

**Northside Christian School  
Parent-Student Handbook  
Grades K5-5<sup>th</sup> Grade  
2021-2022**

**Elementary School Office  
809 East Northern Ave.  
Crowley, La 70526  
337-783-3649  
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**<https://ncswarriors.com>**

**Randy Trahan  
Interim Lead Pastor**

**Kelly Williamson  
Principal**

"Now, I beseech you, brethren, by the name of our Lord Jesus Christ, that ye all speak the same thing and that there be no divisions among you; but that ye be perfectly joined together in the same mind and in the same judgment."  
1 Corinthians 1:10

***NCS is a ministry of Northside Assembly of God***

## **Welcome to Northside Christian School,**

Northside Christian School welcomes you and your child. We believe that your association with us will be a happy and rewarding experience.

The Christ-centered school ministers to the whole person, just as Jesus did. A Christian school is a place where children are nourished in every aspect of their being. It is a place where teachers and other personnel learn from each other by sharing and caring, and by nurturing spiritual, mental, and physical health in the school.

This handbook will explain to you the policies and procedures of our school. We ask each parent to study the handbook carefully and accept the responsibility of instructing their children of its contents. We ask each family to abide by the stated policy and be governed by the intended spirit of the handbook, which is to honor God in all that we do. If there are any questions, please feel free to ask any staff member for an answer.

We believe the commitment that you have taken toward Christian school education represents an important step in your attempt to provide a Christian school education for your child.

Kelly Williamson  
Principal  
Northside Christian School  
Training Mighty Warriors for Christ

### ***MISSION STATEMENT***

But the goal of our instruction is love from a pure heart and a good conscious and a sincere faith.  
I Timothy 1:5.

### ***MOTTO***

Training mighty warriors for Christ.

### ***PHILOSOPHY***

#### **Philosophy of Education**

The philosophy of NCS is derived from the Bible. God's word instructs us to teach our children and young people daily the commandments, precepts, and love of God (Deut. 6:6-10). The teachings of Jesus and Old Testament wisdom imply an approach to life that includes discipline, separation unto God, love, and godly fellowship.

Total education of a young person must include an approach to teaching whereby the spirit, soul, and body of a person are taught. Teachers of the truth must be concerned about the whole person. Jesus said, "I am the way, the Truth, and the Life." Knowledge and truth are entered in the person of Jesus Christ. Since Jesus Christ is the Truth, then everything taught is a presentation of Him. The staff of NCS endeavors to present this philosophy of our school in the following practical ways:

1. To bring all children to the saving knowledge of Jesus Christ and that He is the answer to all things. To create in them a desire to know God, to grow in Him, and to show forth His glory.
2. To present academic subjects in the light of God's Holy Word.

3. To provide daily instruction in the Bible as to Christian faith and practices.
4. To develop in our students those attitudes and habits that make for strong Christian citizenship.
5. To provide a Chapel service that brings all students to a positive encounter with Christ and an opportunity for parental attendance.

The goal of this school is not to reform but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Our goal is to provide each student with the skills and knowledge to enable them to develop to the greatest possible degree their spiritual, emotional, social, and physical maturity.

The administration recognizes the importance of the home's influence in the education of a young person. The home, church, and school form a tripod of influence in a young person's life. It is therefore vital that all three of these institutions be Christ-centered and consistent in the values they embrace. As the home works with the school in a cooperative effort, the educational success of a student is ensured.

### ***STATEMENT OF FAITH***

#### **We Believe.....Statement of Faith**

Students and parents are expected to regularly attend and belong to a Bible-believing church.

We believe in and teach these basic Biblical principles:

- .....the Bible is the inspired and only infallible and authoritative written Word of God.
- .....there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- .....in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
- .....in the Blessed Hope--the rapture of the Church at Christ's coming.
- .....the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- .....regeneration by the Holy Spirit is absolutely essential for personal salvation.
- .....the redemptive work of Christ in the cross provides healing of the human body in answer to believing prayer.
- .....the baptism of the Holy Spirit, according to Acts 2:4, given to believers who ask for it.
- .....in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- .....in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

### ***HISTORY/PURPOSE***

NCS is a ministry of Northside Assembly of God. It was established in 1980 after several years of prayerful consideration. In recognition of the tremendous responsibility to the parents, their children, and the community, Northside accepted the call from the Lord to partner with parents in the Christian school education of their children. The primary reason for the operation of NCS is to fulfill the Great Commission, which commands the church to go into the world and preach the Gospel of Jesus Christ and teach the commandments and the ways of the Lord. It is the objective of NCS, as an arm of the church, to evangelize the community and to edify the body of Christ, and thereby educate young people in the knowledge of Him as Lord.

We believe a Christian school is an extension of the Christian home in training young people for time and eternity. NCS will provide students in the Acadiana area the opportunity to receive a quality education in a

Christ-centered environment, being taught by Spirit-filled Christian teachers. The textbooks, written by Christian educators, are also Christ-centered and patriotic.

The NCS Handbook is prepared with a sincere desire to communicate the philosophy, purpose, and policy of NCS. We trust that it will serve you as a guide to the school.

### ***CHURCH/SCHOOL AFFILIATION STATEMENT***

Northside Christian School is an integral and inseparable part of the ministries of Northside Assembly of God of Crowley, La. The policies of the school are determined by the administration of Northside Assembly of God. Parents and students are expected to cooperate fully with the school policies as set forth in the handbook.

### ***STATEMENT OF NON-DISCRIMINATION***

NCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic and other school-administered programs.

### ***GENERAL INFORMATION***

#### **School Hours**

Elementary school hours are 8:00 am. – 3:00 pm. All students are expected to take a full class load every year.

#### **Office Hours**

Office hours are 7:30 am. – 3:30 pm

Unless otherwise notified, Northside Christian School is not responsible for students on campus at other times.

#### **Campus Closing Policy**

The NCS campus officially opens at 7:30 a.m. for all students. The campus closes at 3:30 p.m. each day. Before 7:30 a.m. and after 3:30 p.m., there should be no students on campus. The only exceptions are students participating in sponsor-led school activities, i.e. athletics, cheerleading, and fine arts. These are the only options available that will provide reasonable security and safety for students.

Students who remain on campus for athletic events or other activities after school hours must be under adult supervision, specifically a coach, sponsor, faculty member or parent.

#### **Lost and Found**

Please identify each article of clothing your child may bring or wear to school by clearly marking the clothing tag with your child's last name and first initial. Misplaced items will be taken to lost and found in the high school gym.

## Lunch

Students may bring a lunch from home or purchase a meal at school. A menu is posted online and in the weekly newsletter. Lunches are paid daily using correct change. Prices are subject to change during the school year. If purchasing a lunch, example is below.

Food may be brought to students by their parents only. Bins are provided in the chapel for parents to leave lunches. Make sure that the lunch is labeled with your child's name and grade. No food deliveries are allowed.

### Lunch Order Information

Please note all lunch orders are cash (**exact change**) or check made out to **cash** to be paid daily.

All entrées are served with a water.

Cash day lunches are being done as fundraisers for school organizations.

Lunches are offered Monday thru Friday.

To place a lunch order, please use an envelope or a sealed sandwich bag.

Please take note on the days that there may be choices to be made on entrée such as condiments...choices are indicated on lunch day selection.

### Example of Lunch Order

Child's Name	
Teacher's Name	
	Chicken Sandwich Combo
	Only mayo, cheese
	Water      \$4.00

**If paying for more than one child, you may send in all money on one check or cash in one envelope. Please write each child's name and grade on the envelope. Each additional child will still need their own envelope with their lunch order and labeled with the name of the student that their money was turned in with.**

## **Visitors**

Northside Christian School is a closed campus. Parents and youth pastors may visit after contacting the school office and obtaining a visitor's pass. Visitors must wear a visitor's pass at all times while on campus.

