northside
CHRISTIAN ACADEMY

Parent/Student Handbook

A MINISTRY OF
northside
BAPTIST CHURCH

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OUR FOUNDATION

INTRODUCTION

Motto: Learn Faithfully, Love Deeply, and Lead Boldly
Guided by the heart of our church: Love God, Love Church, Love Others

Philosophy & Vision

Northside Christian Academy partners with Christian families to fulfill the biblical command of Deuteronomy 6:5–7—training children to love and follow the Lord in every area of life. We believe education is a discipleship process that should integrate truth from God's Word into all learning. As a ministry of Northside Baptist Church, we aim to develop students who grow in wisdom and godliness, reflect the love of Christ, and serve faithfully in their homes, churches, and communities. Our vision is to prepare students who love God wholeheartedly, engage the world with a biblical worldview, and boldly lead for the glory of Christ.

Mission Statement: To glorify God by providing a Christ-centered education that equips students to:

- **Learn faithfully** with academic excellence and biblical conviction,
- **Love deeply** in Christlike character and relationships, and
- **Lead boldly** with humility, courage, and a heart to serve.

Biblical Principles: Our educational foundation rests on three key biblical values:

- **Learn Faithfully**
  Academic growth begins with spiritual wisdom. We seek to honor God by pursuing truth in every subject through a biblical lens.
  "Make me to know your ways, O Lord; teach me your paths." – Psalm 25:4–5 (ESV)

- **Love Deeply**
  Love for God and others defines Christian maturity. We teach students to build relationships marked by grace, compassion, and respect.
  "You shall love the Lord your God with all your heart…You shall love your neighbor as yourself." – Matthew 22:37–39 (ESV)

- **Lead Boldly**
  Leadership flows from character, not position. We train students to lead with integrity, courage, and faith in God's promises.
  "Be strong and courageous…for the Lord your God is with you wherever you go." – Joshua 1:9 (ESV)

These principles reflect the heart of our shared calling to **Love God, Love Church, and Love Others**.

Statement of Faith

Northside Christian Academy upholds the doctrinal convictions of Northside Baptist Church and affirms the following biblical truths:

- **The Bible** is the inspired, infallible Word of God and the final authority for life and doctrine.
- **God** is one eternal being, existing in three persons: Father, Son, and Holy Spirit.
- **Jesus Christ** is fully God and fully man. He lived a sinless life, died for sinners, rose bodily, and will return in power and glory.
- **The Holy Spirit** indwells believers, convicts of sin, and empowers godly living.
- **Mankind** was created in God's image but fell into sin and is in need of redemption.
- **Salvation** is by grace alone through faith alone in Jesus Christ alone. It is a gift that cannot be earned and is eternally secure.
- **The Church** is a local body of baptized believers who unite to worship, disciple, and proclaim the gospel.
- **Last Things** include the personal return of Christ, the final judgment, and the eternal destinies of heaven and hell.

All teaching, discipline, and decision-making at Northside Christian Academy reflect this faith foundation.

GOVERNANCE AND AFFILIATIONS

School Committee

Northside Christian Academy operates as a ministry of Northside Baptist Church. It is governed by the Northside Baptist Church School Committee, which consists of seven elected church members. The NCA Headmaster and a pastor of Northside Baptist Church (NBC) will serve as non-voting ex officio members. The School Committee meets monthly and is responsible for policy oversight, accountability, and supporting the mission of the academy. Parents may request to address the committee by contacting the school office in advance.

Affiliation and Accreditation

Northside Christian Academy complies with Florida State Statute 1002.42 governing private education and operates under the spiritual and administrative authority of Northside Baptist Church.

The academy holds accreditation through:

- **Cognia**
  - **North Central Association Commission on Accreditation and School Improvement (NCA CASI)**
  - **Southern Association of Colleges and Schools (SACS CASI)**
  - **Northwest Accreditation Commission (NWAC)**
- **Florida League of Christian Schools (FLOCS)**

- **International League of Christian Schools (ILCS)**

These agencies are recognized by the Florida Department of Education and respected by colleges and institutions worldwide.

Statement of Nondiscrimination

Northside Christian Academy admits students of any race, color, or national/ethnic origin to all the rights, privileges, programs, and activities generally available. We do not discriminate in the administration of our educational policies, admissions, scholarships, athletics, or other school-administered programs.

Learn
FAITHFULLY

ADMISSIONS AND ENROLLMENT

Northside Christian Academy is a Christ-centered ministry of Northside Baptist Church. We welcome students whose conduct, lifestyle, and beliefs align with biblical standards and the mission of the academy. Admission decisions are based on spiritual alignment, academic readiness, behavioral history, and parental partnership.

NCA reserves the right to deny admission or re-enrollment to any student:

- Whose lifestyle or conduct contradicts biblical teaching.
- Who has been expelled or remanded to an alternative school (must be approved by the School Committee).
- Whose parents are uncooperative or unsupportive of the school's mission, policies, or personnel.

Kindergarten applicants must be five years old by September 1. Students who turn 20 during the academic year require special committee approval.

Note: Northside Christian Academy does not currently have the staff or resources to support all IEP/504 accommodations. However, we provide services that offer a limited range of accommodation.

Enrollment Procedures

To officially be on NCA's student enrollment roster, families must:

- Submit a completed application with the **non-refundable registration fee.**
- Attend a **family interview** with the administrative team (student and at least one parent).
- Provide the following documentation:
    - Transcripts, report cards, and standardized test scores.
    - Attendance and behavior records.
    - Birth Certificate.
    - Physical exam and immunization records (required before attending).
    - Any applicable court orders (for custody).
    - Step-Up Award/Scholarship Identification Letter

All 1st–5th grade students must complete an entrance exam to assess placement. Grades 6–12 are placed based on transcripts and credits earned, with 59.5% as the minimum passing grade per course.

Re-Enrollment

Re-enrollment is not automatic. Current students must:

- Maintain good academic standing and regular attendance.
- Be in good behavioral and financial standing.
- Complete the re-enrollment process in ***Gradelink***.
- Submit updated medical forms and pay the registration fee.
- Be approved by the administration and School Committee.

