

NORTHSIDE CHRISTIAN SCHOOL

OF

NORTHSIDE ASSEMBLY OF GOD

ELEMENTARY SCHOOL OFFICE

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RYAN POST

LEAD PASTOR

MARY A. SARIEGO

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

TO THE PARENTS

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 rules and regulations of the school. We ask each parent to study the handbook carefully and accept the responsibility of instructing their children of its contents. We ask each student to abide by the stated rules and be governed by the intended spirit of the handbook. 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 education represents an important step in your attempt to provide a Christian education for your children.

The Staff

SECTION I

GENERAL POLICIES & STATEMENTS

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.

PURPOSE

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

NCS is a ministry of Northside Assembly of God. It was established in 1980 after several years of prayerful consideration. Recognizing the tremendous responsibility to the parents, their children, and the community, which this lays upon us, we have, nevertheless, accepted this responsibility with definite direction from the Lord. The primary reason for the operation of NCS is to fulfill the Great Commission, which commands the church to go into the world and preach the Gospel of Jesus Christ and teach the commandments and the ways of the Lord. It is the objective of NCS, as an arm of the church, to evangelize the community and to edify the body of Christ, and thereby educate young people in the knowledge of Him as Lord.

We believe a Christian school is an extension of the Christian home in training young people for time and eternity. NCS will provide students in the Acadiana area the opportunity to receive a quality education in a Christ-centered environment, being taught by Spirit-filled Christian teachers. The textbooks, written by Christian educators, are also Christ-centered and patriotic.

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.

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 Ghost.
-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.

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.

ABUSE AND NEGLECT

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

CHRISTIAN LEADERSHIP TRAINING

Word of God taught daily:

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

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

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

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

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

SECTION II

ADMISSION POLICY:

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 discipled 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.

4. ELEMENTARY - Students transferring to NCS from another school should have passing grades on their report cards for the year end averages. They must be on grade-level or above on a nationally standardized achievement test.

- A. Kindergarten - A child entering kindergarten must be FIVE (5) years old on or before September 30th. A copy of the child's birth certificate, Social Security

card, and up-to-date immunization record must be on file before the child will be admitted into class.

- B. First Grade - A child entering first grade must be SIX (6) years old on or before September 30th. A copy of the child's birth certificate, Social Security card, and up-to-date immunization record must be on file before the child will be admitted into class.

5. 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 7-12 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.

6. 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.

7. RE-ENROLLMENT - Tentative reservation of space is given to students during the spring each year for fall enrollment. Official verification of re-enrollment should be completed by March 1st. At the beginning of school, fees and tuition should be paid to date for students to attend the first day of class.

Verification of compliance with admissions standards will be required.

Students with academic or behavioral difficulties may be placed on probationary status or asked not to return to Northside Christian School.

8. FINANCES - All fees are to be paid monthly, or yearly, as agreed to by the parents in order for a student to remain in Northside Christian School. To keep costs down, Northside Christian School operates on a narrow budgetary margin, so it is crucial that all fees be paid on time. See page 16 for explanation of the FACTS program.

9. 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.

10. 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.

SECTION III

FACULTY

NCS will seek to 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 Saviour.

CURRICULUM

The basic student material used in our school is the ABEKA Curriculum. The ABEKA book ministry has over thirty years experience with Pensacola Christian School, one of

the largest Christian day schools in America and Pensacola Christian College trains teachers and administrators to serve in Christian schools.

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. (see page 10)

SPIRITUAL PROGRAM

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

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

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

ACADEMIC PROGRAM

Northside Christian School uses some of the finest curriculum materials available to educate our students. All materials wherever used and as much as possible are written by Christians in line with our philosophy as a Bible believing Christian school.

In Kindergarten, the A-Beka program is a conventional approach developed by Christian educators. Its methods, as well as its content, are superior. The A-Beka program fills the curriculum needs of students in the early years with sound phonetics, spelling, and arithmetic. It also builds a foundation in Bible, social studies, and science. The A-Beka curriculum encourages students to enjoy the benefits of reading with readers that are brightly illustrated, presented attractively, and are character building in content. Students must be five years old on or before September 30th to enter our Kindergarten class.

The upper grades are taught in the traditional classroom setting using the A-Beka books to a large extent. Students who have attended NCS in grades 9-12 must complete a minimum of 24 credits for graduation.