- Teachers will not be available to consult with parents or visitors during class time. Parents should make an appointment for parent- teacher conferences or observations.
- The Northside Christian School campus is designated as a non-smoking campus.
- NCS is a gang-free zone.
- NCS is a gun-free zone.
- Pets or other animals may not be brought on campus without prior administrative approval.
- Visitors to campus should dress conservatively and modestly.

If prospective students desire to visit campus during the school day, the following guidelines will be observed:

- The visitor will provide the principal with an advance notice of twenty-four hours.
- The visitor will behave in a manner that is consistent with the guidelines of NCS.
- The visitor will dress conservatively and modestly.
- The visitor will commit to observe all NCS rules and regulations.

## **Parent/Teacher Conferences**

The Parent-Teacher Conference is the one of school's intentional means of communication with the home. Conferences are strongly encouraged following the receipt of progress reports by the parent. A formal parent-teacher conference day is scheduled Oct. 14, 2021. This date may change if needed to make up minutes from school closing due to storms, ice, etc.

Either parents or teachers may request a conference. All conferences are scheduled directly with the teacher. The principal may attend and participate in any parent- teacher conferences should it be deemed necessary.

Parents are to obtain a visitor's badge from the office prior to proceeding to a conference with the teacher.

## ***NCS SUPPORT COMMITTEE***

The NCS Support Committee is a parent and faculty/staff volunteer support organization established to serve the needs of NCS. The purpose of the NCS is to assist the school in its mission to train Christian leaders. The involvement by parents in the education of their children is vital. All parents are encouraged to support and participate in the NCS.

## ***SAFETY AND SECURITY SCHOOL CLOSINGS***

The Administration will make a decision and announcement of any school closings or delayed openings, due to inclement weather, by 5:00 a.m. The television and radio stations listed below will be notified and asked to post NCS school closing information.

TV Channel 3 (KATC); TV Channel 10 (KLFY); KAJN Radio

Our primary communication will be on our Facebook page, Instagram, Remind App, and email.

## ***FIRE DRILLS / TORNADO DRILLS / LOCKS DOWN DRILLS***

Fire Drills, Tornado Drills, and Lock Downs Drills will be conducted for all grade levels on a regular basis.

In order to provide a safe and secure environment for all students, NCS will provide regular monitoring of school campus through manned patrols and video monitoring equipment. Outside services such as the Crowley Police Department may also be used to assist in ensuring a safe and secure environment.

### ***PRIVACY***

Northside Christian School has established the following policies to protect the privacy of student's personal, educational, and financial information.

#### **Family Educational Rights and Privacy Act**

Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 establishes that the educational records of students attending or having attended the school are confidential and can be released only with written permission from the student. The Family Educational Rights and Privacy Act of 1974 also authorize the school to routinely release directory information.

NCS students and their parents (if the student is less than 18 years of age) have the right to review their own records and to petition for correction of erroneous information in their records. Basic information is shown on a student's transcript, an unofficial copy of which can be requested from the office. The office can provide a list of the types and locations of educational records available at the school. Requests to review the records should be made in writing to the office.

#### **Annual Notification**

NCS will provide students annual notification of their rights as defined by the Family Education Rights and Privacy Act (FERPA), by publication in the Student Handbook.

#### **Primary Rights of Students**

1. To inspect and review educational records.
2. To request amendment of educational records.
3. To have some control over the disclosure of information from educational records.

### ***PROCEDURE TO INSPECT EDUCATIONAL RECORDS***

Students may inspect and review their educational records upon written request to the principal by identifying the record(s) the student wishes to inspect. The principal will make the needed arrangements for access within forty-five (45) days from the date of receipt of the written request. If the records contain information about more than one student, the student may inspect and review only the records which relate to him or her.

#### **Limitation of Right of Access**

NCS reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendations for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend NCS if that application was denied.

4. Those records which are excluded from the FERPA definition of educational records.

### **Refusal to Provide Copies**

NCS reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student.
3. The educational record requested is an exam. or set of standardized test questions.

### **Types, Location and Custodians of Educational Records**

The following is a list of the types, locations, (length of time record is kept by the school), and custodians of records that the school maintains. Mail requests should be addressed to NCS, 809 E. Northern Avenue, Crowley, LA 70526 to the custodian and location indicated.

### **Disclosure of Educational Records**

The school will disclose information from a student's educational records only with the written consent of the student or his/her parent (if the student is less than 18 years of age), except the following records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
  1. A School Official is:
    - i. A person employed by the school in an administrative, supervisory, academic or research, or support staff position, including health center staff.
    - ii. A person elected to the Board of Trustees.
    - iii. A person employed by or under contract to the school to perform a special task, such as the attorney or auditor.
    - iv. A person who is employed by Campus Security.
    - v. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
  2. A School Official has a legitimate educational interest if the official is:
    - i. Performing a task that is specified in his or her position description or contract agreement.
    - ii. Performing a task related to a student's education.
    - iii. Performing a task related to the discipline of a student.
    - iv. Providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service-related assistance.
    - v. Maintaining the safety and security of the campus.
2. To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.
3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To State and local officials or authorities if specifically required by a State law that was adopted Acts 2009, No. 142, §1.
6. To organizations conducting certain studies for or on behalf of the school.



7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the School.
12. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

### **Directory Information**

NCS designates the following items as directory information which may be disclosed without prior written consent, unless the school is notified in writing to the contrary by September 15 of the academic year:

1. Student's name
2. Student's e-mail address
3. Dates of attendance at NCS
4. Degrees, certificates, and awards received by the student
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
- 7.

### **Correction of Educational Records**

Students have the right to ask for records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the principal to amend a record. The student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. NCS may comply with the request or decide not to comply. If NCS decides not to comply, the school will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, NCS will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of Northside Church. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend educational records. The student may be assisted by one or more individuals including an attorney.
5. NCS will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If NCS decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the school will amend the record and notify the student, in writing, that the record has been amended.
7. If NCS decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the school will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's educational records as long as the contested portion is maintained. If NCS discloses the contested portion of the record, the school must also disclose the statement.

## **Tips for Protecting Your Personal Information**

All Web browsers will keep your personal data in memory until you exit the browser completely. We strongly recommend that after you complete any transaction using NCS online services, you log-off and close the Web browser completely, especially when using a public computer.

## ***NCS POLICY REGARDING PROHIBITED PROPERTY***

### **Policy Regarding Illegal Drugs, Substances, Stolen Property and Unauthorized Items**

#### **a. Program Objectives**

NCS has always had and continues to have a commitment to provide a safe workplace for its students, faculty and staff in order to reduce the risk of injury to NCS visitors and the general public. Further, NCS has worked to establish programs which promote a high standard of student, faculty and staff health, safety, and well-being. In keeping with those commitments, NCS continues to develop a policy regarding prohibited property. The goal is to establish and maintain an environment free of illegal drugs and alcohol for the benefit of all.

#### **b. NCS Premises**

The term "NCS Premises," as used anywhere in this handbook includes all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and property owned, leased, or in use by NCS, as well as any other location at which any student, faculty or staff member are acting or appearing formally or informally as a NCS representative.