Transfer Students

From Other Schools

Transfer students must:

- Provide academic, behavior, and attendance records.
- Complete an interview with the administrative team.
- Take an entrance exam (K–5 only).

Placement will be determined by performance and documentation, not by grade promotion alone.

From Homeschool

Homeschool transfers must:

- Comply with **Florida Homeschool Law (s.1002.41)**
- Submit curriculum records, health forms, final grades, and standardized test results or portfolio.
- Participate in an interview with administration.
- Agree to all handbook policies and confirm by signing the handbook agreement letter.
- Establish a tuition payment plan through the NCA Finance Office.

Homeschool students wishing to take only classes or participate in extracurriculars should refer to the **Homeschool Inclusion Policy**.

Orientation

Orientation is **mandatory** for all new and returning students and their parents. It will be offered once in the morning and once in the evening during the week prior to the first day of school. Orientation ensures that families are informed and prepared for the academic year.

To ensure a smooth and organized start to the school year, families are strongly encouraged to bring all required school supplies to Orientation rather than waiting until the first day of school. Bringing supplies at Orientation allows teachers to organize materials in advance and helps students begin the first day ready to focus on learning.

Withdrawal

A student is not considered withdrawn until:

1. A parent submits a **Withdrawal Form** and **Exit Survey.**
2. All accounts are paid in full.
3. All school property (books, uniforms, equipment) is returned.

No records or transcripts will be released until these conditions are met.

HOMESCHOOL INCLUSION POLICY

Northside Christian Academy values school choice and welcomes homeschool students into select academy activities. Participation is a privilege and subject to approval based on the following:

Eligibility

- Must comply with **Florida Homeschool Laws (s.1002.41)**.
- FLVS full-time or flex-time students are not eligible.
- Participation may include academic classes, chapel, or athletics—subject to administrative discretion. If a homeschool student is approved to participate in classes and/or athletics , he or she is required to complete an up-to-date pastor's recommendation form that shows the student faithfully attends church.

Documentation Required

- Health and immunization forms.
- Academic portfolio including curriculum details and grade levels.
- Standardized test results and/or portfolio with certified teacher review.
- Quarterly grade reports for continued eligibility.

Process

- Student and parent interview with administration.
- Agreement to abide by the Parent-Student Handbook.
- Payment of applicable fees (see Financial Office).

Participation Guidelines

- Arrive and depart within 5 minutes of scheduled activities.
- May attend lunch only if enrolled in consecutive classes that span lunch.
- Excluded from full-time student privileges such as Homecoming Court, yearbook features, senior trip, and class awards.
- Homeschool graduates may walk at NCA graduation only if members of Northside Baptist Church, and wear an approved cap and gown (non-NCA cap gown).
- Parents are responsible for providing a diploma or certificate for a NBC Pastor's Signature.

Administrative Discretion

The NCA Headmaster reserves the right to determine eligibility and participation for homeschool students on a case-by-case basis. Homeschool student participation requests are processed through the NCA administration office.

ACADEMICS

Curriculum

Northside Christian Academy provides a biblically integrated education using primarily the **BJU Press** curriculum, designed to promote critical thinking, spiritual growth, and academic excellence. All subjects are taught from a biblical worldview and aligned with state graduation requirements.

Academic Support

NCA is committed to helping students succeed:

- **Tutoring or Academic Coaching** may be offered when available (contact NCA front office).
- **Parents are encouraged to partner** with teachers to address academic concerns early.
- Accommodations for students with learning needs will be considered, but full IEP/504 support may not be available.

- In partnership with families, formal academic accommodations require documented medical, psychological, or educational diagnosis and administrative approval. Outside recommendations are reviewed but do not automatically require implementation, and teachers may provide reasonable classroom support at their professional discretion.

Honors Classes

- High school Honors courses may be offered in History, Math, Science, or English.
- Eligibility is based on teacher recommendations.

Online and Dual Enrollment Options

Florida Virtual School (FLVS paid by parents)

- Select FLVS courses may be approved by administration for credit toward graduation.
- Students must remain in good standing and complete coursework independently.

Dual Enrollment

- Available for eligible high school students through partnerships with Baptist University of Florida and Trinity College of Jacksonville. Students that are approved to dual enroll can take up to four classes per year (2 classes per semester). Any additional dual enrollment classes are the responsibility of the parent and student.
- Students must meet GPA and testing requirements.
- Dual enrollment grades become part of the student's permanent high school transcript.
- Parent and administrative approval required.

Credit Recovery

Middle School or High School students who fail courses may:

- Repeat the course(s) through NCA during summer, or the next academic year.
- Use approved credit recovery programs, pending administrative approval.
- Must earn a minimum of 59.5% to receive credit.

Student Information System

NCA uses ***Gradelink*** for communication, grade tracking, attendance, and assignments.

- Parents and students should check *Gradelink* regularly.
- Official report cards and progress updates are posted via this system.

GRADING & ACADEMIC RECORDS

K - 12 Grading Scale

Grade	Percentage
A	**90-100 %**
B	**80-89 %**
C	**70-79 %**
D	**59.5-69 %**
F	**0-59.4 %**

Report Cards

- Report cards will be issued within one week of the end of each quarter.
- The final report card can be picked up or will be mailed after the school year ends.

Honor Roll

- Honor Roll requirements each quarter are as follows:
    - A Honor Roll - Students are required to maintain a grade of A in all subjects.
    - A/B Honor Roll Requirements – Students must maintain A's and B's in all subjects.

Dropping or Changing Classes

- Students may request a schedule change within the **first two weeks** of the semester.
- Dropped courses after the deadline will result in a failing grade unless otherwise approved.

Electives and Co-Op Courses

- A variety of electives are available based on grade level and staffing.
- Participation in approved homeschool co-op courses or extracurriculars may count toward elective credit (with documentation and approval).

Standardized Achievement Tests

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

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.

- Classifications are as follows:

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

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	I	American Government	1/2
Bible IV	1	Economics	1/2
Math	**4**	**Science**	**3**
Algebra I	1	Physical Science	1
Algebra II	I	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.

