

**Northside Christian School  
Parent-Student Handbook  
Grades 6-12  
2023-2024**

**811 East Northern Ave.  
Crowley, La 70526  
337-783-3620**

**<https://ncswarriors.com>**

**Johnny Ray Fontenot  
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.

### ***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.

NCS will provide students in the Acadiana area the opportunity to receive a quality education in a Christ-centered environment, being taught by born again Christian teachers.

## **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 on the basis of 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**

Upper school hours are 8:05 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.

### **Locker Rooms**

Locker rooms are reserved for students who are participating in current sports or physical education classes. They will be open prior to the beginning of the school day, during PE class times, and after school to accommodate student athletes. They will remain locked during all other times.

## **Lunch**

Students may bring lunch from home in the morning only or purchase a meal at school. We will no longer allow fast food or other lunches to be dropped off during the school day. We are using an app to pay for meals. Families may sign up, choose which meals they want to purchase, and pay for them on the app. A monthly menu will be posted on our lunch payment app. Parents/guardians will select the meals they want to purchase and pay through the app. No cash payments will be accepted.

## **Parking and Automobile Regulations**

Parking on the Northside Christian School Campus is a privilege. Abuse of the parking guidelines and regulations will result in the loss of that privilege.

Students with a valid Louisiana driver's license may apply for a parking permit by submitting the following information (A maximum of two-family vehicles may be registered on same permit):

- A completed application
- A photocopy of a valid Louisiana driver's license.
- A photocopy of a valid Louisiana Vehicle Registration
- Proof of Insurance

The following NCS regulations shall apply:

- The student must abide by the rules and procedures as outlined in the NCS Upper School Parking Application Form.
- Students are authorized to park in student designated parking only. This area is located on the east side of the school. Each student will be given a designated space to use each day and must park only in that space. Failure to do so will result in a \$10 fine.
- Students may not linger in the parking area or return to the parking lot during the school day.
- Students must comply with the 10-m.p.h. campus speed limit and adhere to all safety standards.
- Students who speed or drive recklessly on campus will lose the privilege of bringing a car to campus.
- Loud music and riding on cars are not permitted
- Driving on the grass or other unpaved areas is not allowed.
- Misuse of the parking privilege, or parking in areas other than assigned parking is subject to a loss of parking privilege.

## **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.
- 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 following the first quarter report cards.

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 main office prior to proceeding to a conference with the teacher.

### ***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, 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.

### ***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 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



## **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 audio and video monitoring of areas of our school campus. 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, they may ask their teacher for permission to go to school office to make the call. Cell phones may not be used. 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.

## ***ELECTRONIC DEVICE POLICY***

Phones and Smart Watches that are brought to school must remain in locker (high school) or backpack (middle school) during the day. The phones are not allowed out of lockers/backpacks until the end of the day. Headphones, ear buds, and air pods may not be used on campus until after school only 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.

**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)
- 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.
- C. *Secondary Students*- Each secondary student must have a personal relationship

and commitment to Jesus Christ and desire to be disciplined in the faith and in character. Consistent behavior and expressions contrary to Christian discipleship can result in dismissal from Northside Christian School.

**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.

*Secondary* students transferring to NCS from another school should have passing grades on their report cards for the semester averages. They must be on grade-level or above on a nationally standardized achievement test.

No student will be admitted who is a known user of tobacco, alcohol, or drugs. All students in grades 6-12 must sign a standard of conduct at the beginning of each school year stating they will refrain from the use of these substances. This agreement is binding for the full calendar year while the student is enrolled at Northside Christian School.

**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. Failure to comply will constitute reason for suspension and/or dismissal.

## 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

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 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.
- successful completion of the year's English course.

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.

#### **Curriculum**

Students will receive instruction in Bible, language arts, math, social studies, and science. In addition to the basic subjects a physical education program, electives, and extra-curricular activities will be offered to secondary students.

NCS does not have the personnel to allow for several schedules at each grade level, 8-12. With the new directive from the Louisiana Department of Education that includes all public and non-public approved schools, and states, "All students graduating in May, 2012, in order to attend a four-year college in Louisiana, will have to complete a course of studies that is equivalent to the present one that makes a student TOPS ( Taylor Opportunity Program for Students) certified and fulfills the LA Core 4 curriculum requirements." This means that we will address the majority of our students by having STANDARD SCHEDULES for each grade level.

### **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. Devotional group discussions for secondary students
4. Bible study time for elementary students
5. Weekly chapel service
6. Wholesome Christian atmosphere
7. 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**

NCS is committed to offering courses that will prepare students for their post-secondary pursuits. The curriculum is designed to help prepare serious students to compete academically in public and private universities while developing the various gifts of the student. Further, NCS is dedicated to a Christian program of spiritual maturity preparing students to be leaders in their communities.

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.

Students who have attended NCS in grades 9-12 must complete a minimum of 24 credits for graduation.

### ***GRADUATION REQUIREMENTS***

Classification of High School students is as follows:

9 <sup>th</sup> Grade	Less than 6 credits
10 <sup>th</sup> Grade	6 credits – 12 credits
11 <sup>th</sup> Grade	13 credits – 19 credits
12 <sup>th</sup> Grade	20 credits and above

### **High School Graduation Requirements**

Students will be required to complete the LA Core 4 Curriculum which includes four units each of English, math, science, and social studies (Bible can count for 1 unit); one unit of fine arts survey; and two units of foreign language and two units of health and physical education.

All students will be enrolled in the LA Core 4 Curriculum.

**NCS Standard Schedules**  
 Tops University Diploma Track  
 Minimum Requirements for Graduation\*

	<b>8<sup>th</sup> Grade</b>	<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
<b>English</b>	English 8	*I	*II	*III	*IV
	Reading 8				
<b>Mathematics</b>	Math 8	*Alg. I	*Alg. II	*Geom.	*Pre-Calculus
<b>Science</b>	Science 8	*Phy. Sci.	*Bio.	*Chem.	*Phys or *E. Sci. or Bio. II
<b>Social Studies</b>	History 8	*W. Geog.	*Am. Hist.	*Civics	W. Hist.
<b>Bible</b>	Bible 8	*I	*II	*III	*IV
<b>Fine Arts Survey</b>					*I
<b>Health/P.E.</b>	P.E. 8	*I	*II	*III	
<b>Computer</b>		*I			
<b>Publications</b>				*I	
<b>Spanish</b>			*I	*II	

\*24 credits minimum required for graduation beginning with 2012 graduation class.

Students must pass a Bible course for each year enrolled at NCS or another Christian High School.

All seniors will be required to remain in all subjects scheduled for the entire school year. No half credits will be given in a whole credit course. Beginning with the 2011-12 term, seniors will be required to take a minimum of 5 classes.

*La Core 4 Curriculum (Including Pre-Calculus) Must Be Successfully Completed in Order to Qualify for Tops.*

**Tops University Diploma Track Curriculum**

**Units:**

- 4 English I, II, III & IV
- 4 Algebra I, Algebra II, Geometry & Pre-Calculus
- 4 Physical Science, Biology, Chemistry & Physics, Earth Science, or Biology II
- 4 World Geography, American History, Civics, World History or History of Religion
- 2 Spanish I & Spanish II
- 1 Fine Arts Survey

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Total 19 Core Units



**Other qualifications for TOPS are:**

- a. 2.50 GPA on the 19 core units
- b. meet the minimum ACT score of 20

**Important ACT Registration Information**

\*\*ACT Registration Code for NCS is 190-614

\*\*Social Security number of the student is required for ACT Registration.