Classification of High School students is as follows:

- 9th Grade - less than 6 credits
- 10th Grade - 6 credits - 12 credits
- 11th Grade - 13 credits - 19 credits
- 12th Grade - 20 credits and above

HIGH SCHOOL GRADUATION REQUIREMENTS

Beginning with the freshman class of 2008-09 (graduates of 2012), students will be required to pass an additional unit of math, increasing the total number of minimum credits required to graduate from 23 to 24. They 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.

Beginning with the freshman class of 2008-09 (graduates of 2012), all 9th grade students will be enrolled in the LA Core 4 Curriculum.

**NCS STANDARD SCHEDULES
TOPS UNIVERSITY DIPLOMA TRACK
MINIMUM REQUIREMENTS FOR GRADUATION***

	8 th	9 th	10 th	11 th	12 th
<u>ENGLISH</u>	English 8 Reading 8	*I	*II	*III	*IV
<u>MATHEMATICS</u>	Math 8	*Alg. I	*Alg. II	*Geom.	*Adv. Math
<u>SCIENCE</u>	Science 8	*Phy. Sci.	*Bio.	*Chem.	*Phys or *E. Sci. or Bio II
<u>SOCIAL STUDIES</u>	History 8	*W. Geog.	*Am. Hist.	*Civics	W. Hist.
<u>BIBLE</u>	Bible 8	*I	*II	*III	*IV

<u>FINE ARTS SURVEY</u>				*I
<u>HEALTH/P.E.</u>	P.E. 8	*I	*II	*III
<u>COMPUTER</u>		*I		
<u>PUBLICATIONS</u>				*I
<u>SPANISH</u>			*I	*II

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.

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

LA CORE 4 CURRICULUM (INCLUDING ADVANCED MATH) MUST BE SUCCESSFULLY COMPLETED IN ORDER TO QUALIFY OF TOPS.

TOPS UNIVERSITY DIPLOMA TRACK CURRICULUM

UNITS:

- 4 English I, II, III & IV
- 4 Algebra I, Algebra II, Geometry & Advanced Math
- 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

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 student is required for ACT Registration.**

DUAL ENROLLMENT FOR SENIORS

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.)

At the current moment, we will allow for dual credit for two courses only, Advanced Math and English 4. Depending on the requirements of the chosen university, the student must have the proper GPA and ACT scores to be considered for dual course enrollment. NCS is a TOPS University diploma tract school; therefore, a student must pass all courses in order to graduate from NCS according to the state of Louisiana standards. It is the discretion of the NCS administration to accept or deny the course equivalencies according to the guidelines of the Louisiana Department of Education.

As long as the dual credit course is the proper grade equivalency of the course listed in our handbook necessary for the student to graduate, NCS will count that college course as a high school credit, resulting in the earning of a Carnegie unit. The school reserves the right to post the grade earned on the high school transcript as one letter grade higher than the one posted on the college transcript reflecting a different level of rigor and for the proper adjustment of our grading scale.

Advanced Math Equivalencies

LSU-E Math 1021* & 1022
ULL Math 105* &

English 4 Equivalencies

LSU-E Engl 1001* & 1002
ULL Engl 101* & 102

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.

GRADING SYSTEM

The following table represents the letter grades assigned to numerical averages at NCS. Letter grades shall be recorded on the school's copy of the report card and on the cumulative folder.

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

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 K-8th)**

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.

GRADE POINT AVERAGE (GPA)

The high school GPA is determined by assigning the appropriate number of grade points according to the numeric average for the course. The grade points are added together and divided by the total credits taken. Advanced courses could be assigned an alternate grade point scale with higher values.

To qualify for Valedictorian or Salutatorian, a student must have an overall cumulative GPA of 3.50 or above for all four years of high school. When 2 or more students have the same GPA (3.50 or above), all will be named as Valedictorians and therefore none will be Salutatorian for that year.

DROPPED COURSES

Courses which are sequential and required may not be dropped at any time. Schedule changes must be done during the first three weeks of the school year. No courses may be

dropped after 3 weeks have elapsed in a semester or when there is no alternative course available for transfer.

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.

SECTION IV

ATTENDANCE POLICY

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.

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.