#### **c. NCS Policy**

It is the policy of NCS that the use, possession, concealment, transportation, promotion, or sale of the following items or substances is strictly prohibited at all times while the student, faculty or staff member is acting or appearing as a formal or informal NCS representative anywhere, and on all NCS Premises (including athletic events and vehicles):

- Illegal drugs, controlled substances (including trace amounts), look-alikes, designer drugs and alcoholic beverages
- Firearms, weapons, explosives, and ammunition
- Stolen property or drug paraphernalia
- Other smoking paraphernalia
- Prescription drugs-except under the following conditions:

Students, faculty and staff must inform the school office prior to using prescribed drugs while on NCS Premises. Each vial will be in the student, faculty or staff member's name. Each prescription will be no older than one (1) year from the date issued. Parents of students and/or students must deliver the vial to the school staff immediately upon arrival on NCS Premises.

NCS, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting the student, faculty or staff member's activity.

As stated above, no one is authorized to possess a weapon on NCS Premises. If the faculty or staff member is authorized by the State of Louisiana to carry a concealed handgun, the faculty or staff member shall provide a copy of the license to the Principal. However, the above policy shall still apply to all NCS employees, and no employee is ever authorized to carry a handgun on NCS Premises or to carry a handgun at any time the employee is acting or appearing formally or informally as a NCS representative.

**d. Searches and Inspections**

NCS reserves the right, at all times, while any student, faculty or staff member is on NCS Premises or is otherwise on duty, to have NCS principal or authorized search and inspection specialists conduct searches and inspections of students, faculty, staff members, or other persons and any of their personal property, including without limitation, their locker, backpack, baggage, purse, desk, clothing, and vehicles, for the purpose of determining if such persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy.

The Principal has the right to conduct an on-the-spot search and inspection of the students, faculty and staff members and their personal effects as described above if a NCS faculty member has a reasonable suspicion that the student, faculty or staff are in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of representatives selected by NCS.

**e. NCS Position for Policy Violators**

A student, faculty or staff member who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above-mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, up to and including immediate dismissal.

***SECURITY CAMERAS***

In order to provide a safe and secure environment for all students, NCS will provide regular monitoring of areas of our school campus through video equipment. Outside services such as the Crowley Police Department may also be used to assist in assuring a safe and secure environment.

***POLICY VIOLATIONS***

A student, faculty or staff member, who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above-mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, up to and including immediate dismissal.

***PARENT COMMUNICATION WITH STUDENTS DURING THE DAY***

If students need to make a phone call, teachers will send students to the school office. After receiving permission, they may use the phone. All calls in the office will be monitored. Calls should be for emergencies only, but exceptions will be made for student illness, school cancellation, or changing of event schedules. Parents that need to contact students should always do so through the school office. Teachers will not permit students to answer phones during class. Telephone messages from parents to students should be reserved for emergencies. Classes will not be interrupted for messages except in the case of an emergency. Texting students during the school day may result in confiscation of mobile phones and is subject to electronic device policies.

***ELECTRONIC DEVICE POLICY***

**Mobile Phone Usage**

In order to ensure proper communication and protect the integrity and security of the school community, student use of mobile phones is permitted with teacher's directions during class time and passing periods.

## **Electronic Devices in Class**

Elementary School: No devices will be allowed.

Middle and High School: Each classroom will have a green sign and a red sign for students to see. The green means device usage is permitted at this time. The red sign will mean no devices are permitted at this time. These signs will be posted and used at the teacher's discretion.

Mobile phones, headphones, or any other devices which are used inappropriately will be confiscated by school personnel and held in the office until the end of the school day. The device may be returned to the student after consultation with the parent/ guardian. After the first incident, the student will be fined \$10.00 for the second violation. Each violation thereafter escalates as outlined below.

Headphones and ear buds may not be used on campus until after class or practice each day. They will not be allowed before school or during lunch. Headphones may be used in the classroom at teacher's directions for videos or other educational purposes. If devices are used at a time not specified by a teacher, school personnel will confiscate them and hold them until the end of the day. The device may be returned to the student after consultation with the parent/guardian. Repeat offenders will be subject to inappropriate electronic device use consequences.

### **Inappropriate Electronic Device Use Consequences**

- 1st Occurrence - Warning
- 2nd Occurrence - \$10 Fine
- 3rd Occurrence - \$15 Fine
- 4th Occurrence - \$20 Fine
- 5th Occurrence – Saturday School \$25

### **Smart Watches**

All smart watches are to be removed and put away during tests and quizzes. If one is seen during this time, it will be subject to confiscation and subject to electronic device violation policies.

**No Device Zones:** Locker rooms, bathrooms, school events during the school day, chapel, gym.

Northside Christian School will not be responsible for any cell phone or electronic device that is lost, stolen or damaged at school, on school property or at a NCS school sponsored activity. Parents are encouraged to be aware of the type of music, games, and videos with which your students engage to ensure that they are in compliance with the Student Honor Code.

## ***SOCIAL MEDIA POLICY***

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications – such as Facebook, Twitter, Snapchat and other online discussion forums – both within the NCS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire NCS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Honor.

In addition to the regulations found in other relevant sections of this handbook, students are expected to abide by the following:

- to protect the privacy of NCS students and faculty, students may not, under any circumstances, surreptitiously create digital video recordings of NCS community members, either on campus or at off-campus NCS events, for online publication or distribution.

- students may not use social media sites to publish disparaging or harassing remarks about or photos/recordings of NCS community members, athletic or academic contest rivals, etc.
- students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

This Social Media Policy applies at any time, day or night, during a student's enrollment at NCS. There are no limits on the reach of this policy concerning social media activity that involves a NCS student and/or other members of the NCS community. Failure to abide by this Social Media Policy, as with other policies at NCS, may result in disciplinary action as described in the NCS Handbook, or as determined by the administration.

## **ADMISSIONS POLICIES**

Admission to NCS is open to any young person who meets the entrance requirements. NCS does not discriminate on the basis of race, color, national origin or ethnicity. All students must conform to the Christian standards set forth in this handbook and in God's Word to ensure that NCS provides an atmosphere that is safe and conducive to learning.

Before making application, please read the following information carefully to determine whether or not NCS offers the type of education that you desire for your child. Parents and students must be willing to cooperate with the school's guidelines and mission statement.

Admission to NCS will be determined by the following:

- basic wide range achievement test (WRAT)
- completed parent questionnaire and student questionnaire
- previous school records (i.e. academic performance, discipline records)
- recommendation forms
- pastoral reference
- results of the interview process

Parents must be in agreement with, believe in, and practice Christianity as we find it expressed according to the sixteen fundamental truths we hold as an Assemblies of God Christian School. Students and parents are expected to regularly attend and belong to a Bible believing church.

Families desiring to enroll children in NCS will be scheduled for an interview along with an assessment with the administration and /or school officials. The administrator will notify the parent of acceptance or rejection of the student's application.

In addition, the following admission requirements must be met:

**1. Christian Commitment** - Parents and students must understand that the Bible will be taught as the authoritative Word of God and parents should indicate that they will support the Bible teaching of NCS.

A. *Parents* - For a student to be eligible for admissions or re-enrollment, both parents should be Christians, a member of an Evangelical Bible believing church and regular in attendance at the church, desired goal is a minimum of one (1) service per week. The pastor of your church should be able to be contacted by the administrator to verify your church attendance.

B. *Elementary Students* - Parents must understand that each teacher will attempt to lead their child to a personal relationship and commitment to Jesus Christ.

**2. Priorities** - Since NCS is a ministry of Northside Assembly of God, the following priorities are established for the filling of new positions and vacancies.

- A. Students whose families already have persons enrolled in the school, to allow all of the family to be enrolled in one school.
- B. Students whose families are members of Crowley's Northside Assembly of God.
- C. Students whose families are members of other churches in the area.

**3. Probation** - Each student once accepted and enrolled at NCS is automatically on probation until he/she has completed his/her first year of school. This implies that the student will display Christian character and lifestyle. Failure to meet the probational requirements means the student will face possible dismissal.

