24	

Records Retention

Northside Christian Academy maintains all student records, including grades and transcripts, for a minimum of three years. Copies of records are available by request through the academy's main office.

COURSE DESCRIPTIONS

Bible

BIBLE TRUTHS*:

Includes a systematic approach to learning scripture through reading and tools such as maps, timelines, and Bible memorization. Students are instructed about events, Christian doctrines, and application of the Bible in their daily lives.

Recommend Course Sequence

Course	Grade Level	Credits
Bible Truths 9	9	1.0
Bible Truths 10	10	1.0
Bible Truths 11	11	1.0
Bible Truths 12	12	1.0

BIBLE*:

Guides students through intensive Bible study of books of the Bible and major Bible themes, including Creation, the Fall, and Redemption. Students are encouraged to form and defend a Biblical worldview, assess other views, and treat others with love and understanding.

Recommended Course Sequence

Course	Grade Level	Credits
Bible 9	9	1.0
Bible 10	10	1.0
Bible 11	11	1.0
Bible 12	12	1.0

*Bible Truths and Bible can be alternated, provided that sequential order is maintained.

English

1001310 ENGLISH I

Integrates writing, grammar, and literature to enhance the command of oral reading, writing, speaking and listening of the English language. This grade level reviews the eight parts of speech, sentence structure, mechanics, and usage while practicing dictionary skills, library skills, and study skills. Students also gain practice in writing and focus on fundamental literature. They sample American, British, and world literature in four genres: fiction, nonfiction, drama, and poetry,

1001340 ENGLISH II

Integrates writing, grammar, and literature to enhance the command of oral reading, writing, speaking, and listening of the English language. Students proceed through the parts of speech and sentence structure to guide through writing process and effective strategies. Students advance the foundations of literature by literary analysis and critical thinking.

100370 ENGLISH III

Integrates higher complexity level of writing, grammar, and literature to prepare students for college and career opportunities. Introduces students to advance grammar concepts while progressing writing process by completing more complex assignments and research. Literature focus is in American literature that examines Colonial-Revolutionary, Romantic, Realistic/Naturalistic, and Modern periods and issues relevant to each period.

1001400 ENGLISH IV

Integrates higher complexity level of writing, grammar, and literature to prepare students for college and career opportunities. Advances students' knowledge of grammar concepts and literature fundamentals, such as tone, conflict, character development, and point of view. The literature focus is on British literature that enables the students to appreciate storytelling and challenges the students to understand the human condition on a personal level, while recognizing the different biblical and humanistic approaches to dealing with it.

Recommended Course Sequence

Course	Grade Level	Credits
English I	9	1.0
English II	10	1.0
English III	11	1.0
English IV	12	1.0

History

2109310 WORLD HISTORY

This course guides students through the story of history, starting with creation and continuing to the present. Students will analyze five key themes throughout history from a biblical perspective: justice, power, citizenship, environment, and world religions. They will also do specific studies on Africa, the East, Asia, pre-colonization Americas, and empires in Africa, India, and Asia. As they trace the major

patterns in world history, they will see how those themes point more and more clearly to the triumph of the kingdom of God.

2100310 U.S. HISTORY

This course teaches students about the development of the United States as a nation for them to become informed and empowered citizens. The course begins with early American settlement, then moves on through the formation and early years of the nation, the Constitution, and the many challenges that have threatened survival. Students will develop their critical thinking skills as they learn to use their knowledge of the nation's history to make informed decisions about issues on a local, state, and national level.

2102335 ECONOMICS

Students will be introduced to key principles of economics from household purchases to the stock market. Each chapter includes personal finance sections which explain important economic principles and provide practical information about budgeting, banking, debt, credit and interest. Students will also learn about issues related to national economic systems and policies.

2106310 AMERICAN GOVERNMENT

This course prepares students to be informed and empowered citizens who have a biblical perspective of government. It teaches students about our nation, its development over the last four centuries, and its system of government. Students will have the opportunity to examine primary sources that are foundational to understanding how the US government should operate.