GRADUATION REQUIREMENTS

To graduate from NCA, students must:

- Complete all required academic credits (meeting or exceeding state standards) (24 credits) as prescribed by the Florida Department of Education.
- Earn a passing grade (minimum 59.5%) in each required course.
- Attend at least **90% of the school year** in each enrolled class.
- Meet spiritual formation requirements, including Bible classes and chapel attendance.
- Students must meet all graduating requirements academically, behaviorally, and financially.
- Only half or whole credits are awarded and/or accepted.
- Credits will be evaluated for all Incoming students prior to confirmation of admission to NCA.

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 that has attended NCA for two consecutive years immediately preceding graduation.
- The student who meets the criteria with the highest GPA will be named Valedictorian.
- The Student who meets the criteria with the second highest GPA will be named Salutatorian.

Additional graduation-specific guidelines (Senior dress code, Honors, cap and gown photos, etc.) will be communicated to Senior families during the school year.

COURSE DESCRIPTIONS

Courses at Northside Christian Academy are designed to meet graduation standards while equipping students with a Christ-centered, academically rigorous education. All core courses include biblical integration.

Bible

- Required for all students each year.
- Covers Old and New Testament survey, doctrine, life application, and worldview.
- Encourages spiritual growth, discipleship, and Scripture memorization.

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 the 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 the 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 a 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 a 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 effect 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.

8200420 Cooperative Diversified Education – OJT *1.0 Credit*

This course allows students to participate in off-campus work experience, relevant to their chosen career field. Students gain valuable experience learning time management, personal finances, and work experience.

1006300 Journalism *1.0 Credit*

Students will use computer, writing, and technical skills to produce a quality newspaper/newsletter and/or yearbook. Students may record school announcements or work on public service announcements or awareness. Students will positively reflect NCA's image and legacy.

9009370 Information and Communications Technology *1.0 Credit*

The purpose of this course is to provide students computer and information technology skills necessary for success in their future academic and career goals. In addition to fundamental computer information, the content includes but is not limited to word processing, spreadsheet, database, Internet communications, cybersecurity, and Microsoft Suite and Google Suite.

Love
DEEPLY

STUDENT LIFE

Spiritual Life Opportunities

Northside Christian Academy intentionally provides opportunities for students to grow in their understanding of God and develop spiritual habits that will continue throughout their lives.

Chapel Purpose

The purpose of chapel is to encourage students to:

- grow in their understanding of Scripture
- develop a deeper relationship with God
- reflect on personal faith and character
- consider how to live faithfully in everyday life.

Chapel Services

Students participate in regular chapel services designed to encourage spiritual growth through biblical teaching, worship, prayer, and testimonies.

Chapel messages focus on themes such as:

- developing a biblical worldview
- Christlike character
- servant leadership
- living boldly for Christ.

Chapel is an important part of the spiritual life of Northside Christian Academy. Students are required to attend and approach chapel with a respectful and attentive attitude.

Chapel Expectations

During chapel services, students should:listen respectfully during teaching and worship

- refrain from unnecessary talking or distractions
- participate appropriately when invited to sing, pray, or respond.

Teachers and staff also attend chapel and assist in maintaining a respectful and worshipful environment.

Bible Instruction

Bible classes are an important part of the curriculum and are designed to help students understand Scripture, apply biblical truth, and develop a personal relationship with God.

Students are taught:

- the overall message of the Bible
- foundational Christian doctrine
- practical application of biblical principles.

Student Leadership and Service

Students are given opportunities to grow through service and leadership experiences such as:

- helping younger students
- participating in community service projects
- assisting with chapel or school events
- mentoring peers.

Field Trips

- Students are expected to participate in all field trips. If not attending, they must be present at school to complete assigned work.
- Dress code applies unless otherwise stated in writing.
- Parents attending must dress modestly and avoid smoking or inappropriate language.

Extracurricular Eligibility

Participation in extracurricular activities (including athletics, praise team, yearbook, college visits, mission trips, and other school-sponsored programs) is considered a privilege. Students must maintain appropriate academic and attendance standing in order to participate.

Academic Requirements

- Students must maintain a **minimum 2.0 GPA in each class**.
- Academic eligibility is reviewed at **mid-quarter progress reports and at the end of each quarter**.

Academic Probation

- A student who receives **two (2) F's or four (4) D's** at an eligibility review will be placed on **academic probation** and will be **temporarily ineligible** to participate in extracurricular activities.
- Students may regain eligibility once their grades improve to meet the **minimum 2.0 GPA requirement in each class**.
- Eligibility may be restored upon administrative review once academic improvement has been demonstrated.

Attendance Requirement

- Students must maintain **regular school attendance** in order to participate in extracurricular activities. Attendance expectations are outlined in the **Attendance Policy** section of this handbook.

Administrative Discretion

- Teachers may notify administration of significant academic concerns between review periods, which may result in an additional eligibility review.
- The Dean of Students, in consultation with the Athletic Director or activity sponsor, may grant **conditional participation for certain academic or ministry-related events** when it is determined to be in the **best educational or spiritual interest of the student.** This approval applies **only to the specific event and does not restore general eligibility.**

Registered Extended Care

- Available for K–5th grade from dismissal until 6:00 PM and before school from 6:30–7:50 AM.
- Late pickup after 6:00 PM will result in a **$1 per minute per child** charge starting on the third offense.

Transportation

- NCA does not provide transportation to and from school.
- NCA provides transportation for school sponsored events and some related activities.
- Students are expected to follow all behavior guidelines while on school vehicles.
- Blatant misbehavior and/or disrespect of transportation authority will require a parent meeting and may result in loss of transportation privileges to any and/or all extracurricular activities.