**4. Home School Transfer** - Students transferring to NCS from an approved homeschool are required to submit all requested information and records before the student may be admitted into class. It is possible that high school work may not transfer for credit.

### **Health Records**

In accordance with state law, parents are required to submit an immunization record and have all immunizations current upon the admission of a student. Additionally, parents must submit a listing of special health needs and the name of the child's physician.

### **Acceptance**

After review of the enrollment application and entrance evaluation results, an interview will be scheduled with a school administrator. No interview can be scheduled until all of the following forms have been completed in full and submitted along with the appropriate registration fees:

- completed on-line application with appropriate fees
- birth certificate
- immunization records
- previous school records
- pastoral reference

The interview will be held with at least one parent and the prospective student(s). The student is not enrolled until all interviews, test results, and previous school clearances are completed. Final decisions regarding acceptance will be made after the interview. Each student applying for admission will be considered on his/her own merit and not according to race or ethnic background. Parents will be notified, by letter, of their student's acceptance status.

**Administrative Discretion** - The administration reserves the right to withhold the acceptance of a student, if after evaluation of the student's record and application, it is determined that this school cannot educate the student. Due to the lack of specialized programs, students with learning problems or who have been enrolled in special services programs may not be eligible for enrollment at Northside Christian School. If a potential student's parents are separated or divorced and both want to be involved in the educational process of their child, they must both be in agreement with the selection of NCS as their child's school. The administration reserves the right to withhold the acceptance of a student or to discontinue a present enrollment of a student if this agreement between parents does not exist.

**Grouping** - Grouping of all students will be determined by the administrative and teacher judgment. Student placement in classes and grade level will be determined by the administrative staff. Acceptance at the school is based on a decision by the administrator. The school reserves the right to adjust or modify course selections or combination of classes at each grade level based on final enrollment.

## **RE-ENROLLMENT**

Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year contingent upon their account balance being current. Eligibility to return will be evaluated each year. Re-enrollments are not complete until the student is approved by the administration and has received written notification of acceptance. Administrative decisions will be based on the following:

- no more than one failing grade in a core subject as a year-end average.
- acceptable conduct.

Students withdrawn from Northside Christian School for reasons of academic deficiency or behavioral problems may apply for re-enrollment after successfully completing one (1) semester at an accredited/approved school. Successful completion includes completing all academic classes with a grade of 75 or above and having no behavioral issues. Application for re-enrollment does not ensure acceptance as a student.

## **ACADEMICS**

### **Faculty**

NCS will fill all teaching positions with degreed personnel or those who are trained in their special field of instruction. All staff members will be carefully selected on the basis of their education, experience, and integrity. The most important requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ as their Savior.

### **Communication Folders**

Communication folders are required for students in grades K5-5th. These folders will be provided and are designed to give students and parents an outline of what material will be covered in the upcoming week and are especially useful if a student must miss school. Communication folders are the primary means of communication between the school and home regarding a child's homework, tests, and general progress. Tuesday is "Communication Day" from the office. This is the day that forms and news for the whole school will be in the folders. Information will also be posted on our website, Facebook page or emailed to parents.

### **Curriculum**

The basic student material used in our school is the ABEKA Curriculum. The ABEKA book ministry has over thirty years' experience with Pensacola Christian School, one of the largest Christian day schools in America and Pensacola Christian College trains teachers and administrators to serve in Christian schools.

ACSI Math is used for grades 1<sup>st</sup> - 5<sup>th</sup>. ACSI has faithfully lived out its mission for over 40 years, to strengthen Christian Schools and equip Christian educators worldwide as they prepare students academically and inspire them to become devoted followers of Christ.

At Northside Christian School, young children are exposed to a variety of skills and learning experiences. The school realizes that children absorb and acquire the skills for which they are developmentally ready and respond to educational experiences that stimulate learning in all developmental areas – physical, social, spiritual, emotional, and cognitive.

Bible	Phonics	Social Studies
Language	Physical Education	Science
Math	Reading	
Penmanship	Spelling	

### **Spiritual Program**

A vital element in the Christian school is its Spiritual Program. No single feature constitutes the Spiritual Program. It is composed of many parts, some of which are:

1. Bible centered curriculum materials
2. Bible reading and prayer in daily opening exercises
3. First Fruits on the Elementary Level at the beginning of the day
4. Devotional group discussions for secondary students
5. Bible study time for elementary students
6. Weekly chapel service
7. Personal counseling
8. Wholesome Christian atmosphere
9. Bible courses for credit

The Spiritual Program is intended to complement and not to replace home devotions and regular church attendance. Students and parents are expected to regularly attend and belong to a Bible-believing church. The support and security a student feels when the home, church, and school are striving for the same goals cannot be overestimated. Families who do not have a church home are cordially invited to attend Northside Assembly of God, the sponsor of NCS.

### **Academic Program**

Northside Christian School uses some of the finest curriculum materials available to educate our students. Because all truth is God's truth, all materials will be presented through a biblical world view.

### **Monitoring of Grades**

NCS provides parents with access to grades, assignments and other important information through a private and secure parent's web page. There is an expectation that parents will access and monitor their students' progress.

NCS has partnered with iGradePlus for our student management system. iGradePlus allows for student tracking and data management. Upon enrollment into NCS at least one Parent/Guardian is required to provide NCS with a valid email address. This is the email address we will send the invitation to for signup for iGradePlus. Once the parent/guardian has followed the directions on the invitation and has created an account, the parent is then at any point in time able to see all of their child(ren's) GPA, assignment grades, class grade, class schedule, attendance, and behavior incidents.

### **Progress Reports and Report Cards**

Progress Reports are sent via email to the addresses provided by parents. These reports are sent for each student, at the midway point of each term. Terms are nine-week grading periods. Report Cards are emailed to the addresses provided by the parents at the end of each nine-week term. Financial accounts must be current in order to receive report cards.

### **Tutoring**

Teachers are available for tutoring with students after school. Teachers will make their individual tutoring schedule known during the first week of classes.



## **Textbooks**

A book usage fee is charged to every student. If a book is lost or damaged the student will be charged for a replacement.

## **Achievement Tests**

Standardized and/or benchmark tests are given to all students. These tests allow the teachers and administration to evaluate the school's curricula and the student's progress. These tests expose students to skills needed to perform well on standardized tests.

## **Homework Policy**

Homework may be given each day, but no homework may be due on Thursday. NCS encourages families to set aside Wednesday evenings to attend church activities. Because of this policy, the only test to be given on Thursday is Math; however, pop quizzes and semester exams may be given.

Parents are expected to support our homework policy by assisting their child in the following ways:

1. Provide a time for study.
2. Provide a quiet place for study.
3. Review the work with them.
4. Review student assignment notebooks or assignments posted on iGradePlus.

## **Late Work**

All students are expected to submit required assignments on time. With the exception of the policy regarding make-up work, any student who is late submitting required assignments will receive the following point deduction:

One class day late	25% reduction
Two class days late	50% reduction
Three or more class days late	0
Appeals to this policy can be made to the teacher in question.	

### ***ATTENDANCE***

It is the responsibility of the PARENT and student to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for the maximum benefits.

In order to receive the full benefit of an education, a student must attend class. Students who miss class are deprived of first-hand instruction from the teacher and class discussion. It is impossible to make up for missing the classroom experience and the student's education will be adversely affected. Students with good attendance are more apt to achieve higher grades, enjoy school, and learn responsibilities necessary for independence and success in life. Parents are encouraged to make sure their students are faithful in attending school.