**Dual Enrollment for Seniors**

Dual Enrollment is a program by which a student can earn credit toward a college degree and a high school diploma simultaneously. This can give students a jumpstart on their college career and can also be financially beneficial. However, it can also have an impact on high school grades, scholarships and awards and TOPS eligibility. In order to offer the benefits of DE while trying to minimize the risk to our students we have set forth the following guidelines.

Any senior of NCS that wishes to pursue a dual credit course must notify the school of intentions so that proper communications can result between NCS and the chosen university of said student. This must be done before April of the student's Junior year. A parent conference along with the student and the principal is necessary before final arrangements are made for administrative approval. All financial obligations must be up to date for NCS in order for the student to enroll in a dual credit course. (There will be no reduction or prorating of our tuition - the rate will remain the same for student's senior year.)

- Students will only be allowed to participate in DE during their senior year of high school.
- Students will only be allowed to earn DE credit for English and Math.
- If students are taking their classes online with LSUE, LSUA or McNeese, they will bring their laptop to school and use it for work on their college courses at the regularly scheduled time and place for that corresponding course at NCS. LAPTOPS SHOULD REMAIN IN THE BOOKSACKS AT ALL OTHER TIMES.
- If students are taking their classes with ULL, they will attend those classes on the ULL campus as ULL does not offer online options at this time. The classes will need to be scheduled so they do not interfere with their NCS schedule.
- Students and guardians will be responsible for all tuition and fees related to the college course(s).
- The grade received for the high school credit will be one letter grade higher than that earned for the college course.
- The grades earned are final. NCS will not create extra work or give bonus assignments to boost a student's grade.
- If students drop a course, they will be admitted into the corresponding NCS course and the grade earned at the drop date will be the starting grade for that class.
- STUDENTS will be responsible for keeping up with work, deadlines and drop dates for the courses they are taking.

Dual Enrollment can be beneficial to some students, but it also could be detrimental. Students and parents should think carefully about study habits, and extra-curricular commitments before making the final decision to participate. If there are any questions, you can email them to Anne King at [aking@ncswarriors.com](mailto:aking@ncswarriors.com). We are looking forward to a successful and blessed school year.

Once the specific NCS graduation requirements are satisfied, the student may enroll in other prerequisite college courses since modifications were made to their daily school schedule.

Be aware that all dual credit courses enrolled may affect the student's overall high school GPA and therefore affect the earning of various high school accolades.

## **RECOMMENDED UPPER SCHOOL COLLEGIATE GRADUATION PLAN**

### **Academic Records-Transcript**

Northside Christian School uses a weighted numerical grading system. Credits and Grade Point Averages (GPA) become officially recorded on the high school transcript for students in grades 9-12 and are based upon the semester average in a course. GPA's are derived from a four-point system based upon the following scale:

Grading Scale	Grade Points
A = 93 – 100	4
B = 92 – 85	3
C = 84 – 75	2
D = 74 – 67	1
F = 66 – 0	0

Special note: If a student fails one semester of any course and passes the other semester so that a total of four grade points are achieved, a full credit will be granted. In order for the average of semester grades to occur, the student must have taken the course during the same school year and in consecutive semesters.

Northside Christian School's general pass/fail policy is as follows:

- A. Total of 4 quality points needed to pass each subject and 1 quality point must be earned in the final nine-week grading period. (D = 1 quality point)
- B. Failure for year results if 2 subjects are failed for the year (elementary grades 6-8<sup>th</sup>)

There are situations where a student's grades would indicate passing, but, due to the weakness of the student in important basic subjects, the decision could be made to hold that student back. Students should put forth their best effort for the entire year, not just until they have attained four quality points. Failure to do so on the part of the student could result in failure of that class for the year. This would only be done to benefit the student and would be discussed in conferences with the parents, teacher, and principal prior to the final decision being made.

### **Waiver or Adaptation of P.E. Requirements**

Students may be exempted from physical activity or have physical activity modified in the physical education course by written documentation from a licensed physician. The documentation must state the nature of the impairment and the expectation of physical activity for the student.

For temporary exemptions, written documentation from a licensed physician should state the nature of the temporary impairment and the expected time of recovery. During recovery time, the student will continue to learn the concepts of the lessons but shall not participate in the skill demonstration. Alternate lesson plans may be designed by the instructor and could include written work.

### **Summer School**

NCS will accept summer school credits from the public school system or other accredited private schools if their policies allow for enrollment for the summer session. The principal of NCS must approve summer courses prior to the student enrolling in summer school.

### **Commencement Eligibility**

To participate in commencement ceremonies, a student must have successfully completed all required courses and earned the minimum or more credits as stated in the NCS graduation requirements.

### **Honor Graduates**

To qualify for Valedictorian or Salutatorian the student must have been enrolled in NCS at least the entirety of his junior and senior year. The overall grade point average of all courses for the freshman through senior year will determine the recipient of these titles. (If needed the numeric average for each class will be used). The valedictory or salutatory title will not be issued unless the overall GPA is at least a 3.50 or above.

### **Academic Jackets/Sweaters**

Jackets/Sweaters are awarded to Juniors who have completed four semesters at NCS and have an accumulated GPA of 3.50 or higher.

Transfer students meeting the GPA requirements must be enrolled at NCS the entirety of the Sophomore and Junior year.

Any instance of Academic Dishonesty excludes a student from this honor.

### **Transcript Requests**

Students must make a written request to the office for each needed transcript. A minimal \$2.00 per transcript fee will be charged. A transcript may be requested by e-mail addressed to the office. Requests for transcripts that need to be forwarded to a college, university or other educational institution must have the college admissions office address. Students who have taken dual credit courses must request a transcript from the applicable college. This cannot be done through the NCS office.

### **Grading Policy**

Semester grades are determined by combining the two term grades as follows:

<b>Semester One</b>		<b>Semester Two</b>	
Term 1	50%	Term 3	50%
Term 2	50%	Term 4	50%
Semester Grade	100%	Semester Grade	100%

The Final Grade is the average of all four quarters.

### **Final Exam Exemption Policy**

Teachers are allowed to exempt only seniors from final exams if they meet the following requirements:

1. It is an end of course exam.
2. The student's semester average without the final is a 93 or higher.
3. The student has five (5) or fewer absences. This includes both excused and unexcused.

### **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.

### **Academic Probation**

Academic probation is designed to give notice to both students and parents that the student's enrollment at NCS is in jeopardy because of the lack of academic achievement. An Academic Review Committee consisting of faculty and administrators reviews all candidates for academic probation. The following guidelines apply to academic probation:

- Students earning two or more failing grades for a semester will automatically be placed on academic probation for the following semester.
- Parents will be notified by letter regarding their student's probation.
- Students placed on probation will be reviewed in order to determine the student's status at NCS. Students that fail two or more classes while on probation may be dismissed. Students who are passing all classes at the end of the next term may be removed from probation.
- If a student is withdrawn from NCS for academic reasons, he/she may reapply for enrollment after attending another accredited school or approved program for at least one semester. For readmission, the student may not have scored lower than 75% in any class while completing a full academic load.