Student Drivers

- Must have administrative approval to drive/park on campus and a completed/signed permission form on file to include a photocopy of driver's license, insurance and vehicle registration.
- Operate vehicles safely while driving on campus. Be cautious of children and obey a 5 MPH speed limit when driving through the covered walkway and drop-off and pick-up area.
- Do not drive on the grass, "Rev" the engine, blow exhaust or spin your tires on NCA campus.
- Loud or inappropriate music is not authorized on NCA campus.
- Reckless driving or leaving campus without permission will require a parent/student meeting with an NCA administrator. The meeting will determine if the student loses their driving privileges.
- Must not transport any other students off campus without written permission from both student's parents and/or guardians. NCA Administration must have advanced knowledge of such actions.
- Are expected to be at school on time. If tardy more than five times a quarter, driving privileges will be suspended for the remainder of the quarter. If tardy more than 15 times, driving privileges will be suspended for the remainder of the school year.
- Will not allow another student to drive or move their car or provide their keys for another student to access their vehicle.
- Will not use their car as a hang-out place before or after school. Before school, park the car and go inside. After school, say goodbyes and depart the NCA campus.
- Will not store or hold any items that are prohibited at NCA personally and/or for someone else. Drivers will be held responsible if prohibited items are found in the vehicle whether the driver had knowledge of them or not.

Athletics

Northside Christian Academy offers a variety of athletic opportunities designed to help students grow physically, develop teamwork, practice discipline, and represent Christ with integrity in competition. Participation in athletics is considered a privilege and an opportunity for students to develop character, leadership, and sportsmanship while representing NCA and our mission to Learn Faithfully, Love Deeply, and Lead Boldly.

Sports Offered

Northside Christian Academy currently offers the following athletic programs:

Girls Volleyball
Golf
MS Basketball
Varsity Basketball
Boys Flag Football
Softball
Baseball
Cross Country
Archery

Sports are made available as interest and resources allow.

Students participating in athletics are expected to maintain appropriate academic standing, demonstrate Christ-honoring conduct, and follow all school policies.

Athletic Participation Requirements

Before a student may participate in any athletic practice, workout, or competition, all required forms, fees, and documentation must be completed and submitted.

NCA & SECC Required Paperwork (All Student Athletes)

Students must complete all of the following requirements:

1. **EL2 – Preparticipation Physical Evaluation (Current Revision)**
    - **Pages 1–4 must be fully completed.**
    - **All sections must be signed by the student, parent/guardian, and physician.**
    - **A current sports physical is required and must be no more than 365 days old.**
2. **SECC Consent and Release from Liability Certificate**
   Must include:
    - **Student printed name, signature, and date**
    - **Parent printed name, signature, and date**
    - **Provide updated/current insurance company and policy number**
3. **NCA Parent and Coach Relationship Agreement**

- **Student and parent signature and date**

4. **NCA Hold Harmless Agreement**

    - **Student printed name**
    - **Parent printed name, signature, and date**

5. **NFHS Learning Center Certificates**
   Students must complete and submit printed certificates for the following courses:

    - **Concussion in Sports**
    - **Sudden Cardiac Arrest**
    - **Heat Illness Prevention**
    - **Each certificate must include the student's name and date completed**

7. Non-refundable fee of $150 to be paid per sport per student.

8. NCA, in order to stay in compliance, abides by all SECC rules regarding athletic participation.

Additional Requirements for Homeschool Students *(Not on PEP Scholarship)*

Homeschooled students who are not receiving the PEP Scholarship must complete all of the above requirements in addition to the following:

1. **EL7 – Registration Form for Home Education Student**

    - **Pages 1–3 must be completed in their entirety**
    - **Must be notarized**

2. **EL7V – Verification of Student Registration with Public School District Home Education Office**

    - **Completed by parent**
    - **Must include printed name, signature, and date of the District Home Education Coordinator**

3. **EL9 – Home Education Student Academic Progress Report**

    - **Completed by the parent**

4. **GA4 – Affidavit of Compliance with Policies on Athletic Recruiting & Non-Traditional Student Participation**

    - **Required for homeschool students in upper grades (typically 10th–12th)**
    - ***Final grade requirements should be verified with the Athletic Director.***

5. **SECC Home School and/or SECC Sister School Student Application Form**

    - **Completed by parent**

- **Signed by the principal**

6. **Copy of Original Birth Certificate**

Additional Requirements for Homeschool Students *(Receiving the PEP Scholarship)*

Homeschooled students who participate through the PEP Scholarship program must complete all NCA required paperwork listed in the first section, plus the following:

1. **EL3 – Consent and Release from Liability Certificate**
    - **Pages 1–5 must be fully completed**
    - **All required signatures must be included**
2. **EL15 – Registration Form for PEP Student**
    - **Pages 1–3 completed by parent**
    - **Printed names and signatures of both parent and student**
    - **Must be notarized**
3. **Printed Scholarship Award Details from Step Up for Students**
4. **Copy of Original Birth Certificate**

Final Participation Approval

A student may not participate in practices, workouts, or competitions until all required forms, fees, and documentation have been completed, submitted, and approved by the athletic department.

Parents and students are responsible for ensuring all paperwork remains current and on file throughout the athletic season.

Discipline Philosophy

At Northside Christian Academy, discipline is designed to cultivate Christlike character, protect the learning environment, and develop personal responsibility. Our goal is not merely behavior correction, but heart transformation, restoration, and growth.

All disciplinary incidents and consequences are documented in Gradelink.

Administration reserves the right to adjust consequences based on severity, frequency, or unique circumstances.

LEVEL 1 – Classroom Correction *(Teacher Managed)*

Minor behaviors that primarily affect the individual student and can be corrected within the classroom.

Examples May Include:

- Disruptions or excessive talking
- Being unprepared
- Tardiness
- Sleeping in class

Possible Consequences:

- Verbal redirection
- Seating change
- Reflection time
- Loss of minor privileges
- Parent notification if repeated by text, email, or phone call

LEVEL 2 – Documented Concern *(Teacher + Parent Involvement)*

Repeated Level 1 behaviors or moderate misconduct requiring documentation and parent communication.

Examples May Include:

- Continued classroom disruption
- Disrespectful speech or behavior
- Dress code violations

- Excessive tardiness (more than 3 for 6th–12th grades per period)
- Minor misuse of property or accidental damage
- Tampering with or using another student's belongings without permission (including lockers, desks, bags, or personal items)
- Inappropriate non-violent peer interactions
- Minor dishonesty

Possible Consequences:

- Documentation in Gradelink
- Parent contact
- Behavior reflection or written assignment
- Loss of privileges
- Teacher conference

Possible administrative notification/involvement

LEVEL 3 – Administrative Intervention *(Formal Handwritten Referral Required)*

Behavior requiring administrative involvement due to disruption, safety concerns, or repeated misconduct.