NCS will follow local parish guidelines regarding maximum days of absence. The student risks failure for the year if absences are excessive. Certain documented situations or hardship circumstances qualify for exemption at the discretion of the administrator. The administration reserves the right to dismiss a student from NCS for excessive absences. Students missing class or leaving campus without permission will be considered unexcused and subject to possible discipline proceedings.

Students arriving after or departing before 12:00pm will be considered absent for half a day. If it is necessary for a child to leave school for a dental or doctor's appointment, a parent must send an email or note in advance to the school office or the classroom teacher. It is the responsibility of the parent to

confirm that the classroom teacher has received notification of the absence. Parents will need to sign their student out at the elementary office.

The first day a student returns after an absence he/she must bring a dated, written note from the parent telling the reason for the absence. This is to be given to the homeroom teacher. This has to be presented before any missed work will be allowed to be made up and grades counted. Unexcused absences contribute to the maximum of days missed and put the student in danger of losing credit. The student will be penalized by being assigned zeros for work that is due or done on the day of the absence!

Family trips will be excused if prior arrangements have been made with the classroom teacher. If a child is to be excused from participation in physical education class or outdoor recess for a day, he/she must present a dated, signed note from a parent requesting this exclusion and stating the reason for the request. A note from the doctor will be required to excuse a child from physical education for one week or more.

### **Makeup Work**

It is the student's/parent's responsibility to see the teacher about all tests and assignments to be completed. It is also the student's responsibility to complete make up assignments within the specified time limit or zeros will be automatically given for work not completed. Textbooks and assignments will be available to parents upon request.

Parents will be able to log into the parent portal on iGradePlus to see any missing assignments.

### **Tardies**

- Students are tardy at 8:05 a.m.
- Tardies will be recorded in the teacher's records

### **Communication Folders**

Communication folders are required for students in grades K5-5<sup>th</sup>. These folders will be provided and are designed to give students and parents an outline of what material will be covered in the upcoming week and are especially useful if a student must miss school. Communication folders are the primary means of communication between the school and home regarding a child's homework, tests, and general progress. Tuesday is "Communication Day" from the office. This is the day that forms and news for the whole school will be in the folders. Information will also be posted on our website, Facebook page, or emailed to parents.

### **Grading K-5<sup>th</sup>**

<u>Grading Scale</u>	<u>Grade Points</u>	Some grades will be measured with:
A = 93 - 100	4	E = Excellent
B = 92 - 85	3	S = Satisfactory
C = 84 - 75	2	N = Needs Improvement
D = 74 - 67	1	

### **Late Work**

The following is the policy for late work regarding homework, projects, and papers:

1st day – 10 points deducted  
2nd day – 20 points deducted

3rd day – 30 points deducted  
4th day – Assignment no longer accepted

### **Report Cards**

Mid-quarter progress reports are sent by email for each student in grades K-5<sup>th</sup>. At the end of each nine-week period, report cards are sent by email in communication folders for grades K-5<sup>th</sup>. Financial accounts must be current in order to receive report cards.

### **Achievement Tests**

Each spring, standardized testing is administered to all students in grades K-5<sup>th</sup>. Results will be given to parents with an explanation of scores.

### **Tutoring**

Teachers in K-5<sup>th</sup> grades will provide tutoring with students as needed after school. Teachers announce their individual tutoring schedules.

### **Monitoring Grades**

NCS provides parents with the ability to access grades, assignments, and other important information through a private and secure parents' portal (iGradePlus). There is an expectation that parents will access and monitor their student's progress.

NCS has partnered with iGradePlus for our student management system. iGradePlus allows for student tracking and data management. Upon enrollment into NCS at least one Parent/Guardian is required to provide NCS with a valid email address. This is the email address we will send the invitation to for sign up for iGradePlus. Once the parent/guardian has followed the directions on the invitation and has created an account, the parent is then at any point in time able to see all of their child(ren's) GPA, assignment grades, class grade, class schedule, attendance, and behavior incidents.

If a student provides a valid email address, we will send them an invitation to iGradePlus as well. With access to iGradePlus a student can view their assignment grades, class grade, class schedule, attendance, behavior incidents.

### **Abuse and Neglect**

Any suspected abuse and/or neglect of a child must be reported in accordance with Louisiana Revised Statutes 14:403. Reports of mistreatment of children coming to the attention of the Office of Community Services/Child Protection Services will be investigated 337-788-7503.

## ***ATHLETICS***

Participation in athletics develops the student mentally, physically, socially, and spiritually. The activities of the athletic department are a part of Northside Christian School's total educational program for "developing the whole person for the glory of God." All participants are expected to maintain the same biblical standards that are required during the school day. The standards of conduct apply to practice sessions, games, and any other times the student is representing the school.

Elementary involvement in athletics is facilitated through the NCS Athletic Department. Information concerning elementary involvement in athletic clubs such as soccer, Lil Dribblers, and baseball is made available prior to the start of each season.

## **CHRISTIAN LEADERSHIP TRAINING**

Word of God taught daily:

1. Bible is opening class - Daily devotions are taught by each teacher in individual classrooms Monday through Friday with the exception of Thursday. Thursday is chapel day and a church service is conducted for the students by one of the staff of Northside Assembly of God.

During Bible the students participate in the pledge to the American Flag, the Christian Flag, and to the Bible, reciting the scriptures selected for the month, in singing choruses and hymns, and Bible study.

2. Pledges - Pledge of Allegiance to the American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

3. Pledge of Allegiance to the Christian Flag: I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands, one brotherhood uniting all true Christians in service and in love.

4. Pledge of Allegiance to the Bible: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God.

## **DISCIPLINE PLAN**

Discipline is not to be punitive but redemptive. At the elementary level, every attempt is made to create a nurturing environment. NCSs objective is to teach the skills that will enable the students to become self-controlled and self-motivated individuals. A detailed discipline plan will be provided by the teacher on the first day of school.

### **Goals and Objectives**

The discipline procedures of Northside Christian School are designed to create an atmosphere in which spiritual and academic goals can be met enabling students to become outstanding leaders in society.

Discipline at school will be most effective if families and faculty are united by God's wisdom and authority over every circumstance that arises. We realize that total agreement in every situation is unrealistic, but if we agree to pray over every situation, discipline will have a positive impact. All disciplinary actions will be redemptive in nature.

All information regarding disciplinary action is private in nature and will be discussed with the individual student's parents and teacher.

### **Aggression Policy**

Aggression will be identified as behavior that includes but not limited to actions such as hitting, biting, using aggressive language or hurting another person which may or may not be provoked. In the event of aggressive behavior, parents will be notified by phone/email detailing the incident and the incident will be recorded on the student's record. The principal will decide on the appropriate discipline for the offence. Consequences could include removal of privilege, "community service", in-school suspension, out-of-school suspension, or expulsion.

## **FINANCIAL POLICY**

All fees are to be paid monthly, or yearly, as agreed to by the parents in order for a student to remain in Northside Christian School. To keep costs down, Northside Christian School operates on a narrow budgetary margin, so it is crucial that all fees be paid on time.

### **Important Points**

All tuition payments are due on the 1<sup>st</sup> or 15<sup>th</sup> based on the choice that was made when the FACTS account was established. If the bank does not honor the payment when it is presented by FACTS, a fee of \$30.00 will be assessed by FACTS.

- The release of records and reports is subject to all accounts being current.
- All payments made at NCS should include the student's name and the purpose of the payment.
- If a student(s) is withdrawn during any month, the parent is responsible to pay the entire month's tuition.
- All NCS parents choosing options 1 or 2 are required to establish a FACTS account for automated payment processing via a checking/savings account.