ATTENDANCE

In order for students to be able to make up missed work, a written excuse signed by a parent or guardian must be presented to the homeroom teacher when a student returns to school after an absence. Students will have three (3) days from the day they return to school to complete the missed work. It is the student's responsibility to see the teacher to make up work! If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments should be made after school hours if at all possible.

Signed excuses from dentists, doctors, clinics, etc., will constitute extenuating circumstances; whereas, signed parent/guardian excuses will be excused absences, but will count toward the maximum number of allowable absences. Students will be allowed to make up work missed during the absences. Parents/guardians should call the office by **10:00 a.m.** to request homework to be sent to the office to be picked up for an absent student.

Absences other than sickness and emergency will be excused only if arrangements are made in advance with the homeroom teacher and the student is sufficiently advanced in his work.

Excessive absences will inhibit the student's progress; therefore, all absences will be reviewed by the student's teachers and the administration. Secondary students must be present a minimum of 80 days per semester to receive grades/credit. Elementary students must be present a minimum of 160 days a school year to receive grades/credit; therefore, a student can not miss more than 16 days of school unexcused.

CLASSIFICATION OF ABSENCES

- A. Excused absences are given for sickness, doctor's appointments, and death in the immediate family verified by a parent or doctor's note.

- B. Unexcused absences are given for any reason other than the above.
 1. A zero is to be given in every class missed.
 2. Test and quizzes **cannot** be made up. The student makes up the class work for homework.

- C. 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 or phone call to the administrator explaining the need for the absence.

2. If the absence is approved by the administrator, then 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.

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

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 on campus after 8:00 a.m. the following procedure must be followed:

- 1.) K-7 students report to class and a parent (or whoever drives them to school) must come to the school office to sign student in. A note will be sent home to the

parent if tardiness continues; conduct points will be deducted for tardiness, and may lead to after-school detention, suspension, or dismissal.

- 2.) 8-12 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.
- 3.) 8-12 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. If a parent cannot be reached:
 - A. the student will be allowed to go to class after the first tardy. A parent notification form will be sent home for the parent(s) to read and sign, and the student returns it to his/her homeroom teacher.
 - B. on the second tardy, and thereafter, a student will not be allowed to attend class until a parent has been reached.
- 4.) In addition, the following consequences will apply to 8-12 students:
 - A. three tardies for arriving late or being late for a class will result in one detention;
 - B. three detentions for tardiness will result in a one day suspension;
 - C. students who drive will lose their driving privilege for one week after the first 3 tardies, one month after the next 3 tardies, and remainder of the year for the next 3 tardies. Part “C” is in addition to the detention consequence.

SECTION V

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 10 monthly payments, from August through May. 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.

SECTION VI

STUDENT CONDUCT AND DISCIPLINE

A lifestyle that reflects Christian standards stands out in today's society. At NCS, we have standards of conduct and dress that we feel should be a part of the student's mode of living. Most of the standards are simply for the protection of our students and the proper operation of the school.

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.

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.

We are particularly concerned about teasing and any form of harassment that is extremely hurtful to students. We are determined that these kind of actions be non-existent, and to see our students lifting 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.

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.

CODE OF BEHAVIOR

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.

DISCIPLINE

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.

MINOR OFFENSES

Teachers will generally be responsible for the conduct of the students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of a thoughtless act that is not in the best interest of the school. In the case of minor

infractions of school rules, parents will not be contacted unless the teacher's corrective action has proven unsuccessful.

MAJOR OFFENSES

The administrator or supervisor will generally be responsible for handling major offenses. Parents will be notified of the nature of the offense and the disciplinary action taken.

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 of Northside Christian School are expected to refrain from cheating, swearing, smoking, gambling, dancing, 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:

1. 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 up stairs, 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.
 - the restrooms should be kept neat and clean
 - you should always flush toilets and turn the water off
 - 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, fire works 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.

Upon enrolling their students in NCS, parents sign their consent in regards to corporal correction.

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. Corporal correction should be administered only as a last resort and only with the principal's approval in each case.

DEMERITS - DETENTIONS - SUSPENSIONS - DISMISSAL PROCEDURES

All students are expected to be ladies and gentlemen and obey all the regulations. This will allow the school to run smoothly and efficiently. However, for those who refuse to obey, demerits will be issued by any teacher observing the infractions. Students will be notified in writing when given a demerit.