Recommended Course Sequence

Course	Grade Level	Credits
World History	10	1.0
U.S. History	11	1.0
Economics	12	0.5
American Government	12	0.5

Mathematics

1200310 ALGEBRA I

Develops an understanding of algebra and explains how to solve problems. Concepts discussed include graphing, solving systems of equations, operations with polynomial and linear equations, radicals, factoring polynomials, solving rational equations, and graphing quadratic functions.

1200330 ALGEBRA II

Students extend knowledge of linear, polynomial, rational, and radical equations by defining and calculating complex numbers, logarithms, and trigonometry. Students gain more practice graphing quadratic, polynomial, radical, and linear equations.

CONSUMER MATH

Students learn how to successfully manage personal finances. Topics discussed include budgets, taxes, interest rates, and banking. Students are given biblical perspective of stewardship.

1206310 GEOMETRY

Students utilize critical thinking to prove theorems and use formulas to perform calculations. Students enhance logic and critical thinking analysis.

1202340 PRE-CALCULUS

Review and advancement of key families of functions such as circles, ellipses, quadratic, exponential, radical, and rational functions. Students will also practice trigonometry and its applications. A biblical perspective is used to teach students how to apply these functions in the real world.

Recommended Course Sequence

Course	Grade Level	Credits
Algebra I	9	1.0
Geometry	10	1.0
Algebra II	11	1.0
Pre-Calculus (college bound seniors or Bright future applicants)	12	1.0
Consumer Math	12	1.0

Science

2000350 ANATOMY AND PHYSIOLOGY

Guides students through a systematic approach of the anatomy and physiology of the human body. Students are instructed in basic medical terminology, body planes, and directional terms. Also, students are taught about each body system's organs, functions, and diseases and disorders. This course includes a lab component.

2000310 BIOLOGY

Students gain knowledge of God’s creation by examining and observing cellular biology, genetics, cellular processes, microbiology, botany, zoology, and human anatomy. Students are presented with biblical worldview considering current scientific research and topics. This course includes a lab component.

2003340 CHEMISTRY

Guides students through the principles of chemistry including states of matter, chemical reactions, the periodic table, thermodynamics, and nomenclature. Students gain an understanding of how chemistry is in the action of everyday life and how many topics have daily applications. This course has a lab component.

2003310 PHYSICAL SCIENCE

Students gain a general understanding of chemistry and physics. This course examines how matter and energy react, how things move, why things move, and what makes matter behave the way it does. This course has a lab component.

2002500 MARINE SCIENCE

Guides students through the processes and life of the oceans. Students survey the geography, ecology, and biology of the ocean and marine life. Students will also examine the affect humans have had on ocean life and ecology through a biblical lens. This course has a lab component.

Recommended Course Sequence

Course	Grade Level	Credits
Physical Science	9	1.0
Biology	10	1.0
Chemistry	11	1.0
Anatomy and Physiology	12	1.0
Marine Science	12	1.0

Health

3026010 H.O.P.E. (HEALTH OPPORTUNITIES THROUGH PHYSICAL EDUCATION) *

Integrates health and physical education. Students explore a variety of topics including personal fitness, mental and social health, first aid, diseases and disorders, and alcohol, drug, and tobacco prevention and awareness. Students receive physical education and health credits.

*Recommended in 9th grade: PE 0.5 credits/ Health 0.5 credits.

Electives

0101300 2D ART

Students create a variety of two-dimensional (2-D) visual art using sketching, drawing, painting, collage, and various other techniques. Students learn concepts of design such as tone, depth, shading, lines, and other topics, while using a variety of media.

8106810 AGRISCIENCE FOUNDATIONS

Designed to introduce students to the history of agriculture, methods of agriculture, and importance of agriculture through the exploration of history, botany, farm animals, agriculture products and business, and careers in agriculture. Students observe and analyze different animals and research methods and the safety of practicing agriculture.

1501300 PERSONAL FITNESS

Students develop a knowledge of how to become healthy and active through proper diet and exercise. Biblical emphasis is placed on the body and its design to glorify the Maker.

2103300 CULTURAL GEOGRAPHY (1.0 CREDIT)

Students become informed citizens and empowered participants in society. It encourages students to appreciate the diversity of people, cultures, and landforms. It also aims to develop critical-thinking skills and demonstrates how knowledge of cultural geography is essential to understanding people from different nations and cultures.