### **Registration Fees**

The enrollment process is accomplished on-line using the iGradePlus online enrollment system. The registration fee must be paid during the enrollment process. The remainder of the fees will need to be paid in the subsequent two months after enrollment. Registration fees are non-refundable with the following exceptions.

1. If the administration of NCS chooses not to accept a student, the registration fee will be refunded, except for testing fees.

### **Tuition Contract Options**

- Option 1 - Parents who opt for a twelve (12) month financial agreement must enroll and apply for this option prior to May 10<sup>th</sup>. Payments to fulfill the contract begin in June.
- Option 2 - Parents who opt for a ten (10) month financial agreement begin tuition payments in August.
- Option 3 - A payment-in-full financial agreement is due August 1.
- Option 4 - Tuition payments can be made in two (2) payments, August 1 and January 2.

A late fee of \$25 will be assessed on all tuition not paid on time.

### **Returned Checks**

NSF fees will be applied to all checks returned to NCS for insufficient funds. The parent will be notified of the returned check and required to pay with a cashier's check, cash, or money order. Future checks will not be accepted if two prior checks are returned for non-payment.

If a child attends any portion of a month, the parent owes for the entire month.

## **Discounts Available**

Because NCS is a ministry of Northside Assembly of God and is underwritten by the church from the tithes of its members, church members in good standing may apply for a member discount. The request form must be completed each year for review and acceptance.

## ***HEALTH SERVICES***

### **Health Problems**

Parents are encouraged to discuss any specific needs personally with the office.

If your child has a specific health need (hypoglycemia, seizures, asthma, diabetes, insect allergy, sickle cell anemia, etc.) that information must be identified on the medical release form as well as specific measures to follow in the event an incident occurs. If the measure to counter the illness involves the administration of medication, (Glucagons, Adrenalin, Benadryl, etc.) please send this medication, properly identified, with the physician's instructions. It will be refrigerated for the school term and returned at the end of the year.

Any student or employee with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant the school may require an independent physician's examination of the student or employee to verify the diagnosis of major communicable disease. NCS reserves the right to make all final decisions necessary to enforce its major communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

### **Acute Illness or Accident**

Parents should not send their student to school if they have in the last 24 hours:

- Vomited
- Had diarrhea
- Have/Had a temperature of 100.4 or above
- Have or suspected to have a minor contagious condition, such as:
  - Impetigo
  - Pinkeye
  - Flu, etc.
  - Ringworm
  - Lice
- Have not sufficiently recovered from an illness.

If a child becomes acutely ill at school, parents will be notified to pick up their student from school. If the parents cannot be reached, those individuals identified on the emergency medical data sheet will be contacted. Please make sure that all cell phone and work numbers are current on your iGradePlus account. In the event of an emergency, NCS will attempt to call parent first, then notify proper medical assistance.

A student who has a temperature of 100.4 or above is considered too ill to attend class and the parent will be notified. He/she will be allowed to stay in the school office until they can be picked up, however due to lack of facilities to care for a large number of students, we ask that the child stay no longer than one hour. Occasionally a child will sustain injury, which may continue to manifest symptoms after the school day. When these are noted, a call may be placed to the parent to let them know to continue to observe the child at home.

Please note that a student **MUST** be fever, vomiting or diarrhea free, without medication, for 24 hours before returning to school.

### **Medications**

All medication, prescription or over the counter, may be administered only if the medication is in its original container and the office has a written request from the parent. If the student will be on the medication longer than a 15-day period, the school must also have a statement from the doctor to keep in the school files. The prescription medication container must have this complete data:

- Name of student
- Name of MD, DO, or Dentist
- Medication name and number
- Instructions for administration

This policy is based upon state law and requires your cooperation for compliance. Please do not send the medication in an unlabeled plastic bag. Your child needs the required medication, and in order for them to receive it, it must be labeled as specified. When you purchase your medication at the pharmacy, request an additional container, and then send the medication that will be required for the school period in the labeled container.

Parents will be required to complete an Administration of Medication form giving the office permission to administer said medication.

Students are not permitted to keep medications of any kind at school. Any exceptions to this must be discussed with the office and approved by administration.

## ***STUDENT LIFE***

### **Chapel**

Attendance and participation in a weekly chapel service is an integral part of student life at Northside Christian School. Students are encouraged to worship together and open their hearts to hear the Word of God. Chapel services are conducted by the NCS children's pastor.

### **Guidelines for Outdoor Play**

Below 40 degrees we do not go outside 40-50 and 95 –higher: students will only be outside for 15 minutes at a time Orange/Red Ozone level will be monitored, and students will only stay outside for limited amounts of time. Students have access to water inside the building or students may bring their personal water bottle.

### **Privacy**

Northside Christian School has established the following policies to protect the privacy of student's personal, educational, and financial information.

### **Family Educational Rights and Privacy Act**

Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 establishes that the educational records of students attending or having attended the school are confidential and can be released only with written permission from the student. The Family Educational Rights and Privacy Act of 1974 also authorize the school to routinely release directory information. Information which may be released without written permission from the student includes: student name, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received, membership or office in NCS

Student Government or Honor Society, part-time or full-time student status, and previous schools attended. No other information may be released without the student's written permission except as provided for in school policies. Students who are concerned about the confidentiality of their records should contact the office.

NCS students and their parents (if the student is less than 18 years of age) have the right to review their own records and to petition for correction of erroneous information in their records. Basic information is shown on a student's transcript, an unofficial copy of which can be requested from the office. The business office can provide a list of the types and locations of educational records available at the school. Requests to review the records should be made in writing to the office.

### **Annual Notification**

NCS will provide students annual notification of their rights as defined by the Family Education Rights and Privacy Act (FERPA), by publication in the Student Handbook, School Catalog and posting it in the Student Services Building.

### **Primary Rights of Students**

1. To inspect and review educational records.
2. To request amendment of educational records.
3. To have some control over the disclosure of information from educational records.

### **Procedure to Inspect Educational Records**

Students may inspect and review their educational records upon written request to the superintendent by identifying the record(s) the student wishes to inspect. The superintendent will make the needed arrangements for access within forty-five (45) days from the date of receipt of the written request. If the records are not maintained by the office of the superintendent, the superintendent shall forward the request to the appropriate school official. If the records contain information about more than one student, the student may inspect and review only the records which relate to him or her.

### **Limitation of Right of Access**

NCS reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendations for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend NCS if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records.

### **Refusal to Provide Copies**

NCS reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student.
3. The educational record requested is an exam or set of standardized test questions.



## **Types, Location and Custodians of Educational Records**

The following is a list of the types, locations, (length of time record is kept by the school), and custodians of records that the school maintains. Mail requests should be addressed to NCS, 809 E. Northern Avenue, Crowley, LA, 70526, to the custodian and location indicated.

## **Disclosure of Educational Records**

The school will disclose information from a student's educational records only with the written consent of the student or his/her parent (if the student is less than 18 years of age), except the following records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.

a. A School Official is:

- i. a person employed by the school in an administrative, supervisory, academic or research, or support staff position, including health center staff.
- ii. a person elected to the Board of Trustees.
- iii. a person employed by or under contract to the school to perform a special task, such as the attorney or auditor.
- iv. a person who is employed by Campus Security.
- v. a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

b. A School Official has a legitimate educational interest if the official is:

- i. performing a task that is specified in his or her position description or contract agreement.
- ii. performing a task related to a student's education.
- iii. performing a task related to the discipline of a student.  
providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service-related assistance.
- iv. maintaining the safety and security of the campus.

2. To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.

3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the school.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who is claimed as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.