A detention period is set up at the close of each school day. Demerits are given for **minor** offenses, excessive carelessness, and lack of serious effort.

The purpose of NCS is to bring a child to a place of self-discipline for growth and development as that child's behavior becomes a form of worship to the Lord. In the event that a student chooses to operate in disobedience, the following procedures will be utilized.

- I. Each student begins a grading period with NO demerits.
- II. Committed an infraction that requires a parent-student-principal conference before student may return to school/classes.
- III. Committed an infraction that warrants an automatic after-school detention.
- IV. Committed an infraction that warrants an automatic out-of-school suspension. Parent-student-principal conference required before student may return to school.
- V. Received a demerit. That places him/her in the discipline step marked below:
 1. 3 Demerits. Next demerit, one day after-school detention the next school day. 3:00-4:00 p.m.
 2. 4 Demerits. One day after-school detention.
 3. 5 Demerits. One day after-school detention. Next demerit, one day out-of-school suspension.
 4. 6 Demerits. One day in school suspension (ISS). Parent-student-principal conference is required before student may return to school.
 5. 7 Demerits. Parent-student-principal conference required. Disciplinary record will be discussed. Student suspended for 2 days. When student returns, ten-day probation period. If student receives a demerit during probation, a conference will be held with parent, student, and principal to determine status of student.
 6. 2 Demerits same day. One day after-school detention.
 7. Second, 2 demerit day. Parent-student-principal conference required. One day out-of-school suspension. When student returns, ten-day probation period. If student receives a demerit during probation, 2 days out-of-school suspension.
 8. Second detention in a week. Parent-student-principal conference is required. Ten-day probation period. If student receives a demerit during probation, 3 days out-of-school suspension. Parent-student-principal conference is required for student to return to school.
- VI. Any graded activity the student missed as a result of serving a suspension may be made up with a 20% point penalty.

Expulsions -- Whereas suspension is a form of temporary discipline, an expelled student forfeits the privilege of attending Northside Christian School for the remainder of the school year. The expulsion of a student is a serious matter. Therefore, much consideration is given to all circumstances before any student is expelled. Expulsion may come about as a result of repeated offenses or from a constant poor and non-Christian attitude. It may occur from a serious breach of behavior occurring off campus as well as on campus.

Cheating --Cheating is a very serious intentional offense and will be handled as such:

1st offense: 3 day suspension

2nd offense: Expelled

* These offenses are cumulative during their Jr. High and High School years.

DISMISSAL

The school reserves the right to dismiss or deny re-admission to students for reasons the administration deems fit. They may come under the following categories: attitude incompatibility, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord, or following an expulsion.

Major offenses may warrant a 1 - 3 day out-of-school suspension or an automatic expulsion from school. Each major infraction will be discussed on an individual basis to determine appropriate consequences.

The following is a list of some of the infractions and does not constitute an all-inclusive list of possible infractions:

Major Infractions

1. Stirring up strife and contention
2. Cheating
3. Disrespect to leadership
4. Dishonesty
5. Fighting - physical encounters
6. Leaving school w/o permission – truancy
7. Indecent internet use or Unwholesome online personal journal (Facebook, Twitter, Instagram, etc.)
8. Profanity or vulgarity (including internet use)
9. Sexual gestures (including internet use)
10. Repeated dress code violations
11. Stealing (on or off campus)
12. Vandalism - plus restitution
13. Immoral activity (on or off campus & online)

14. Partaking of illegal drugs/alcohol/smoking (on or off campus)
15. Criminal activity

Minor Infractions

1. Chewing gum (Automatic Detention grades 8th-12th)
2. Repeated running in building
3. Excessive talking (repeated)
4. Unexcused tardy/absence
5. Littering school property or grounds
6. Improper behavior during school assembly or school sponsored activities
7. Repeated minor dress code violations
8. Repeated abuse of classroom rules (leaning of chairs, sitting on desks, sitting on tables, out of seat w/o permission, etc.)
9. Writing, passing, or reading notes

Repeated discipline situations or other major infractions will prohibit participation from all extra curricular activities or sports and disqualifies the student from receiving any Academic awards. This could result in graduates not being allowed to participate in graduation activities also.

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.

CHAPEL & ASSEMBLIES

Chapel and assemblies are an important part of the spiritual educational program of NCS. Chapel is held once a week. Special assemblies may be called when programs are available which benefit students either academically or spiritually.