Examples May Include:

- Repeated Level 2 behaviors
- Defiance or ongoing disrespect and dishonesty
- Profanity or crude language/gestures or inappropriate physical contact
- Unauthorized technology use
- Repeated or intentional interference with another student's personal belongings or vandalism (writing on desks, damaging school property, defacing items)
- Leaving class without permission
- Bullying behavior (non-violent)
- Bringing animals, reptiles, or pets on campus without prior administrative approval

Possible Consequences:

- Administrative referral
- Parent conference
- Silent lunch (K–5)
- In-School Suspension (ISS)
- Restricted extracurricular participation
- Behavior contract

LEVEL 4 – Suspension-Level Offense *(Serious or Harmful Conduct)*

Behaviors that significantly disrupt school operations, threaten safety, or involve serious misconduct.

Examples May Include:

- Fighting or physical altercation
- Threats toward students or staff
- Harassment (physical, verbal, or sexual)
- Cheating or academic dishonesty
- Accessing or sharing pornography/illicit material
- Leaving campus without permission
- Forgery
- Gambling
- Major property damage or vandalism resulting in costly damage
- Reckless driving on academy property
- Possession of a weapon (anything reasonably considered a weapon)
- Bringing potentially dangerous, venomous, aggressive, or otherwise unsafe animals on campus

Possible Consequences:

- 1–3 days In-School Suspension (ISS)
- 1–3 days Out-of-School Suspension (OSS)
- Required parent conference
- Extracurricular suspension
- Probationary status (behavior contract)

Academic Policy (6–12):

- Major assignments may be submitted with a one-letter grade deduction.
- Daily assignments may receive a zero unless otherwise approved.

LEVEL 5 – Expulsion-Level Offense

Severe or repeated violations that compromise safety, legal standards, or the moral integrity of the school community may result in suspension, expulsion, and/or referral to law enforcement when appropriate.

Examples May Include:

- Illegal activity
- Substance use or possession (alcohol, drugs, tobacco, vape devices, paraphernalia)
- Second fighting offense
- Inappropriate sexual behavior, including sexual activity, sexting, or the sharing or requesting of explicit content, whether in person or through electronic communication
- Repeated violence or harassment
- Extreme destruction, criminal-level damage, safety violations or repeated vandalism

Possible Consequences:

- Immediate OSS pending review
- Law enforcement involvement if necessary
- Administrative hearing to determine suspension or expulsion

Re-Admission (If Permitted):

- No re-application for one full year from dismissal date
- Evidence of repentance and growth
- Pastor recommendation
- Administrative committee approval

Corporal Discipline (Elementary Only)

With written parental permission, corporal discipline may be administered by the Principal (maximum three swats) with a same-sex staff member present as witness. If parents opt out, suspension will be applied instead.

DRESS CODE & APPEARANCE

Purpose

Northside Christian Academy expects students to present themselves with modesty, cleanliness, and respect for God and others. Our dress code promotes Christlike testimony, minimizes distractions, and reinforces the values of discipline and self-respect. Determinations regarding whether a student is in compliance of the following dress and appearance guidelines are at the discretion of NCA Administration:

Dress Code Principles

- Modesty over trendiness.
- Clean, neat, and appropriate attire.
- No clothing that promotes immorality, rebellion, or disrespect.
- Appearance should not distract from learning or reflect worldly values.

Dress code standards apply during school hours, field trips, homecoming, prom, banquets, and all other school-sponsored events unless otherwise approved. Failure to comply may result in denial of participation, removal from the event, or being sent home, as determined by school administration.

General Guidelines

- Students must arrive and leave school in dress code.
- All clothing must be modest, clean, and in good repair (no holes, tears, or fraying).
- Tight, revealing, low-cut, or form-fitting clothing is prohibited.

- Undergarments must not be visible. Kindergarten - 2nd grade girls are encouraged to wear leggings or shorts under dresses for modesty as they learn to sit appropriately while wearing dresses.

- Clothing with inappropriate logos, images, or messages are not allowed.

- Sunglasses are not to be worn indoors.

- Hats of any kind will not be allowed during school hours. Special dress up days are the only exception.

- Clothing for dress up days must comply with general dress code guidelines.

Approved Clothing

- Solid-colored polos or NCA shirts (t-shirts are for Fridays only)

- Pants or jeans in neutral colors (navy, khaki, black, gray) without holes, rips, or frays. Belts are required for 6th through 12 grades to ensure pants fit appropriately without sagging. Pants such as carpenter, cargo, or those with expandable side pockets on the legs are not permitted. Belts may not have spikes, studs, or metal rings.

- Girls may wear skirts, skorts, dresses, or jumpers that reach to the knee.

- Leggings may only be worn under skirts or skorts and may not be worn alone or with long shirts or sweaters.

- K-5th Grades may also wear knee length uniform or dress shorts. Pants that are carpenter, corduroy, cargo, or with expandable side pockets on legs are not allowed.

- Outerwear must be clean, modest, and free of inappropriate logos, graphics, or slogans, including content that is suggestive, profane, vulgar, violent, drug- or alcohol-related, occult-themed, or otherwise inconsistent with the academy's biblical standards and values.

Hair & Grooming

At NCA, we believe how we present ourselves reflects our character and our commitment to Christ. Our goal is not to be legalistic, but to maintain a neat, respectful, and unified school environment.

For Everyone

- Hair must be **clean and neatly groomed**.

- Hairstyles should be **natural in appearance** and not distracting.

- Extreme, attention-seeking, or exaggerated styles are not permitted which includes unnatural hair colors (bright blues, pinks, reds, greens, etc.).

- The administration makes the final decision regarding distracting or appropriateness of hair..