11. To individuals requesting directory information so designated by the School.

12. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

## Directory Information

NCS designates the following items as directory information which may be disclosed without prior written consent, unless the school is notified in writing to the contrary by September 15 of the academic year:

1. Student's name
2. Student's e-mail address
3. Dates of attendance at NCS
4. Degrees, certificates, and awards received by the student
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams

## ***NCS POLICY REGARDING PROHIBITED PROPERTY***

### **Policy Regarding Illegal Drugs, Substances, Stolen Property and Unauthorized Items**

#### **a. Program Objectives**

NCS has always had and continues to have a commitment to provide a safe workplace for its students, faculty and staff in order to reduce the risk of injury to NCS visitors and the general public. Further, NCS has worked to establish programs which promote a high standard of student, faculty and staff health, safety, and well-being. In keeping with those commitments, NCS continues to develop a policy regarding prohibited property. The goal is to establish and maintain an environment free of illegal drugs and alcohol for the benefit of all.

#### **b. NCS Premises**

The term "NCS Premises," as used anywhere in this handbook includes all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and property owned, leased, or in use by NCS, as well as any other location at which any student, faculty or staff member are acting or appearing formally or informally as a NCS representative.

#### **c. NCS Policy**

It is the policy of NCS that the use, possession, concealment, transportation, promotion, or sale of the following items or substances is strictly prohibited at all times while the student, faculty or staff member is acting or appearing as a formal or informal NCS representative anywhere, and on all NCS Premises (including athletic events and vehicles):

- Illegal drugs, controlled substances (including trace amounts), look-alikes, designer drugs and alcoholic beverages
- Firearms, weapons, explosives, and ammunition
- Stolen property or drug paraphernalia
- Other smoking paraphernalia
- Prescription drugs-except under the following conditions:
  -

As stated above, no one is authorized to possess a weapon on NCS Premises. If the faculty or staff member is authorized by the State of Louisiana to carry a concealed handgun, the faculty or staff member shall provide a copy of the license to the principal. However, the above policy shall still apply to all NCS employees, and no employee is ever authorized to carry a handgun on NCS Premises or to carry a handgun at any time the employee is acting or appearing formally or informally as a NCS representative.

#### **d. Searches and Inspections**

NCS reserves the right, at all times, while any student, faculty or staff member is on NCS premises or is otherwise on duty, to have NCS principal or authorized search and inspection specialists conduct searches and inspections of students, faculty, staff members, or other persons and any of their personal property, including without limitation, their locker, backpack, baggage, purse, desk, clothing, and vehicles, for the purpose of determining if such persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy.

The principal has the right to conduct an on-the-spot search and inspection of the students, faculty and staff members and their personal effects as described above if a NCS faculty member has a reasonable suspicion that the student, faculty or staff are in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of representatives selected by NCS.

#### **e. NCS Position for Policy Violators**

A student, faculty or staff member who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above-mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, up to and including immediate dismissal.

### ***SECURITY CAMERAS***

In order to provide a safe and secure environment for all students, NCS will provide regular audio and video monitoring of areas of our school campus through video equipment. Outside services such as the Crowley Police Department may also be used to assist in assuring a safe and secure environment

### ***PARENT COMMUNICATION WITH STUDENTS DURING THE DAY***

If students need to make a phone call, they may use the student phone in the school office after receiving permission. All calls in the office will be monitored. Calls should be for emergencies only, but exceptions will be made for student illness, school cancellation, or changing of event schedules. Parents that need to contact students should always do so through the school office. Teachers will not permit students to answer phones during class. Telephone messages from parents to students should be reserved for emergencies. Classes will not be interrupted for messages except in the case of an emergency. Texting students during the school day may result in confiscation of mobile phones and is subject to electronic device policies.

### ***NCS UNIFORM DRESS CODE***

The Northside Christian School dress code is designed to help promote a neat and orderly school environment where education can flourish. While the initial purchase of uniforms can be expensive for parents, once uniforms have been purchased, a large wardrobe for school is not necessary. Thus, in the long run uniforms can save money for parents. Uniforms are supplied by Young Fashions and Crowley Sewing Center. Other items may be purchased from the vendors mentioned above or other merchants. Uniforms can be purchased on a regular basis during the year from Young Fashions in Lafayette located at 2722 Kaliste Saloom Road, or Crowley Sewing Center in Crowley located at, 2120 N. Parkerson Ave. Special orders may be placed at any time during the year by calling Young Fashions at 1-800-824-4154 and having the order mailed to your home. Crowley Sewing Centers' phone number is 337-788-2248.

There will be no alteration of the official uniform without the principal's specific written permission. Exceptions are granted for valid medical excuses only and with documentation provided to the Upper school Office.

Please Note: The NCS uniform dress code is applicable during the entire school day.

**The Following Regulations Apply at all Times**

1. Students who stay on campus after school must remain in complete uniform.
2. Students must never be barefoot on campus.
3. NCS students are required to dress modestly, even when out of uniform, at all school sponsored events.
4. Students should be always neat and well-groomed.

<b>Shirts</b>	<b>Boys</b>	<b>Girls</b>
Polo Shirt	Heather Gray	Heather Gray
	Light Blue	Light Blue
	White	White
Button-down Oxford Shirt	Light Gray	Light Gray
	Light Blue	Light Blue
	White	White
All polo and button-down oxford shirts must have the NCS logo on shirt.		
<b>Shorts</b>	<b>Boys</b>	<b>Girls</b>
	Navy Uniform Shorts	NCS Plaid Shorts-No cuffs
	No cargo pants pockets, patch pockets or topstitching on shorts	Navy uniform shorts No cargo pants pockets, patch pockets or topstitching on shorts
<b>Pants</b>	Navy uniform pants	Navy uniform pants
	No cargo pants pockets, patch pockets or topstitching on pants	No cargo pants pockets, patch pockets or topstitching on pants
<b>NCS Plaid Jumper</b>		Kindergarten – Fourth Grade Girls
<b>Blouse - White Peter Pan collar</b>		May be worn under jumper. – No logo needed
<b>NCS Plaid Skirt</b>		Fifth Grade – Twelfth Grade Girls
<b>Belts are optional for Boys' and Girls' shorts and pants.</b>		Navy, Black, Brown, No Designs
<b>Shoes</b>	Primary Color: Navy, Black, Brown, Blue, White, Gray	
	Some accent color is allowed.	
	The tongue, heel and shoelaces must be one of the main colors.	
	No sequins, plaid, polka-dots, patterns, nor lighted heels and soles may be worn.	
<b>Socks</b>	Navy, black or white crew or knee socks	
<b>Tights</b>	Girls may wear tights that are navy, black, or white.	
<b>Jackets</b>	Solid navy, black or gray – no stripes or patterns	
<b>Sweatshirts</b>	A new design will be available and may be purchased from T-Shirts, Etc. The old sweatshirt will no longer be sold but may be worn in the 2019-2020 school year.	

## **Cold Weather Outer Wear**

Jackets, coats, sweaters may be worn only on days which are cold enough to make the clothing appropriate. Please write the student's name on the inside for identification purposes.

**Coats and Jackets** - To make the student dress code more in line with a Christian school and a standard uniform policy, the NCS administrators have decided that a uniform jacket/coat is mandatory.

The following criteria are in effect:

1. Solid color - navy or black.
2. Only NCS insignias or logos.
3. May have buttons or a full-length zipper.
4. Attached hoods are permissible but may be worn only outside of the buildings.

**Sweaters** - Only navy or black "V" neck and cardigan sweaters will be allowed. NCS Sweatshirts purchased at T-Shirts, Etc., will be allowed at NCS.

**Other** - Only solid white or navy turtleneck shirts may be worn under girls or boys' uniform shirts during cold weather! (No long - John material)

**Not Allowed** – Non-NCS sweatshirts, camouflage jackets, flannel jackets, jackets from other schools, sports jerseys, and any other item deemed inappropriate may not be worn for school wear.