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.

DAMAGE TO SCHOOL OR PERSONAL PROPERTY

Any student who willfully defaces, damages, or destroys any property of Northside Christian School/Northside Assembly of God or the personal property of others will

assume the total responsibility of all repairs or replacement. Willful defacing or destruction of school or personal property is treated as a major infraction.

OFF LIMITS

These areas are considered to be off limits to all students without proper supervision:

- all church equipment and facilities except where authorized
- teachers' desks and files
- classrooms without staff member
- vehicles in the parking lot
- main office without permission
- principal's office without permission
- kitchen area unless authorized
- coaches' office without permission

SECTION VII

NORTHSIDE CHRISTIAN SCHOOL STUDENT DRESS CODE

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

Boys' uniforms:

Boys must wear navy blue twill pants. No blue jean material allowed for boys in any grade! Examples of navy twill pants are Duckhead, Dockers, Dickies or Young Fashions. Pants cannot be rolled at the cuff and must fit properly. Split cuffs will not be allowed. Pants frayed at the leg bottoms will not be allowed. An official uniform shirt with the school insignia must be worn. Boys in grades 8 -12 may choose between the polo style or

button down oxford shirt. A navy, black or brown belt must be worn along with a matched pair of solid white crew socks with no writing/symbols. Only standard solid white T-shirts (no writing) may be worn under school shirts. Shirts must be neatly tucked in at all times while on the school grounds.

Girls' uniforms:

Girls in grades K-4 must wear our official plaid jumper with navy shorts underneath. Girls in grades 5-12 must wear our official plaid skirt with navy shorts and a white camisole under the uniform. All girls must wear short or long sleeved white blouses with buttons and collars. Blouses must be tucked into skirts at all times while on the school grounds. All girls must wear a matched pair of solid white crew or knee high socks with no writing/symbols. On very cold days, girls may wear navy blue, black or white tights/stockings under the uniform jumper or skirt. (No lace, fishnet, or any other design allowed on tights.)

In an effort to maintain modesty, we ask that skirts are no shorter than 2" above the knee.

Boys' and Girls' shoes:

Students must wear a matched pair of shoes. Shoes must be black, brown, navy, white or gray. No plaids, polka dots, stripes, glitter, sequins or ornamentation are allowed. Sandals flip flops, heeled, slides or boots may NOT be worn.

Athletic style tennis shoes: The body, soles and shoe laces of athletic style tennis shoes must be black, brown, navy, royal blue, white or gray. No other colors will be allowed on the sole of the shoe. The tongue, top and heel of the shoe must be one of the (6) six allowed colors.

**Our goal is to have a standard dress code. Shoe styles are constantly changing, and we would like to keep the school shoe as non-distracting as possible. Please keep this in mind while shopping for athletic style tennis shoes and limit the extra colors as much as possible.

Make up and Jewelry:

Make up and fingernail polish is not allowed at any time in grades K-7th.

Fingernail polish for girls in grades 8th -12th must be clear or pale and natural shades.
All fingernails will be checked for reasonable length.

Jewelry around the neck, bracelets and pendants are not allowed for boys or girls in K-5th grade. Students in grades 6-12 will be allowed the following:

Earrings - GIRLS ONLY! – up to 2 sets of small matching studs on a single ear.
(Dangling or hoop earrings are dangerous and not allowed.)

Body Piercings – ARE NOT ALLOWED! (including the tongue)

Watches - Any style appropriate for Christian students. (K-5 students OK)

Rings - Small and appropriate for Christian students. (limit to two on each hand)

Necks and Wrists - Only small linked, fine jewelry; one around neck, one on each wrist.
(No fabric, plastic, rope, or heavy linked (chain links or otherwise) materials may be worn)

COLD WEATHER OUTER WEAR

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

Coats and Jackets - To make the student dress code more in line with a Christian school and a standard uniform policy, the N.C.S. administrators have decided that a uniform jacket/coat is mandatory. The following criteria are in effect:

1. **Solid color - navy or black.**
2. No insignia or logos.
3. May have buttons or a full length zipper.
4. No "sweatshirt" or similar material.
5. Attached hoods are permissible, but may be worn only outside of the buildings.
6. N.C.S. award jackets may be worn.