Boys

- Hair must be kept **above the eyebrows in the front**.
- Hair must not go below **the collar in the back**.
- Hair must lay naturally and may not be styled upward or outward in a way that creates noticeable height or a distracting appearance.
- Mohawks, man buns, braids, shaved designs, and bleached hair are not permitted.

Quick Reference:
Boys' hair must be neat, naturally styled, above the eyebrows, ears, not below the collar, and not distracting.

Girls

- Hair must be neatly groomed and worn in a natural style.
- Hairstyles may not include shaved patterns or extreme designs.
- Hair color must remain within natural tones of brown, black, blonde, and red.

Quick Reference:
Girls' hair must be clean, neatly groomed, naturally styled, and free from extreme or attention-seeking colors or designs.

Our Heart Behind the Policy

We desire for our students to **Learn Faithfully, Love Deeply, and Lead Boldly** — and part of leadership is presenting ourselves with humility, self-respect, and consideration for others.

If a hairstyle does not meet guidelines, students will be asked to make corrections.

Jewelry and Accessories

- Girls: Earrings are limited to the mid-to-lower lobe (maximum of three per ear) and must be modest in size. Gauges and all facial or tongue piercings are not permitted.
- Boys: No earrings, nail polish, or makeup allowed.
- Choker/spiked necklaces or extreme jewelry are not permitted.
- Shoes must be closed-toed, safe, modest, and free of lights, wheels, or excessive decorations (Examples: Gym shoes, boots, Vans, and Hey Dudes). Females are allowed to wear shoes with heels no higher than 2". Crocs and Sandals are only worn on pre-approved fundraising days.

Dress Code Violations

Violations that were cumulative and will result in progressive discipline and each violation will be annotated into the NCA Gradelink system for tracking purposes by the teacher and/or appropriate Dean of Students:

Violation #	Consequence
1st	Warning and documentation. Contact parents for immediate correction (Examples: change of clothes or shoes).
2nd	Referral sent home for parent signature.
3rd	1 day ISS.
4th	2–3 days ISS.
5th	3–5 days ISS.

Lead
BOLDLY

STUDENT RESPONSIBILITIES

Attendance and Punctuality

In accordance with Florida law (F.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. 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.

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.

In order to maintain regular attendance and good academic standing,

- Parents will be contacted by NCA when a student is absent.
- Absences are recorded as an Excused Absence with a doctor's note.
- Students must attend **at least 90%** of scheduled school days (**no more than 5 unexcused absences in a quarter**). More than 5 unexcused absences in a quarter will result in a grade of 59% for that grading period.
- 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.
- It is the responsibility of the parent(s) and/or student to ensure all missed work is made up.
- Excessive absences or tardies will affect participation in extracurricular activities and possible loss of scholarship.

Punctuality also contributes to daily academic success.

- Punctuality for school is arriving at school before 8:00 a.m.; arriving after 8:00 is considered being tardy.
- Punctuality for class is defined as being in the student's assigned classroom prior to the bell; arriving after the bell is considered being tardy.
- Early dismissal is leaving school after being counted present for the day.

Consequences for Excessive Tardiness and Early Dismissals

- Arriving at the academy after 8:00 is an unexcused tardy.
- Not being in the assigned classroom when the bell rings is an unexcused tardy.
- Three unexcused tardies/early dismissals per quarter equals one unexcused absence added to the attendance record.
- The third unexcused tardy will begin discipline action as outlined in the Discipline Plan on pages ten and eleven.
- Excessive tardiness is any more than five tardies and three early dismissals per quarter.

School Hours and Pick-Up

- **Regular school hours are from 8:00 am - 2:50 pm.**
- **K–5th** students must be picked up promptly at 2:35 PM or enrolled in Extended Care.
- **6th–12th** students must be picked up promptly between 2:50 and 3:10 PM. After 3:10 PM, the school is not responsible for supervision unless students are in a supervised school activity.
- Athletes must remain on campus with their coach. Students not participating in athletics or NCA sponsored events/activities, must leave campus and return for evening events.
- For safety and end-of-day accountability, **students may not be checked out early after 1:50 PM.**

Cell Phone and Personal Device Policy

Per Florida law (HB 949), personal devices may not be used during the school day. Between student drop-off and pick-up (7:45 am -2:50 pm), all communication between students and parents are to be done through either the front office or through a teacher.

All phones, earbuds, smartwatches, tablets, and similar personal electronic devices must be turned off and turned in to the student's homeroom teacher at the start of the school day. Devices will be securely stored by the teacher and returned to students at the end of the school day.

Students are not permitted to keep personal electronic devices in lockers, backpacks, or on their person during the school day.

Between student drop-off and pick-up (7:45 AM – 2:50 PM), all communication between students and parents must take place through the front office or a teacher.

Unauthorized technology use, including recording, photographing, or sharing images or videos of students or staff without permission. Sharing includes sending, posting, or showing content to others, including displaying it on a personal device. Students who record or share content of another student violating school rules will be treated as participants in the same offense and subject to equivalent consequences.

Electronic Device Violations

Failure to turn in a device, possession of a device during the school day, or use of a device without permission will result in the following:

1st Offense:
Device is confiscated and turned in to the Dean's Office.
Parents must retrieve the device.
1 day of ISS. Daily assignments will receive a zero and major assignments will receive a one-letter grade deduction for the day of ISS.

2nd Offense:
Device is confiscated and turned in to the Dean's Office.
Parent conference with the Principal required for device return.
3 days of ISS. All scheduled assignments, whether daily or major, will result in a grade of zero for each day of ISS.

3rd Offense:
Device is confiscated and turned in to the Principal's Office.
Parents will retrieve the device and the student will immediately be dis-enrolled from Northside Christian Academy.

Internet Safety Policy (CIPA Compliance)

NCA believes technology should be used in a Christ-honoring manner consistent with our mission to Learn Faithfully, Love Deeply, and Lead Boldly.