**Head Wear:** Students may wear hoods that are attached to winter coats. Cowboy hats, baseball caps, etc. are not allowed at school except on specially announced days. This includes P.E. classes or anytime while on the school grounds. Students in grades K-5 may wear appropriate knit, solid-colored caps on cold days and only while outdoors.

**Hair:** Hair must be worn in a standard, conservative and acceptable style and at a length that does not interfere with the educational process. No extreme hair styles on girls or boys, including bangs which fall below the eyebrows. Hair styles such as "spikes", and tints which are colors not natural to the student, are not allowed. No extreme sideburns (not lower than the ear lobe or too wide). Boys are to be clean shaven!

**Student Appearance:** Students must look neat at all times while on the school grounds, the "alternative look" is not allowed at NCS. Male students are to wear pants at an appropriate level, at the waist, and may not be low at the hip area.

**Other Items:** The uniform code is applicable from the time a student arrives at school until he or she is picked up or leaves to go home. The uniform code is also applicable at school events where uniforms are required. Items not listed in the code may not be worn (i.e., suspenders, sunglasses).

**Identification:** Parents, please use a permanent marker of some kind to put the student's name inside of each item of clothing including jackets, school shirts, and sweaters. Many unclaimed articles are left in the lost and found every year.

**Care of Property:** Students must take care of their property. Uniforms must be kept neat, clean and in good condition. Students must never write on their clothes or on their bodies. Boys are to wear pants at an appropriate length as to prevent fraying. Pant cuffs are not to be cut at the seams.

**Book sacks:** Book sacks should not have wheels.

## **Makeup and Jewelry**

- No makeup may be worn in elementary school.
- Fingernail polish for all girls is to be clear or natural shades.
- The elementary school is discouraged from wearing bracelets, pendants, and jewelry; however, if parents choose for their children to wear earrings, we ask that they not wear dangling or large hoop earrings.
- Necks and wrists - bracelets – one on each wrist and one necklace can be worn.
- Body piercings are not allowed for anyone, including the tongue.
- Watches – any style – appropriate for Christian students. Smart Watches may not be worn during a test.

## **Jean Day**

Occasionally different groups will sponsor a jean day. Students may pay \$1 and wear jeans that day. Jeans will be free of holes, cuts, tears, frayed ends, etc.

## **All Students—Coats/Jackets/Hoodies**

Approved vendors for NCS letter jackets, windbreakers, monogrammed sweaters, and sweatshirts are Crowley Sewing Center, T-Shirts Etc., Recognition Company, and NCS Athletic department. Parent's purchase said items from said vendors.

## **Infractions**

In the event that a dress code policy infraction cannot be immediately remedied by the student, the parent will be called, and the student will be removed from class until the student comes into compliance. The principal shall be the final interpreter of the dress code.

## **Music / Magazines/ Games**

Any music that is detrimental to the Christian character or spiritual growth of the hearer is strongly discouraged regardless of the "style" of the music. All music played at NCS functions will be subject to administrative approval. It is our desire not to be offensive or a stumbling block to others (Romans 14:13-16). It is our desire to direct the student into profitable alternatives to improper music.

Students are not allowed to bring mp3 players, CDs, DVD players, DVDs, games (electronic or standard), magazines, or any related item to school or any school related function without specific approval from administration. Approval will be based on specific need or usefulness for the class or event.

## **NCS Class Parties**

Class parties celebrated at school are for Christmas and Easter. When sending party invitations to school, include all boys or all girls in the class.

## **Parental Involvement**

Parents are requested and urged to monitor their child's usage of web sites that share personal information. We believe it is the parents' responsibility to monitor their child's internet use and to know what they are doing on the internet.

Parent orientation and conferences promote a good understanding between parents and the faculty and administration. Every parent is encouraged to attend these informative and helpful programs.

Other programs are sponsored throughout the school year. Such as rice festival shoebox float parade, grandparent's day, awards presentations, kindergarten graduation and High School Graduation. Parent support to these events speaks volumes to their children.

Parent conferences are welcomed, but advance notice for the principal and/or teacher should be given if at all possible.

Parents are asked not to enter classrooms during class time. Please leave notes in the school office to avoid interruptions of a class. Please come to the school office or send a note if you need a student to check out early. All teachers can now be reached via email, using their first initial and last name @ncswarriors.com.

For students in grades K-5, lunches must be left in the youth chapel within the appropriate labeled class container.

Parents are asked to read the handbook and support Northside's academic and behavioral policies and be favorable to its philosophy.

Parents are encouraged to participate in all school events, parties, special assemblies, athletics, and fundraisers.

Chapel services are always open to parents.

### **Drop-Off and Pick-Up Procedures**

#### **School Hours**

K-5<sup>th</sup> grade 8:00 a.m. – 3:00 p.m.

#### **Morning Drop-Off**

K-5<sup>th</sup> grade students can be dropped off no earlier than 7:30 a.m.

- Please do not leave your car unattended in the drop-off area. This area is for drop-off and pick-up only. When your student gets out of the car, a teacher will direct your child to the appropriate classroom.
- If you need to go to the office, please park in a parking place.

#### **Afternoon Pick-Up for K-5<sup>th</sup> Grade**

Please attach a name card with your student's last name and teacher to the window of your vehicle. An attendant will call your child's name and personally place him/her in your car.

#### **Procedure for Drop Off and Pick Up at NCS**

##### **Good weather drop-off:**

Parents should come in on the east side of the church and follow parallel to the front of the church to the red cone area. Allow the students to exit the car and then parents should proceed out toward the west end of campus. If a parent needs to enter the school for an extended period of time, they should park on the west end of our campus (near St. Michael) so as not to interrupt the traffic flow.

**Rainy weather drop-off:**

Parents should use either the covered area between the preschool and the gym by entering on the east side and coming around the north side of the gym and proceed south till drop-off is made under covered area and then exit, or parents can use the pavilion on west side of campus (near St. Michael) and drop off under the covered area and then proceed out by making a U-turn and exit by the light on Northern Ave.

**Good weather pick-up:**

Parents again enter east side and line up into 4 lanes in front of cone area. Students will be out at approximately 2:55 and the staff will escort them to your cars for departure.

Things that will help at dismissal:

- 1) All parents stay in vehicle
- 2) All parents park in one of 4 lanes towards the hospital
- 3) Use outside lane if you have to make a turn onto Northern Ave. and go back
- 4) Don't try to turn left onto Eastern because of traffic light after exiting. Go down Northern one more block and then turn left. This will help traffic flow.

**Rainy day pickup:**

Parents should enter east side of campus and proceed around the north side of the gym and form line under covered area between Daycare and gym. Remain in cars and the staff will direct students to the cars as they move forward.

Please drive with extra caution at drop-off and pick up time!

**School Calendar**

The school calendar will be set up at the beginning of each academic year and distributed to the parents. It will also be available on our website and in our weekly newsletter, The Warriors Way.

**School Color and Emblem**

The official school colors for NCS are blue and gold. Our school is represented by the "Warrior" (Training Mighty Warriors for Christ).

**Transportation**

NCS does not provide transportation to and from school. Assistance will be given to help establish "carpools". Any other cooperative effort of parents to facilitate transportation of students will be welcomed.

**Visitation**

School-age guests are not permitted to visit during the school day without pre-approval by the administration.

**Withdrawal Procedure**

Parents who wish to withdraw a student should come to the school office, settle all accounts, sign a notice of withdrawal form and request a copy of the most recent report card for the next school to be attended. Report cards will be available as soon as teachers can up-date and get it ready.