### **Tutoring**

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

### **Academic Integrity**

Students pledge to demonstrate academic integrity. Students found to have engaged in academic dishonesty will receive disciplinary and/or academic penalties. Academic dishonesty includes copying the work of another student, plagiarism, use of unauthorized notes, or information and unauthorized communications between students.

### **Plagiarism**

Webster's dictionary defines plagiarizing as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source: to commit literary theft or: present as new and original an idea or product derived from an existing source."

If a student is found to turn in work that is in essence not their own, but "borrowed" from another source without proper citation, they will be considered guilty of plagiarism.

Should a student choose to plagiarize any portion of an essay or other form of writing assignment, this will be considered academic dishonesty and will result in a zero for the assignment and disciplinary action.

### **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.

### **College Entrance Tests**

The Pre-ACT is administered at NCS each year to students in the 10<sup>th</sup> grade. The results give students a good indication of what to expect on the American College Test (ACT). Juniors are encouraged to take the ACT exam once in the spring of their junior year. Seniors are encouraged to take the exam twice during the year. Information on how to prepare for these tests is available from the guidance counselor.

### **Homework Policy**

Students that desire to achieve academic excellence must understand that homework is a vital part of academic growth. Northside Christian School is committed to providing all students with the tools for academic as well as spiritual success. The amount of homework that is necessary depends upon the particular courses studied and the individual student. Homework is an extremely important part of any skill building subject.

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.

## ***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 loss of credits or 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 may be required to attend Saturday School to make up missed classroom time. Saturday School will be held on an as needed basis and will require a fee of \$25 per four-hour session. Fees should be paid upon admission to Saturday School. Failure to attend Saturday school or more than 9 absences will go before the review board. Absence failure may be assessed due to lack of compliance.

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.

### **Excused Absences**

Absences may be excused for the following reasons:

- Personal illness (two days only, thereafter excused only with a Doctor's note)
- Illness or death in the family
- Medical appointments with a doctor's note
- School-sponsored activities
- Parent requested absences with permission of the principal
- Church-sponsored activities, with the approval of the principal

### **Make-Up Work**

Students who miss school work due to excused absences (see guidelines above) are allowed to make up any work missed during the time they were absent. Students are allowed one (1) day to make up work for each day they were absent. A student who is absent for several days must turn in the first-day absence make-up work one day after returning, second-day absence work on the second day after returning, etc.

If a test was scheduled for the day of an excused absence, the student should be prepared to take the test upon returning to school. Missing a review day will not excuse students from taking quizzes, tests, or exams when they are scheduled.

It is the student's responsibility to make arrangements with each teacher to complete missed assignments, quizzes, or tests. Students and parents may check the iGradePlus parent's web page for homework assignments or contact the teacher via email to verify assignments.

If a student will be absent for more than two days, the parent should contact the appropriate school office to make arrangements regarding all of the missed work.

### **Unexcused Absences**

Unexcused absences are given for any reason other than the above.

1. Test and quizzes can be made up at 90% of their value.
2. The student makes up the class work for homework

Approved unexcused absences are allowed in unusual situations:

1. A request for an unexcused absence should be made by the parent in the form of a personal visit, phone call or email to the teacher explaining the need for the absence.
2. The parent will send a note with the student well in advance of the time the student is to be absent explaining the need for the absence and requesting that the student be given permission to do his work in advance.
3. The student should show this note to each teacher to get each teacher's signature. This note should be returned to the administrator who will file it.
4. The teacher should assign advance work.
5. It is the student's responsibility to see the teacher about all tests and make up work regarding such an absence.

## **Truancy**

Truancy is defined as an absence without the knowledge and consent of parents and / or the school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. These absences will be treated as unexcused and considered to be a major infraction of discipline rules and subject to student suspension. All drivers must sign out in the office!

## **Tardies**

It is important that students always be on time coming to school and going to class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life. It is a parental duty to ensure that these values are taught and demonstrated to their children.

A student coming in late, for whatever reason, disrupts the flow of the entire class. Secondary classes begin when the teacher closes the door after the tardy bell has rung. Students entering after that time will be marked tardy. Each student is expected to be in the classroom when the class begins. If a student arrives to class after 8:05 a.m. the following procedure must be followed:

- 1.) 6<sup>th</sup> -12<sup>th</sup> grade students must report to the office with the person who has driven them to school (parent, grandparent, guardian, etc.). The responsible adult must sign the student in, the student receives a tardy form, and the student reports to his/her appropriate class with the admit slip.
- 2.) Students who drive to school must report to the office when arriving late. A parent or guardian will be called to report the tardy. The student will sign in and an office worker will initial the time, indicating a parent has been called. The student reports to the appropriate class and gives the teacher the tardy slip.

## ***EARLY RELEASE FOR THE DAY***

Students are expected to remain at school for the entire day. Appointments should be made after the school day ends or on days when school is not in session. Students who must leave school before the end of the school day because of illness must be signed out in the office. Students will only be released to people on the pickup list. If a student finds that he / she must leave school early for reasons other than illness, a signed parent request for early release should be submitted to the school office.

## ***ATHLETICS***

The primary goal of our athletics program is to bring glory to God through encouraging our teams to perform to the best of their ability the Lord has given them. We want our athletes to learn positive Christ-like character qualities and to express them openly through athletics. We are most interested in building eternal values in our athletes and therefore we stress attitudes and actions in relation to God's Word. Our motivation is to build into their lives through athletics, the character qualities of Jesus Christ, while providing opportunities for Christian encouragement and fellowship with other athletes, fans, and faculty.

Participation in athletics provides opportunity for the student to develop mentally, physically, socially and spiritually. As the activities of the athletic department are an integral part of Northside Christian School's total educational program, student-athletes are expected to maintain the same biblical standards of conduct as required during the school day. These standards of conduct apply to practice sessions, home and away games, and at any time the student is representing the school.

All students represent NCS at sporting events, whether competing or in the stands, consequently, the conduct of NCS students must always reflect Christian sportsmanship toward the opposing team and the officials. Students may be removed from a game or several games for behavior that is not in line with these objectives.

Louisiana High School Athletic Association (LHSAA) is the sanctioning body for all upper school sports.

NCS is a member of the LHSAA (Louisiana High School Athletic Association) and participates in various sports for girls and boys. Athletes at NCS must maintain a 2.0 average in all academic subjects to be able to participate in sports.