Northside Christian Academy complies with the Children's Internet Protection Act (CIPA) by implementing the following safeguards:

- Internet filtering to block obscene, harmful, or inappropriate material
- Supervised and monitored student device usage
- Prohibition of hacking or bypassing security systems
- Protection of student personal information
- Instruction in safe and responsible digital communication

Students may not:

- Access inappropriate websites
- Share personal information online
- Attempt to disable filters or access unauthorized accounts
- Engage in cyberbullying or unlawful digital activity

Violations may result in disciplinary consequences, including loss of device privileges.

Visitors

- All visitors must check in at the front office and receive a visitor badge.
- Parents may not visit classrooms unannounced.
- Visitors must follow school conduct and dress standards,
- No smoking or vaping, use of profanity, or wearing inappropriate clothing while on campus, attending and/or while volunteering for NCA Sponsored events.

Search and Seizure Policy

To maintain a safe and orderly environment, Northside Christian Academy (NCA) reserves the right to search a student's person, lockers, personal belongings, vehicles, and electronic devices when reasonable suspicion exists that a violation of school policy or law has occurred. Searches may be conducted by school administration and may include the use of handheld metal-detection wands when deemed appropriate. Lockers, desks, and other school-issued property remain the property of NCA and may be inspected at any time; students should have no expectation of privacy in these areas. Personal items brought onto campus are also subject to search under reasonable suspicion. When feasible, parents/guardians will be notified as soon as reasonably possible following the completion of a search, particularly if disciplinary action is taken or prohibited items are confiscated; notification may be delayed if necessary to ensure student safety or to allow for a thorough investigation. NCA reserves the right to involve law enforcement when appropriate.

Photos, Images, Surveillance Cameras, and Audio

To maintain a safe, Christ-honoring environment, NCA uses surveillance cameras and audio systems on campus. These are in place for the protection of our students, staff, and property. Recordings may be reviewed by administration as needed.

Students and visitors are not permitted to record, photograph, or capture video/audio of others on campus (including classrooms, chapel, and extracurricular activities) without prior approval from the administration and individuals involved. Any misuse of photos, recordings, or images that violate privacy, disrupts the learning environment, or fails to reflect the Christian values of respect and integrity will be subject to disciplinary action.

By enrolling, students and parents acknowledge that the school may use photos, video, and audio recordings of students for educational, security, and promotional purposes consistent with the academy's mission unless parents/guardians submit a written opt-out request.

Emergency and Safety Drills

In compliance with Florida law, NCA conducts regular drills:

- **Fire Drills** – monthly.
- **Severe Weather Drills** – each semester.
- **Lockdown Drills** – as scheduled.

Lost and Found

- Items left on campus will be held for a short period of time (no more than **30 days)**. Periodically, a lost and found email will be sent through gradelink to notify parents of items left on campus.

- Unclaimed items will be donated or discarded. NCA is not responsible for damaged, lost or missing items.

Solicitation

No student or parent may distribute flyers, sell items, or promote causes without prior administrative approval.

Headmaster Discretion:

The NCA Headmaster or his/her designee, reserves the right to determine eligibility based on academic effort and behavior.

HEALTH & STUDENT CARE

Clinic and Illness

Students should not attend school if they have:

- Fever of 100.4°F or higher.

- Vomiting or diarrhea within the past 24 hours.

- Flu-like or COVID-like symptoms.

- Eye infections, draining nose, or rashes of concern.

- Students may return once symptoms have improved and they have been fever-free for 24 hours without medication.

- The academy may request medical clearance before a student returns to school if symptoms suggest a highly contagious condition.

If a student becomes ill at school:

- Parents, guardians, or an approved authorized person will be contacted for immediate pickup.

- Students with suspected contagious illness must provide a doctor's note or (for COVID) two negative tests 24 hours apart before returning.

Medications

- All medications must be brought to the school office by a parent in the original labeled container, with written instructions.
- Students are not permitted to carry or self-administer any medication, including over-the-counter items, except cough drops with a parent note.

Head Lice

- Students with lice or nits must be picked up immediately by a parent, guardian of an approved authorized person.
- To return, they must bring:
    - A doctor's clearance or proof of treatment (e.g., empty box of lice treatment).
    - Additional head check by NCA Faculty/Staff prior to returning to class.

FINANCIAL INFORMATION

Tuition

Any tuition that is self-paid may be paid in 10, 11, or 12 monthly installments, beginning June, July, or August. Payments are due on the **1st of each month** and are based on an **annual tuition rate**, not the number of school days per month.

- A student enrolled on the 1st of any month is responsible for that month's full tuition.
- Payments not received by the **15th** will incur a **$25 late fee**.
- Returned checks will result in a **$25 NSF fee** for the first occurrence and **$30** for each subsequent occurrence. After two returned checks, payments must be made by cash or money order.

No transcripts, diplomas, or records will be released until all accounts are paid and school property is returned.

Fees

Additional fees may apply for books, uniforms, field trips, athletics, electives, graduation, and other activities. These are outlined in the **current Fee Schedule**, available from the finance office or school website.

Scholarships

NCA accepts the following scholarships:

- Florida Tax Credit Scholarship.
- Family Empowerment Scholarship.
- Family Empowerment Scholarship with Unique Abilities.

More information is available at: www.stepupforstudents.org

Every quarter of the school year, parents/guardians are responsible to sign into their scholarship portal to approve funds for payment to school within 10 business days. Failure to do so will add a $50 late penalty per week to the quarterly balance until the invoice has been approved by the parent/awardee. If the student's scholarship does not cover the total cost of tuition and curriculum, parents/guardians are responsible for the remaining balance of the total bill.

Refunds

- **Registration and book fees are non-refundable**.
- **Registration fee is non-refundable once paid**, regardless of attendance or withdrawal.
- Refunds are only given if payments were made in advance and the student withdraws before the tuition due date.

Lunch Program

NCA offers a hot lunch program with menus posted biweekly. Students may:

- **Pre-order and prepay** for meals at: https://NorthsideChristianAcademystarke.ahotlunch.com .
- Purchase a-la-carte items via **$25 meal cards** from the school office.
- Bring lunch from home (microwaves are available).

Parents are responsible for all food-related costs.

PARENT PARTNERSHIP

Northside Christian Academy believes that parent-school partnership is essential to a child's spiritual, academic, and social development. As such, parents are expected to support the mission, staff, and policies of the academy both in word and action.