Sweaters - Only navy or black “V” neck and cardigan sweaters will be allowed. Sweatshirts will not be allowed at N.C.S. K-3rd graders will leave coats/sweaters in their classrooms during chapel.

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

Not Allowed - Sweatshirts, camouflage jackets, flannel jackets, jackets from other schools, sports jerseys, and any other item deemed inappropriate for school wear.

Head Wear: Students may wear hoods that are attached to winter coats. Cowboy hats, baseball caps, etc. are not allowed at school except on specially announced days. This includes P.E. classes or anytime while on the school grounds. Students in grades K-7 may wear appropriate knit, solid-colored caps on cold days and only while outdoors.

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

Student Appearance: Students must look neat at all times while on the school grounds, the "alternative look" is not allowed at N.C.S. Male students are to wear pants at an appropriate level at the waist, and may not be low at the hip area. Any tattoo must be completely covered for all school function including on campus or extra curricular activities.

Shirts: From arrival on campus until after departure, boys must keep shirts neatly tucked into pants and girls must keep blouses neatly tucked into skirts.

P.E. Uniforms: Students in grades 6th – 12th must wear P.E. uniforms for P.E. class. Uniforms consist of navy blue shorts with the school emblem. Grey shirts with the N.C.S. emblem are to be worn. (No writing on the shirt) Parents must put names on the inside of the P.E. uniforms. P.E. clothes are to be brought home regularly for washing. Students who have P.E. 7th period are to change into their school uniforms before dismissal.

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

Athletes: Students participating in athletic practices will be allowed to change into their practice uniforms after school has been dismissed.

Identification: Parents must use a permanent marker of some kind to put the student name inside of each item of clothing including P.E. uniforms, shoes, jackets, school shirts

and sweaters. Many unclaimed articles are left in the lost and found every year.

Care of Property: Students must take care of their property. Uniforms must be kept neat, clean and in good condition. Students must never write on their clothes, or on their bodies. Signing autographs on uniforms at the end of the year is not allowed! Usable uniforms should never be destroyed or damaged. 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. They should not be written on. They should have only the label that is purchased attached to it. No other items may be attached to book sacks.

Homecoming: Homecoming at N.C.S. is a school sponsored activity. All students must dress neatly and conservatively. All girls on the Homecoming Court must wear modest church dresses. All girls attending the Homecoming Banquet must wear either long dresses or pants. **If the dress has a slit it cannot be above knee level.**

Out of Uniform: The most common infractions of the uniform code are the following: boys who do not wear belts, girls before 8th grade who try to wear make-up and fingernail polish, boys and girls who wear socks of the wrong color or with writing/symbols, girls in 8th -12th grade wearing off color fingernail polish. Parents must help us to enforce all the uniform codes!

In the event of a casual dress day, jeans will be free of holes, cuts, tears, frayed ends, etc.

THE PRINCIPAL SHALL BE THE FINAL INTERPRETER OF THE DRESS CODE.

Students who come to school out of uniform will receive the following:

K-7th grade: 1st offense: warning
2nd offense: demerit (points off) and note sent home
3rd offense: office referral and call home/work for parent to come to school.

8th – 12th grade: 1st offense: warning
2nd offense: demerit
3rd offense: Follow demerits - detentions - suspensions -
policy on pages 23-24.

SECTION VIII

SCHOOL ROUTINE

ATHLETICS

The primary goal of our athletic 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. NCS is a member of the LHSAA (Louisiana High School Athletic Association) and participates in various sports for girls and boys which include: volleyball, basketball, baseball and softball. Athletes at NCS must maintain a 2.0 average in all academic subjects to be able to participate in sports.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school of any changes of address, phone number or work locations immediately. **It is important that "emergency number" be current.**

CLOSED CAMPUS

Northside Christian School follows a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal.

Campus Restrictions

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. (Doctor visit, illness)
2. No guests are allowed on campus without administration approval. Visitors must adhere to NCS dress code!
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. Juniors and Seniors may be excused for a maximum of two days each year for college visitation.

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.

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 be made over KSIG, KAJN 102.9 F.M., KATC TV 3, and KLFY TV 10.

EXTRA CURRICULAR 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.

GIFTS DELIVERED TO SCHOOL

Many times little gifts are delivered to students through the school office by friends or relatives. If at all possible this should be done at other times than school hours; otherwise, it will only be given to the student at the end of the day.