### ***ATHLETICS OFFERED AT NCS***

*Volleyball*  
*Baseball*  
*Cross Country*  
*Cheerleading*  
*Basketball*  
*Softball*  
*Track & Field*

#### **Eligibility**

Eligibility to participate in athletics and other extracurricular activities is determined as follows:

- A student failing more than one subject (a grade below 67) at the end of a term (does not include midterms or finals) will be declared ineligible.
- Ineligible students are not allowed to participate in games, travel with the team, suit-out or sit on the bench for two weeks starting the Monday after the grading term ends.
- Ineligible players may practice with the team.
- In the event of a “dead week”, (midterms, finals, or other State or LHSAA mandated times) the two-week period will begin the Monday following the “dead week”.
- Probation may fall over a school break, if it is not a declared “dead week”, probation will be served.
- At the end of two weeks of ineligibility, the administration will review the student’s grades. If it is determined that the student is still failing more than one subject, He/she will remain ineligible for the next two weeks.
- The student will remain ineligible until he or she is failing not more than one subject at the end of the two-week period.
- When a student has raised his/her grades to achieve eligibility, he/she will remain eligible until the next grading period.
- In the case of a student serving ineligibility over Christmas Break, he / she will be eligible on a probationary basis for the two weeks starting the new grading term. Two weeks into the new grading period, grades will be checked, and the player will be declared eligible or ineligible at that time.



## Forms

Students must have the following forms and information on file in the athletic office in order to participate in athletics. The following forms are available in the athletic office.

1. Physical examination
2. Parent or guardian consent
3. Confirmation of insurance (The school does not provide medical or accident insurance)
4. Parent/student driver release (required only if student wants to drive his or her vehicle to practice or games)
5. LHSAA eligibility form
6. Signed acknowledgement of LHSAA rules
7. Consent for random drug testing

## General Guidelines for Participation in Athletics

Each coach will stipulate specific requirements for his/her sport and/or team. Following are some general guidelines that apply to the entire athletic program:

1. To participate in that day's athletic event or practice, students must be in class no later than 10:00 a.m.
2. Practice times are established based on availability of facilities and the coaches' schedules. All practice times are subject to change throughout the season.
3. Student athletes will normally travel to games on the school vehicles.
4. Discipline in athletics falls under the discipline section of the handbook. Coaches may impose additional discipline policies as they see fit.
5. Because of the importance of keeping commitments, athletes who desire to quit a sport after the second week of the season must meet with the head coach to discuss that decision. An athlete may participate in another sport during the current season recognizing that the current season's sport is the primary sport.
6. Students who desire to participate in two sports during one season must receive the approval of both head coaches and the athletic director.
7. A student who plays in a sport with an off-season program is expected to participate during the off-season unless he/she is involved in another sport that is in season concurrently with the off-season program.
8. Athletic cuts occur in those sports where a limited number of athletes are able to practice effectively and receive an adequate amount of playing time. The procedure for cuts includes the following:
  1. Players cannot be cut prior to participating in one week of practice.
  2. Players will be informed personally if they did not make the team and will be given an evaluation of strengths and weaknesses in order to improve future performance.
  3. No cuts will be made if only one or two players would be eliminated.
  4. Athletes may be cut from a team because of disciplinary issues
  5. Students are responsible for all uniforms and equipment checked-out to them. If the equipment is lost, stolen, or not returned to NCS, the parents will be billed for the missing items.

## **FINANCIAL POLICY**

NCS is a religious non-profit institution with an annual budget dependent upon the tuition of the students and the gifts from friends for operating expenses. Faithfulness in keeping school accounts current is expedient to maintain a balanced budget. Any money contributed to NCS as a gift *is* tax deductible. Tuition and other school expenses may be tax deductible. More information may be obtained at <http://revenue.louisiana.gov/sections/individual/schoolexpensededuction.aspx>

To practice sound financial operation, the following guidelines will be adhered to:

1. Registration and book fees are non-refundable and must be paid in full before students will be admitted to class.
2. NCS will receive tuition payment in full for the school year.
3. NCS has entered into an agreement with FACTS Management Company to process tuition payments for the school. All families, except those that will make full payment in advance, are required to sign a FACTS Automatic Tuition Payment Agreement. Tuition will be automatically deducted from your financial institution in either 12 or 10 monthly payments, beginning in either June or August, depending on the payment option chosen at the time of enrollment. In accordance with FACTS' policy, a returned payment fee will be assessed for each payment attempt that is returned. You may contact FACTS at 1-866-441-4637.
4. Students withdrawing during the school year will be charged tuition for the full month in which they last attended NCS.
5. Students may not continue attending NCS when an account is two payments or 60 days past due.
6. Students may re-enroll for the following year who have an outstanding balance from the previous year. However, the outstanding balance must be paid prior to the first day of the new school year.
7. School records, report cards, and diplomas will not be released until all financial obligations have been met.
8. A list of fees is available in the office.

### **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.

## **Returned Automatic ACH Payments**

FACTS will resubmit returned ACH payments for reprocessing three times. Unpaid balances resulting from returned ACH payments will be paid in the school office with cash, money order, personal check. If a personal check is returned for insufficient funds, all payments must be made in cash going forward.

## **HEALTH SERVICES**

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

If your child has a specific health need in regard to conditions such as hypoglycemia, seizures, asthma, diabetes, insect allergy, sickle cell anemia, etc., that information must be identified on the medical release form. All specific measures to follow in the event an incident occurs should also be included. 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 properly stored 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 in the last 24 hours they have:

- Vomited
- Had diarrhea
- Have/Had temperature of 100.4 or above
- Have or suspected to have a minor contagious condition, such as, impetigo, ringworm, pinkeye, lice, flu, etc.
- 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° 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 lower school 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.

Prescriptions medication container must have the following information:

- 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. 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.

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

## ***STUDENT LIFE***

### **National Beta Club**

The national beta club is the largest independent, nonprofit, educational youth organization in America, and prepares today's students to be tomorrow's leaders. Students are invited to be part of this organization. They must possess high moral character, be involved in service activities, demonstrate leadership capabilities and maintain a high scholastic average.

### **Chapel**

Attendance and participation in a weekly chapel service is an integral part of student life at Northside Christian School. Students are encouraged to explore their gifts and talents by participating in dramas, worship groups and other facets of the chapel worship experience. Chapel services are conducted by the Northside Youth and Children's Pastors.

All students, including part-time or half-day students, are required to attend chapel. Each student will show proper courtesy to the speaker or group leader. Students are not allowed to study during chapel or assembly times.

### **Student Council**

The Student Council strives to suggest, promote, and carry out school-wide activities that serve to build school morale and honor the name of the Lord Jesus Christ. The expectation is that members will model Christ-like behavior, will provide positive peer pressure, and will come along side to serve the needs of fellow students.

Student Council members are elected at large each year and serve for the academic year. Leadership positions are class officer's student council representatives who are chosen from each grade.

### **Other Clubs**

Students are encouraged to participate in clubs and interest groups, such as 4-H. The groups may be formed in conjunction with a faculty member upon approval by the appropriate principal or administrator.

Other merit programs may be implemented throughout the year.

## ***STUDENT BEHAVIOR / CHRISTIAN PRINCIPLES***

The administration is committed to a student management plan that effectively supports the mission statement and core values of Northside Christian School. Student management at Northside is therefore based on biblical principles and is deemed mutually beneficial for parents, students, and school personnel. NCS was founded on Christian principles with high standards and moral expectations that all of the faculty and staff strive to maintain. In this atmosphere of positive Christian standards of conduct, there is a fine opportunity of development of strong Christian character in our young people.