2100350 FLORIDA HISTORY (0.5 CREDIT)

This course pertains to the study of the chronological development of the state of Florida by examining the political, economic, social, military and cultural events that affected the state. Students will be exposed to the historical, geographic, political, economic, and sociological events which influenced the progression of Florida.

2109430 HOLOCAUST HISTORY (0.5 CREDIT)

The primary content emphasis for this course pertains to the examination of the events of the Holocaust (1933-1945), the systematic, planned annihilation of European Jews and other groups by Nazi Germany. Content will include, but is not limited to, the examination of twentieth century pogroms and of twentieth century and twenty-first century genocides. Recommended Course Sequence

FACULTY AND STAFF

Administration

Rick Price – Principal

Vickie Raulerson – Middle/High School Vice Principal

Alicia Burke – Elementary School Vice Principal

Todd Von Weyhe – School Dean & Athletic Director

Gary Upchurch – Campus Pastor

Staff

Sharon Moody – School Secretary

April Pilcher – Financial Secretary

Joan Price – Special Events Coordinator

Connie Campbell – Office Assistant

Roger Fall – Counselor / Intervention Services

Ashley Jacobs – Tutor / Intervention Services

Amanda Cardwell – Food Services Manager

Wayne Stewart – Facilities Manager

Dalton Nugent – Maintenance Assistant

Steven Boyd – Maintenance Assistant

Faculty

Moesha Jones – Kindergarten Teacher

Jamie Garrison – 1st Grade Teacher

Linda Fowler – 2nd Grade Teacher

Laurie Gay – 3rd Grade Teacher

Autumn Sellers – 4th Grade Teacher

Joanne Ellis – 5th Grade Teacher

Leshia Boyd – 6th Grade Teacher

Bennie Patterson – Middle & High School Math

Becky Cook – High School Science Permanent Substitute Teacher

Amanda Nodae – ASL I & II Permanent Substitute Teacher

Doug Loyd – Middle School Science & History Teacher

Vickie Raulerson – High School History Teacher

Becca Pitts – Middle School Bible & High School English Teacher

Alicia Burke – High School Bible Teacher

Savannah Zapcic – Middle School English & Elementary Music

Noah Combs – Physical Education / Coach

Dena Harden – Art Teacher

Kayla Cook – Teachers Aid

PARENT RESPONSIBILITIES

Acceptable Parent Behavior Policy

The Acceptable Parent Behavior Policy is designed to inform parents of behavioral expectations when visiting the school and/or when interacting with school personnel. The policy provides a description of a broad range of behavior considered to be detrimental to effective school/home relationships and/or which serve to disrupt the educational process and are therefore inappropriate. Northside Christian Academy is committed to providing its students with the very best educational experience possible, to ensuring the safety, and the overall well-being of all parents, students, faculty/ staff, and volunteers. To achieve this goal, the support of parents and a strong, positive relationship with the school is imperative.

Therefore, ALL parents are expected to conduct themselves in a Christ-like manner consistent with the morals and values of the academy, with integrity, open communication, and mutual respect. Parents should always model positive, responsible behavior and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they also ensure that there is no disruption to the educational process. Parent(s)/guardian(s) who display inappropriate behavior that disrupts the educational process will result in administrative action, which may include expulsion of their child(ren) from Northside Christian Academy. Examples of inappropriate and unacceptable behaviors include, but is not limited to:

- Using behavior or comments which are profane, insulting, harassing, sexist, racist, or disrespectful.
- Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as sporting events and field trips.
- Cheating (e.g., doing the student's homework, coursework, etc.)
- Taking students out of the classroom or off school grounds without the permission of school personnel and/or the appropriate parent or guardian.
- Posting and/or distributing unauthorized materials on school grounds
- Any other acts that interfere with the orderly educational process in the classroom or the school

- Using behavior or making unbecoming and/or negative comments about Northside Christian Academy on social media and/or websites.

Parent Communication

Teacher to Parent - Teachers will attempt to communicate by phone, GradeLink, letters/notes, text messages, or conferences with parents of all students in their class on a regular basis. The main form of communication will be GradeLink email and text messages.

Discipline - Notices will be sent home with your child for dress code violations, when the consequences of an offense have earned a loss of privilege (i.e., driving, dress down, etc.), detention, suspensions, and/or when there are recurring problems.