Acceptable Parent Behavior

Parents are expected to:

- Demonstrate respect toward teachers, staff, administration, and other families.
- Use appropriate language and behavior on campus, at school functions, and in communication.
- Avoid public or social media criticism that undermines the academy's authority or mission.
- Resolve concerns by following biblical conflict resolution (Matthew 18:15–17).

The academy reserves the right to **deny re-enrollment or withdraw a student** if a parent displays behavior that is disruptive, disrespectful, or undermines the school's leadership, staff, or values.

Parent Communication

Effective communication builds trust and cooperation. Parents are encouraged to:

- Regularly check *Gradelink* for grades, attendance, and announcements.
- Read all school emails, newsletters, and official updates.
- Attend scheduled meetings, orientations, and conferences.
- Respond promptly to school requests or concerns.
- Maintain accurate contact and emergency information.

For academic or behavioral concerns, parents should first contact the teacher directly. If unresolved, the matter may be addressed with the principal or headmaster

SCHOOL INFORMATION

FACULTY AND STAFF

Administration

Rick Price – Headmaster

Vickie Raulerson – MS/HS Principal

J. J. Schofield – Athletic Director

Gary Upchurch – Pastor & MS/HS Dean

Jamie Garrison – Elementary School Principal

Staff

Sharon Moody – School Secretary

DaLawnda (Dee) Dumas – Financial Secretary

Joan Price – Special Events Coordinator

Connie Campbell – Office Assistant

Sarah Hodges – Student Services Lead

Amanda Cardwell – Food Services Manager

Lydia Darga – Food Services Assistant

Emilie Upchurch – Food Service Assistant/Aide

Wayne Stewart – Facilities Manager

Nathan Brand – Maintenance Assistant

Faculty

Breanne Borko – Kindergarten Teacher Lead

Hannah Collins – Kindergarten Teacher Aide

Kayla Cook – 1st Grade Teacher

Samantha Lounsbury – 2nd Grade Teacher

Laurie Gay – 3rd Grade Teacher

Autumn Sellers – 4th Grade Teacher

JoAnn Ellis – 5th Grade Teacher

Elizabeth Ellis– 6th Grade Teacher

Bennie Patterson – MS/HS Math

Leisha Boyd – ASL I & II/Dual Enrollment

Lydia Combs – MS History, 7th -9th Grade Bible, HS Geography

Becky Cook - MS/HS Science

Vickie Raulerson – HS History

Tessa Sigers – MS/HS English

Jamie Garrison – 10th/11th/12th Grade Bible

Linda Fowler – Art / Music

Caroline Smith – Physical Education / Coach

ACADEMY CALENDAR
(Student Holidays Highlighted)

Aug 3, 2026	Orientation 7:00 PM
Aug 4, 2026	Orientation 10:00 AM
Aug 6, 2026	First Day of School for Students
Sep 4, 2026	1st Quarter Progress Reports
Sep 7, 2026	Labor Day (No School)
Oct 8, 2026	Early Release/Teacher Planning/End of 1st Quarter
Oct 9, 2026	Staff Development (No School)
Oct 16,2026	1st Quarter Report Cards Issued
Oct 21, 2026	Award Ceremony
Nov 6, 2026	2nd Quarter Progress Reports
Nov 11, 2026	Veteran's Day (No School)
Nov 23 - 27	Thanksgiving Break (No School)
Nov 29 - Dec 4	National Honor Society Trip
Dec 21, 2026	Early Release/End of 2nd Quarter
Dec 21 - Jan 1	Christmas Break (No School)
Jan 4, 2027	Teacher Planning Day
Jan 5, 2027	Students Return
Jan 8, 2027	2nd Quarter Report Cards Issued
Jan 13, 2027	Award Ceremony
Jan 18, 2027	MLK Day (No School)
Feb 5, 2027	3rd Quarter Progress Reports
Feb 15, 2027	President's Day (No School)
Mar 11, 2027	End of 3rd Quarter
Mar 12, 2027	Staff Development (E3 Day) No School
Mar 15 - 17	Standardized Testing
Mar 19, 2027	3rd Quarter Report Cards Issued
Mar 22 - 26, 2027	Spring Break (No School)
Mar 31, 2027	Award Ceremony
Apr 7, 2027	National Honor Society Induction Ceremony
Apr 16, 2027	4th Quarter Progress Reports
May 20, 2027	Last Day of School/Report Cards Issued/Early Release
May 21, 2027	Senior Graduation 2:00 PM
May 24 - 25	Post Planning

HANDBOOK ACKNOWLEDGMENT

All students and parents are required to acknowledge their understanding of and agreement with the policies in this handbook by signing the Handbook Acknowledgement Form on Gradelink (or in print, as needed).

By enrolling at Northside Christian Academy, families affirm that:

- **They support the school's philosophy, vision, and biblical foundation.**
- **They will adhere to the policies outlined in this handbook.**
- **They will approve quarterly Step-Up invoices within 10 working days.**
- **They understand that enrollment is a privilege, not a right, and continued enrollment depends on mutual support between home and school.**
- **They will uphold a Christ-centered partnership with the academy in all matters.**

Student's Name:_____

_____ _____
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.

NCA STUDENT TECHNOLOGY COVENANT

Because we are called to represent Christ in all areas of life including the use of computers, cellphones, smartwatches, and tablets, I commit to:

I Will: (place check mark on line to confirm each line has been read)

____Use school devices for educational purposes only.
____Follow teacher and administrator instructions.
____Treat others with respect in all online communication.
____Protect my passwords and personal information.
____Report inappropriate content immediately.

I Will Not: (place check mark on line to confirm each line has been read)

____Attempt to bypass filters or monitoring systems.
____Access inappropriate material.
____Use another student's account.
____Engage in cyberbullying.
____Download unauthorized apps or programs.

I understand violations may result in:

- Device restriction or removal.
- School disciplinary action.
- Possible suspension.
- Financial responsibility for damage.
- Further consequences as outlined in the NCA Discipline Policy.

Student Signature: _____Date: _____