Northside Christian School shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority encompasses any activity during the school day on school or church grounds, attendance at any school-related activity regardless of time or location, any school-related misconduct regardless of time or location, and any misconduct while the student is wearing the uniform of Northside Christian School. When students are admitted to Northside Christian School, they become identified with the school and are judged by the way they conduct themselves.

As Northside seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the student and Northside Christian School at all times. Therefore, the authority of the school, with respect to student conduct, must extend to any occurrence that reflects adversely on the good name or reputation of Northside Christian School.

Certain fundamental principles apply at Northside Christian School that directly impact the arena of student management.

- NCS is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school.
- NCS reserves the right of admission. Attendance is a matter of privilege, not a right.
- NCS will not, in the admission, attendance or in any other processes of the school, discriminate on the basis of race, sex, or national origin.
- As a private, Christian institution, NCS reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards, as well as, decisive actions to be taken when these standards are not met.
- While NCS must be firm in maintaining an academically sound, safe and effective environment for learning, NCS is also extremely sensitive to the well-being of each family.
- Finally, the ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at Northside Christian School.

Some of the standards that are listed in this handbook include: acting in an orderly and respectful manner toward other students, as well as those in authority, maintaining Christian standards in courtesy

and kindness toward others, and only using words which glorify the Lord and lift each other up and not tearing or belittling one another or stirring up strife or contradiction.

The NCS Student Handbook is not intended to be, nor can it be, all-inclusive. It does not attempt to define all types and aspects of student management standards. The administration reserves the right and assumes the authority to promulgate rules and regulations in all matters of student management not otherwise specified. While NCS acknowledges that the education of the child is ultimately the responsibility of the home, maintaining the standards of academics and conduct are the obligation of NCS. Therefore, in adherence to the NCS purpose, philosophy, core values and mission statement, NCS does not hesitate to require appropriate behavioral and academic discipline from each child.

We are particularly concerned about teasing and any form of harassment, including sexual harassment, that is extremely hurtful to students. We are determined that these actions be non-existent, and that our students lift one another up with encouraging words and actions that Christian young people should exemplify. As students begin to stray away from the basic rules and regulations, it will be necessary to re-focus on the importance of student adherence to all rules and regulations. This will be communicated to all of our students early in the year and we are asking for your help to discuss these standards with your children. If students fail to adhere to these standards, discipline procedures will be forth coming to those students, which could include suspension from school.

NCS reserves the right to request drug testing for any student suspected of involvement with drugs or alcohol.

If a student demonstrates repeated behavioral problems in the classroom, parents will be notified so that appropriate action may be taken at home to ensure a safe, secure, and productive learning environment for all students. Lack of parental support in this area could be cause for removal from class and submission of that student's name to the Disciplinary Review Committee for consideration for expulsion or release.

Northside Christian School remains a gang-free and gun-free zone.

Students and staff are expected to conduct themselves according to biblical standards at all times. Parents, we pray that you can identify and agree to what our goals at NCS are, and that our desired outcomes are based on Christian principles.

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

Uniforms are supplied by Young Fashions in Lafayette located at 2722 Kaliste Saloom Road or the Crowley Sewing Center located at 2120 N. Parkerson Avenue. You can also find official NCS gear at T-shirts Etc. in Crowley.

#### **Shirts-Boys and Girls**

##### **Polo Shirt**

- Heather Gray
- Light Blue
- White

### **Button Down Oxford Shirt**

- Light Gray
  - Light Blue
  - White
- All polo or button-down oxford shirts must have the NCS logo on the shirt. ○ School uniform shirts must remain tucked in throughout the school day.

### **Shorts-**

- Navy uniform shorts-no cargo pants pockets, patch pockets or topstitching on shorts
- Shorts must be no more than 4 inches above the knee, nor should they be tight fitting.

### **NCS Plaid Skirt-Girls**

- 5<sup>th</sup> grade-12<sup>th</sup> grade
- Skirts must be knee-length-no more than 2 inches above the knee
- Shorts must be worn under skirt

### **NCS Plaid Jumper-Girls**

- Kindergarten-4<sup>th</sup> grade
- Gray, white, light blue collared shirt should be worn under jumper-no logo needed
- Jumpers must be no more than two inches above knee.

**Belts** are optional for boys' and girls' shorts and pants

- If a belt is worn, it must be navy, black, or brown with no designs

### **Shoes**

- Primary colors: navy, black, brown, white, blue, gray
- Some accent color is allowed
- Tongue, heel, and shoelaces must be one of the main colors
- Boots are not allowed with uniforms
- No sequins, polka-dots, patterns, lighted heels or soles may be worn

### **Socks/Tights**

- Color options-navy, black, white, or gray
- Crew or knee socks-ankle or no-show not allowed
- Official NCS logo socks are allowed
- Tights may only be worn under skirts-navy, black or white

### **Jackets/Sweaters/Sweatshirts**

- Solid navy, black, gray, or white
- No stripes or patterns
- Jackets may have a small brand logo, on upper chest area measuring no more than 2"x3"
- NCS sweatshirt in school colors
- Students must wear uniform shirt under jackets, sweaters, and sweatshirts

**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. Hair styles such as spikes or tints which are not a natural color are not allowed. No extreme side burns (not lower than the ear lobe or too wide). Boys are to be clean shaven. Boys' hair should not be hanging below eyebrows, top of ears or top of collar.

### **Makeup and Jewelry**

The Elementary is discouraged from wearing bracelets, pendants, and jewelry.

- Elementary-No fake nails
- Elementary may only wear stud earrings
- Middle and high school girls may wear up to 2 matching sets in a single ear.
- Rings are limited to two on each hand
- Necks and wrists-bracelets-one on each wrist and one necklace may be worn
- Body piercings are not allowed for anyone
- Watches-smart watches may not be worn.

**Jean Day-**Jeans must be free of holes, cuts, tears, frayed ends, etc. Tights are not to be worn on free dress days.

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 neat and well-groomed at all times.



**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.

### **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. A dress code violation will be issued to the student. Upon receipt of the third dress code infraction a demerit will be issued. The principal shall be the final interpreter of the dress code.

## ***DISCIPLINE MANAGEMENT***

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. The following principles shall apply to all disciplinary actions taken by the school and its representatives.

- To be redemptive rather than punitive in nature.
- To be governed by principles and instructions contained in the Word of God
- To be addressed in a consistent and judicious manner.

To ensure spiritual and educational benefits for all students, each student is required to obey all rules and regulations of the school. Students must show a Biblical respect for all persons in authority at the school at all times. Submission of an application for admissions to NCS is an indication that both students and parents intend to comply with discipline guidelines. Students in grades 7-12 also must sign the Standard of Conduct each year of attendance.

Our school is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in filling their role.

Discipline is what is done for a child, not what is done to him/her. Training for leadership requires consistency in love and discipline of a student. This administration strongly encourages each parent to read a little pamphlet entitled "Under Loving Command" by Al and Pat Fabrizio.