Progress Reports - Progress reports are available upon request but will also be sent home with your child at the midpoint of each quarter and more often if the teacher chooses. Please sign the report and return it with your child, within two (2) school days. If a hard copy is needed, please submit a request in writing to the academy administrative office. All grades are posted on GradeLink at least weekly.

Parent/Teacher Conferences - Each teacher will schedule a meeting (in person or by phone) with the parents of all students in their class within the first 9 weeks after school commences. Conferences will be scheduled as necessary throughout the school year to offer assist parents with helping students adjust to academy routines, habits, discipline, academic work, and/or discuss any other problems the student may be having. Conferences will typically take approximately 20-30 minutes.

Parent to Teacher - If you wish to speak to, or meet with, your child's teacher, call the academy to speak with the teacher or notify the academy office that you would like to speak with the teacher and at what number you can be reached.

Outside Issues - Many things go on outside of school that can affect a student's behavior in school. When staff and faculty are aware of matters and that your child may be experiencing troublesome situations, we are in a better position to understand and to work with your child. Please help us help your child by keeping us informed concerning matters that may affect your child's behavior.

Concerns/Questions/Problems - If, at any time, you have questions or concerns about your child's education, rather than permitting a problem to grow while waiting for a teacher to contact you, it is

suggested that you telephone the academy to speak with the teacher or at least send in a note requesting a parent/teacher conference.

Contacting Principal or School Committee - If you have spoken to the teacher and still believe the matter to be unresolved, telephone the academy to speak with the principal or to schedule a conference with the principal. If you have spoken with the teacher and the principal and still believe the matter to be unresolved, call the academy to obtain the contact number for the School Committee Chairman or designee, to schedule a conference with the School Committee. Please do not come on campus unannounced and expect a conference, and please do not attempt to speak with a teacher in between classes.

Parent Correctional Procedures - If your child complains about a policy or disciplinary action, please:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting is emotionally biased and may not include all the details or information.
- Realize that the school has reasons for all rules and that they are formed without partiality.
- Support the teachers and administration and call the academy for all the facts.

Parent Involvement - Each class is permitted to have parents to assist the teacher on a volunteer basis. If you would like to volunteer, please understand that:

- The Administration and teachers will select parents based on willingness, availability, reputation, and Christian testimony and upon approval. Parents will be given advance notice of at least one week before his/her assistance is needed, time permitting.
- Parents may not plan or undertake activities on their own. The exception to this rule is if the parents are planning something special for the teacher.
- Under the supervision of the homeroom teacher, parents may:
 - Assist the teacher in planning, supervising field trips and class parties.
 - Assist in the classroom during periods when the teacher may desire additional assistance.

- Telephone parents of class members to remind them of field trip requirements, school events, soliciting refreshments for events, and any other contacts with which the teacher may need assistance.

ACKNOWLEDGMENT OF STUDENT-PARENT HANDBOOK

Student's Name: _____

By signing below, I am stating that I have read and understand the Northside Christian Academy Handbook and Discipline Policy and fully support the contents and policies therein. I will support Northside Christian Academy in helping me to prepare my child mentally, emotionally, socially, and physically, and most of all spiritually to be successful in life.

Parent Signature

Date

Parent Signature

Date

By signing below, I am stating that I have read and understand the Northside Christian Academy Handbook and Discipline Policy and will follow all the procedures and rules while enrolled as a student. I also understand the consequences should I break or violate a rule or policy.

Student Signature

Date

In accordance with scripture, Northside Christian Academy adheres to the belief that love for a child involves discipline (Proverbs 13:24) and that corporal punishment is an acceptable disciplinary measure when applied properly. However, as the parent/guardian, it is your choice to authorize or decline the application of corporal punishment by academy staff. Please initial below to indicate your choice.

I give Northside Christian Academy permission to paddle my child, as per Northside Christian Academy policies, should the need arise.

I **do not** give Northside Christian Academy permission to paddle my child, but I will be available to come to the school and administer the paddling myself.

I **do not** give permission for my child to be paddled under any circumstance and prefer that they be suspended in accordance with this handbook as a suitable alternative.