FIRE DRILLS

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.

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.

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.

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 northsidecrowley.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.

MATH HELPS CLASS

Math helps is held every Tuesday afternoon from 3:10 - 4:00 p.m. for 9th -12th grade students.

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 would call the parent to meet them at the hospital of your choice or American Legion Hospital Emergency Room (our nearest).

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. Medicine needed by students must be kept by the homeroom teacher. Before any over the counter medication, including Tylenol, Advil, etc., will be given to a student the parent will have to give us permission over the phone. **No** student may keep prescription medication, Aspirin, Tylenol, etc., in his/her pocket, purse, 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.

CELL PHONES

Cell phones are not allowed at school. If your student drives we suggest leaving it in the vehicle during school hours. Cell phones that ring or are visible during school will be confiscated and examined for any inappropriate content. Cell phones will not be returned to the student; therefore, parents shall be alerted to pick up the device before the office closes at 3:30 that day.

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 to not be offensive or a stumbling block to others (Romans 14:13-16). It is our desire to direct the student into profitable alternatives to improper music.

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

NCS CLASS PARTIES

Class parties celebrated at school are for Christmas and Easter. Individual student birthday parties held away from campus, and invitations are handed out at school, all the boys or all the girls in that class should be invited to be sure all students are included!

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. These include musical programs, Kindergarten Graduation exercises, the annual awards presentation, and High School Graduation exercises. Each of these programs is important and it is essential to a child's total development that his parents attend these functions.

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.

For students in grades K-7, lunches must be left in the youth chapel within the appropriate labeled class container. For students in grades 8-12, please bring the lunch to the gym by 11:50.

Parents are expected to read the handbook and back the school's academic and discipline policies and be favorable to its philosophy. This understanding provides the basis for the success of school - parent cooperation.

Parents are encouraged to participate in school parties as well as other fund-raisers sponsored by the school.

Parents are invited to attend chapel services on Thursday mornings.

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.

PLEDGES

Students should face the flag, stand at attention, place their right hand over their heart and recite the pledge of allegiance to the American and Christian flags. While pledging

allegiance to the Bible, each student may hold his own Bible in front of him or the teacher may designate a student to hold a Bible before the group. The words to each pledge are listed under the section of this handbook entitled Christian Leadership Training.

PROCEDURE FOR DROP OFF AND PICK UP AT N.C.S.

Good weather drop off:

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

Rainy weather drop off:

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

Good weather pick up:

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

Things that will help at dismissal:

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

down

Northern one more block and then turn left. This will help traffic flow.

Rainy day pickup:

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

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

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. Each new academic year brings changes in certain policies and procedures for the school. In an attempt to keep annual parent / student handbook changes to a minimum, certain information given to parents will be published each year as an insert to the basic handbook. Please refer to the calendar at the back of the handbook.

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

Any student or parent displaying unsportsmanlike conduct at any extracurricular activity will be subject to disciplinary action including possible dismissal of the student or the child of that parent.

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 case of emergency. Students are not permitted to use the school telephone for any reason, except for emergencies and with teacher's permission in the form of a note from the teacher to the school secretary to place the call for that student.

Office telephone numbers: Elementary school office 337-783-3620

High school office 337-783-3649
Fax 337-788-3461

TEXTBOOKS

Textbooks are the property of each student but regardless of ownership students should not lose or abuse textbooks or supplies. Some textbooks are owned by NCS and must be properly cared for by the students. The students are responsible for lost or abused school textbooks.

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.

LUNCH ORDER INFORMATION

Please note all lunch orders are **CASH (EXACT CHANGE)** or **CHECK MADE OUT TO CASH** to be paid daily.

Only the entrée, water or fountain drinks (Coke, Dr. Pepper, Sprite, Orange, or Root Beer) are offered.

CASH day lunches are being done as fund raisers for church and school organizations.

Lunches are offered Monday thru Friday.

To place a lunch order, please use an envelope or index card.

EXAMPLE OF LUNCH ORDER

Child's name
Teacher's name

Corn Dog with mayo	\$1.00
Coke	.50
Cheetos	<u>.50</u>
	\$2.00

IF PAYING FOR MORE THAN ONE CHILD, PLEASE WRITE CHILD'S NAME AND GRADE.

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