### **Hallway/Gym Behavior**

Students are required to receive permission before leaving the classroom for any reason. Students are not allowed in the hallways during class time without a pass signed by the teacher. Proper decorum and respect for all individuals, is expected at all times from every NCS student. This especially holds true during those times of transition from class to class. Horseplay, extreme volume, inappropriate physical contact, or unnecessary lingering are not allowed in the hallways at Northside Christian School. Students should move from class to class in a mature and efficient manner without causing disruptions in or blockage of the hallways. Students who have difficulty following these guidelines will receive detentions from the principal or teachers monitoring the hallways.

### **Guidelines for Student Conduct**

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life.

"Children obey your parents in all things: for this is well pleasing unto the Lord." (Colossians 3:20)

"Let every soul be subject unto the higher powers." (Romans 13:1a)

"Obey them that have the rule over you and submit yourselves." (Hebrews 13:17a)

Students at Northside Christian School are expected to refrain from cheating, swearing, smoking, gambling, drinking alcoholic beverages, indecent internet use, listening to unwholesome secular music and using narcotics. They are to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. It is our goal that these standards be maintained by students off campus (before and after school hours) as well as on campus.

I Timothy 4:12 exhorts, "Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity." Students guilty of the infractions listed in this paragraph will be automatically suspended for the first offense. A second offense will result in a conference to determine the status of enrollment. An exception to this rule is for possession of, taking of, handling of, any illegal narcotic or weapon contraband. The penalty for this offense will be automatic expulsion for the remainder of the school year, and the incident will be reported to the Crowley Police Department.

Parents, if your child does come home complaining about policy or discipline, please follow these procedures:

1. Give the school the benefit of the doubt.
2. Realize that his (her) reporting is emotionally biased and could be based on incomplete information.
3. Realize that we have reasons for all rules and that they are enforced without favoritism.
4. Support the administration and call the school to discuss the matter.

NCS operates under the concept of the Matthew 18:15-17 principle. It is in this scripture that Jesus gives the formula for conflict resolution for person-person issues.

1. The first step is to initiate face-to-face dialogue. This involves the teacher addressing the student to allow for the development of self-correction.
2. If behavior modification does not occur thereafter, the next step is to involve the teacher, student, and the parent(s).
3. If no adjustments are observed, then an administrative meeting with teacher and parent(s) may be required.

It is impossible to make rules to cover every type of infraction. Good behavior must come from the heart and not be mere conformity to outward regulations. However, the following items are expected to be strictly observed:

6. Respect for authority to the administration and faculty. Students should address faculty in terms of Mr., Mrs., Miss, or Ms. with the last name following. (Hebrews 3:17) "Obey them that have the rule over you and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you."
2. Marked on or defaced property is to be replaced at the offending student's expense.
3. Equipment, reading materials, toys, or gum not requested or approved by a supervisor are not permitted on the campus. (No books or magazines unless requested or assigned by teachers.)
4. Students should use only words which glorify the Lord. Ephesians 4:29 "Let no corrupt communications proceed out of your mouth, but that which is good to the use of edifying that it may minister grace unto the hearers."

5. Gripping, criticizing, and teasing are not tolerated. (Philippians 4:11) "Not that I speak in respect of want: for I have learned, in whatsoever state I am, therewith to be content."
6. Stealing, cheating and lying are considered very serious and will not be treated lightly
7. Running, shoving, yelling, and horseplay are considered out of order at all times. Students should walk upstairs, one step at a time!
8. High school and junior high students are to keep their hands- off elementary students and should not agitate them. Elementary students should treat high school students in the same way.
9. No physical contact is allowed between male and female students.
10. Break time is for the use of restrooms, water fountains and for relaxation.
  - a. the restrooms should be kept neat and clean
  - b. you should always flush toilets and turn the water off
  - c. playing in restrooms is not permitted
11. Remain in designated areas at all times. No one may leave campus until school is dismissed without written, daily permission.
12. When you enter the auditorium, enter quietly and be seated. Do not talk. Remember you are in the house of the Lord.
13. You are required to participate in all singing, reading, and pledges. II Timothy 2:15, "Study to show thyself approved unto God, a workman that needed not to be ashamed, rightly dividing the word of truth."
14. Items such as pocket knives, matches, lighters, fireworks or any other related items are not needed at school. Any student with such items on their person or found playing around with such items will be automatically suspended and/or expelled from NCS.
15. Keep the school grounds free of litter. Throw all trash in the cans that are provided.
16. Students shall be seated upon entering the classroom and once class has started, should not talk nor be out of their seats without permission. Both feet and all four chair legs must remain on the floor while seated.

When a student's attitude is not in accord with school policies or principles', he will be placed on probation; both parents are to be called for a conference: if the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the student.

Secondary students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ-centered program. Such includes abstinence from all that is outlined under the standard of conduct.

We are dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order."

(I Corinthians 14:40) We also believe that our students should be taught to accept a God-given responsibility to "walk honorably before all men. "Thus, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom of kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

NCS is honored that you have asked our staff to assist you in training your child for Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child.

We appreciate your confidence in our program. In order to carry out your wishes for total scriptural admonition to correct a child when his / her behavior is in violation of proper or reasonable rules and procedures, corporal corrections will be exercised under the following guidelines:

Teachers are encouraged to handle discipline in their rooms in a firm, consistent manner that is tempered with love.

**Boy/Girl Relations**

Northside Christian School provides opportunities for boys and girls to cultivate friendships with the opposite sex. Occasionally, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled responsibly. Public displays of affection, such as holding hands and other physical intimacies, are considered to be in poor taste and are not acceptable at school or school related functions.

We encourage high standards of moral character in friendships of boys and girls. Students may be called into question regarding improper boy/girl relationships, whether on or off campus. Each student has a responsibility to uphold Christian standards of morality in all areas of their life.

**NCS Forms of Discipline**

- 1. **Counsel**  
Disciplinary counsel with a teacher or administrative staff member is designed to pinpoint the heart motives of the student. It is designed to help the student realize that wrong decisions have affected not only the individual students, but also the school community. Counsel should reinforce in the student the foundational philosophy of the school, as well as the biblical principles on which school policies are based. The primary focus of all disciplinary counsel should be the forming of the character of Christ in the student.
- 2. **Parent Conference**  
Parent conferences may be requested by the parent, the teacher, the school principal or assistant principal. These conferences are intended to bring unity between the parents and the school regarding the course of action that is deemed best for the student’s growth in Christ-like character.
- 3. **School Community Service**  
In order to help correct negative behavior, community service within the NCS community may be assigned by the administration.
- 4. **Detention Hall**  
Disciplinary action may include one hour after school detention hall (3:00-4:00 p.m.). High school and junior high school detentions will be held separately on Tuesday and Thursday afternoons with locations posted in the classroom. Students must serve detention within one week from the date assigned. Students are not allowed to miss a scheduled detention without the approval of the principal.
- 5. **NCS Policy for minor infractions**  
Includes dress code violations, between class tardies, and cheating on minor assignments)

<b>Occurrence</b>	<b>Consequence</b>
1	Demerit
2	Demerit
3	Demerit
4	Demerit and Detention
5	Demerit and Detention

6	Demerit and In-school Suspension
7	Demerit, Out-of-school Suspension, Parent-Student-Principal Conference, Disciplinary Probation
8	Demerit, Referral to Disciplinary Review Committee

**6. NCS Policy for major infractions**

Occurrence	Consequence
1	Detention
2	Two (2) Days Detention
3	Out-of-school Suspension, Parent-Student-Principal Conference, Disciplinary Probation
4	Referral to the Disciplinary Review Committee

**Miscellaneous**

Occurrence	Consequence
Receiving a Demerit while on Disciplinary Probation	Referral to the Disciplinary Review Committee
Detention	Held on Tuesday and Thursday afternoons From 3:00 p.m. – 4:00 p.m.
	Failure to Serve by Due Date Results in Another Detention to be Served in Addition To the Original
	Failure to Attend Original and Additional Detention Will Result in Referral to the Office and Suspension

**7. Office Referral**

Faculty member will refer students to the office for disciplinary action if any of the following situations have occurred.

- a. Uses or threatens to use physical violence
- b. Cheating on a major assignment. (Student will receive a zero on assignment)
- c. Vandalism (Restitution will be required.)
- d. Engaging in behavior that the faculty member deems uncontrollable, threatening, or insubordinate.
- e. Leaving school without permission (Truancy).
- f. Indecent internet use, including, but not limited to social media posts
- g. Immoral activity (on or off campus and/or online)
- h. Possession and/or partaking of illegal drugs/alcohol/tobacco (on or off campus)
- i. Criminal activity
- j. Sexual harassment
- k. Vaping

Upon being sent to the office, the student will meet with the principal and a parent/guardian. The student will not return to the classroom until an administrator has reviewed the incident. The principal has discretion to determine and assign appropriate corrective measures.

**9. In-School Suspension**

A student may be assigned to in-school suspension for the number of days determined by the principal. The student will be placed on disciplinary probation upon return to regular classes.

## **10. Out of School Suspension**

- Only principals may assign an out of school suspension.
- The parent will be notified of the suspension by telephone or in person.
- Pending parent notification, the student will remain in the office.
- The term of the suspension shall not exceed three (3) consecutive days unless otherwise directed by the disciplinary review committee.
- Suspensions are considered unexcused absences. Students will be allowed to make up any missed assignments at 80% of their value.
- Suspension automatically initiates disciplinary probation.
- With each suspension, the principal will complete an iGradePlus records entry and email a copy to the student's parents and notify teachers.

## **Expulsion**

Upon receiving eight (8) demerits or committing a serious offense against school rules or the honor code, the principal will forward the student's disciplinary file to the disciplinary review committee for consideration. The committee will consider the file and make a recommendation to the school administration regarding the student in question. The school administration will then determine if expulsion or some other form of disciplinary action is warranted.

## **Disciplinary Review**

1. The Disciplinary Review Committee will be comprised of the upper school principal and faculty and administration members as appointed by the principal.
2. The Principal will obtain behavior reports from each of the student's teachers and a student review form, which includes attendance, academic, and disciplinary records, to present to the committee.
3. The committee will consider and make a recommendation.
4. The committee recommendation will be forwarded to the principal for a final decision.
5. In the event that expulsion is determined to be the appropriate course of action, the following communications will take place:
  - a. The Principal will inform the parents of the decision, in person, if possible.
  - b. A review committee Decision Form will be completed.
  - c. A copy of the review committee decision form will be given to the upper school administrative assistant for the student's file.
6. The parents/ guardians may submit a written appeal to the principal within one week of communication of the decision of the review committee.
7. The appeal will be considered by a disciplinary appeal committee. This committee will be comprised of the principal, a member of the church executive committee, and other faculty or administration as appointed by the principal.
8. Upon reviewing the decision of the disciplinary review committee, the appeals committee will submit a written decision to the parents/ guardians. A copy of the report will be placed in the student's cumulative file.
9. If the parents are desirous of a further appeal, they may submit a written appeal to the principal to be considered by the Executive Committee of Northside Church.
10. Student will be on automatic probation and suspended until the decision is made pending board review.

## **Disciplinary Probation**

Disciplinary probation is a status imposed when the student demonstrates difficulty in adhering to established conduct standards at NCS.

The student will be placed on disciplinary probation under the following conditions:

- Upon receiving an in-school or out-of-school suspension
- Upon displaying a general attitude of rebellion or disrespect
- Upon committing a serious offense as deemed by school administrators

A student's failure to demonstrate significant improvement while on disciplinary probation could result in consideration for expulsion by the disciplinary review committee.

Students on disciplinary probation for three (3) weeks:

- Any additional consequences will be at the discretion of the principal.
- All information regarding disciplinary action is private in nature and will only be discussed with the individual student's parents/guardians and teachers.

## ***SCHOOL ROUTINE***

### **Change of Address or Phone Number**

Please notify the school of any changes of address, phone number, work locations, and email immediately. It is important that "emergency numbers" be correct and current in case we need to reach you.

### **Closed Campus**

Northside Christian School follows a *closed campus policy*. Students must stay on the school grounds from the arrival time until dismissal, unless checked out by a parent.

1. NCS has a closed campus. Once a student has arrived he will not be allowed to leave the school building without permission before the end of the school day. Unless checked out by a parent for a doctor visit or illness
2. Guests are allowed on campus without administration approval. We ask all visitors to please sign in at the office.
3. Students must have permission to be outside the classroom during class time.
4. Students may go into the classrooms only during class time or when there is a staff member present.
5. Students may not leave campus to purchase lunch items.

### **College Days**

Visitation of colleges during the school year should be scheduled during school holidays and teacher work-days when possible. Visits during regular school days require permission in advance from the appropriate counselor or supervisor.

### **Communicable Diseases**

Please call the school immediately if your child is diagnosed as having a contagious disease. Your assistance may help prevent the spread of the disease.

Any student with a fever of 100.4 degrees will be sent home and will not be able to return until the fever has broken and the student is fever free for 24 hours without the use of medication. This applies to vomiting and diarrhea, pink eye, and any other communicable disease.

- **Illness During School Hours**

If a pupil becomes ill during the day, he may be excused to go home by the administration, and only after the parents have been contacted. It is important that the school have current home and office telephone numbers of the parents. Any student not present in the classroom will be counted absent from that class.

### **Emergency School Closing**

In most situations, if schools in Acadia Parish close because of hurricanes or other weather conditions, NCS will also close. School closing announcements will first be posted to Facebook, the Remind App, Instagram, and our Website. We will then contact the following: KATC TV 3, KLFY TV 10., and KAJN 102.9 F.M. radio.

### **Extracurricular Activities**

Participation in extracurricular activities requires a student to show loyalty to NCS at all times. A student may be restricted from participation in extracurricular activities for academic or conduct probation. All extracurricular activities must be approved by the administration and the activity must bring honor and glory to name of Jesus Christ. NCS is a member of the Louisiana High School Athletic Association.

### **Field Trips**

Field trips are planned for their educational value. Notes giving details of the field trip will be sent home with the child prior to the field trip. A permission slip must be on file in the office before your child can participate in the field trip. Parents may be invited to participate in the field trips, but the teacher will retain the responsibility to exercise authority in the administration of supervisory and disciplinary measures during the trip.

### **First Fruits**

NCS will set aside the beginning of each day to gather together for First Fruits, a time of dedicating themselves and the day to the Lord. K3 and K4 will meet in Miss Patsy's playroom. Kindergarten - through 12th grade will meet in the high school gym.

### **Fire Drills/Tornado/Lockdown/Evacuation**

Throughout the year there will be unannounced fire drills. When the fire alarm sounds all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and absolutely no talking. Each student is to remain with his classmates at all times. All classes will have an "assigned exit and area" to proceed to in case of a fire. A signal will be given to reassemble in the classroom and each teacher will be with their class. One drill may occur during each month of the school year.

**In case of Tornado:** Students are to follow same procedure for order as a fire drill, but proceed to safe areas designated on instruction sheets placed in each classroom.

**In case of lockdown:** The building will be secured. No one will be allowed in or out until given an "all clear" by law enforcement.

**In case of an evacuation:** Students will relocate to St. Michael's located west of the campus at --- address

### **Gifts Delivered to School**



NCS recommends that gifts not be delivered to students at school. Any gifts that are delivered to students at school will remain in the office and may be claimed by the student at the end of the day.

### **Health Records**

All students attending NCS must have a medical history form completed and on file in the office. This form contains the student's immunization record that is required by the Health Department for audit purposes. Students will not be allowed to attend class if health records or updates are delinquent more than thirty days.

### **Lockers**

Lockers are provided for students in grades 8-12. Elementary students keep their books and lunches in their rooms. The administration may inspect a student's locker at any time.

Lockers must be kept neat at all times. Food may not be kept in a locker for more than one school day at a time. There should be no writing on the inside or outside the lockers, and nothing placed on the outside. Pictures inside the locker should be taped and must reflect Christian character and Biblical morality. Students may use only one locker and must use the one assigned to them. Any student who goes into the locker of another student without specific approval may forfeit the right to have a locker.

### **Lost & Found**

Please label all of your child's personal belongings such as clothing, lunch boxes, supplies, etc. Items left will be placed in the lost and found at the end of each day. Articles in lost and found are subject to disposal after two weeks.

### **Lunch Program**

Hot lunches are provided on Monday thru Friday during the school year. A calendar is sent home and accessible online at [ncswarriors.com](http://ncswarriors.com) for the month with the menu and cost. An envelope with the correct amount of money and the order should be sent to school with the student on that day. Except for hot lunches, students are to bring a sack lunch from home. Various drinks and snacks are offered for lunch and snack time. Students are not permitted to leave school at lunch.

### **Medical Information**

Each student's immunization record is to be updated by the beginning of each school term. This can be done through the Acadia Parish Health Unit or through your private physician.

In instances where a student needs emergency medical attention, school officials will call the parent to meet them at Acadia General Hospital in Crowley. If the parent chooses another hospital, 911 will be called to transport the student to the hospital.

All medicine must be in original containers and marked clearly with instructions. Prescription medicine must have the pharmacy label giving the name of the doctor, medication, and dosage and should be accompanied by written permission and instructions from parents who have signed a medical form (forms are available in the office) giving the office personnel permission to administer the medication. A medical log will be kept on every student who receives medication. Tylenol, Advil, and any other over the counter medication must follow the above policy, showing a doctor's permission to administer. No student may keep prescription medication, e.g., Aspirin, Tylenol, etc., in his/her pocket, purse, backpack, desk or locker. Students may not exchange any medication with other students.

Please do not send your child to school with a fever. Students who show symptoms of a communicable disease, including skin rashes, must remain absent from school until readmission is acceptable by your doctor or the school. On withdrawal from class because of communicable disease, please notify the school office as soon as diagnosis is complete. Also, please help us keep our emergency information up to date with any change of address or telephone numbers.

### **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.

### **Office Hours**

The school office hours are 7:30 till 3:30 of the academic year. Parents or visitors coming to the school to visit or transact business must come to the office first. Do not go directly to the student's classroom.

### **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. For students in grades 6-12, please bring the lunch to the gym by 11:30.

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.

### **Parking / Driving Regulations**

Students providing their own transportation must park in the designated parking area at the secondary campus. The speed limit within all school parking areas is 10 m.p.h. Students who violate this limit will not be allowed to bring their vehicles to school.

Students may not loiter either in cars or on the parking lot at any time or retrieve anything from their vehicles without a written note from their teachers. This will only be done for emergency situations. At dismissal, students are to be extra careful and attentive to the traffic on campus and on Northern Ave. Loud music, reckless driving, speeding, and any other disregard for safety will not be tolerated. First offense for failing to adhere to this rule will be suspension of driving privileges for one (1) week. Second offense will result in termination of driving privileges for the remainder of the school year.

Students are not to transport other students in their car without the specific permission of the parents of the driver and the passenger(s). The school does not accept responsibility for student drivers or their

passengers at any time nor is it responsible for losses, damages, or accidents occurring on the school property. Parents will be notified immediately of any violation of the above safety rules. Students who ride with another student will not be allowed to leave early because of schedule differences.

In support of a volleyball fund raiser, seniors may pay to decorate their assigned parking spaces. All decorations must be approved by the athletic director and principal.

### **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
- **Good weather pick-up:**  
Parents again enter east side and line up into 3 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 facing west bound
3. Rear view mirror tag with student's name clearly printed.

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

### **Physical Education**

All students are expected to participate in recreation or physical education activities, unless specifically excused. Rules for student dress during P.E. classes will be issued each year by the Physical Education Department.

### **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).

### **School Hours**

School hours are from 8:00 a.m. until 3:00 p.m. There will be a teacher on duty at 7:30 a.m. Adult supervision will not be present prior to that time. Students may arrive between 7:30 a.m. and 7:55 a.m. School starts at 8:00 a.m.! School will dismiss at 3:00 p.m. There is a teacher on duty until 3:30 p.m. Students must be picked up by that time and not left unsupervised!

### **Search and Seizure**

Search and seizure may be conducted by school officials if reasonable suspicion warrants the search. The school has an absolute right to open and search all school property. Searches of a student's possessions, outer clothing, or vehicles may be done by school officials. Justification for the extent and

severity of the search is related to the corresponding seriousness of the problem (drugs, pornographic materials, weapons, stolen items, cell phones, etc.) K-9 dogs will be used routinely during the year to insure our facilities are free from contraband.

### **Sportsmanship**

In sports, as in every activity, we want to honor Christ in all that we think, say, and do. Students and parents are asked to display sportsman like conduct. Northside reserves the right to exclude any student or parent who fails to maintain control.

### **Transportation**

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

### **Telephone Calls and Numbers**

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of class except in cases of emergency.

Usage of the school telephone is reserved for emergencies.

Office telephone numbers:

School Office	337-783-3620
Fax	337-788-3461

### **Textbooks**

Textbooks are the property of Northside Christian School. Any book that is lost or damaged will be charged to the student's account.

### **Tutoring**

Tutoring is available to students. Parents will schedule those sessions with the student's teacher.

### **Visitation**

School-age guests are not permitted to visit during the school day without pre-approval by the administration. Only in special situations will visitors be allowed at NCS.

### **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.

