



**NORTHSIDE**  
CHRISTIAN ACADEMY

**PARENT-STUDENT  
HANDBOOK**

**2022-2023 School Year**

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**Northside Christian Academy  
Parent/Student Handbook**

<b><u>Founded:</u></b>	<b>1961</b>
<b><u>Accredited by:</u></b>	<b>Association of Christian Schools International SACS – AdvancED</b>
<b><u>Member:</u></b>	<b>Association of Christian Schools International Greater Charlotte Association of Christian Schools North Carolina Independent School Athletic Association Metrolina Athletic Conference Parents for Education Freedom in North Carolina</b>
<b><u>Description:</u></b>	<b>Northside Christian Academy, offers grades Kindergarten - 12. The school’s curriculum is focused on preparing our students for college.</b>
<b><u>Educational Philosophy:</u></b>	<b>The educational philosophy of Northside Christian Academy is dependent upon the Bible to provide the viewpoint for interpreting any subject or school activity.</b>
<b><u>Purpose:</u></b>	<b>It is the purpose of the school to provide a sound academic education with a Biblical worldview.</b>
<b><u>School Year:</u></b>	<b>The school year consists of four nine-week quarters.</b>
<b><u>School Colors:</u></b>	<b>Red, White, Black</b>
<b><u>School Mascot:</u></b>	<b>The Knights</b>
<b><u>School Motto:</u></b>	<b>Impacting Students for Eternity</b>
<b><u>School Verse:</u></b>	<b>“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6</b>
<b><u>Address:</u></b>	<b>333 Jeremiah Blvd. Charlotte, NC 28262 (704) 596-4074</b>
<b><u>Website</u></b>	<b><a href="http://www.ncaknights.com">www.ncaknights.com</a></b>

## **MISSION STATEMENT**

The mission of Northside Christian Academy is to partner with families to provide a Christ-centered, biblically based education in pursuit of excellence.

## **VISION STATEMENT**

The vision of Northside Christian Academy is to produce students who will be life-long learners who actively pursue Christ-likeness as they serve and lead their homes, careers, churches, and communities.

## **PURPOSE**

The comprehensive purpose of Northside Christian Academy is to provide a Christian educational experience based on the authoritative Word of God. The school views itself as an indispensable part of the three major forces in the life of each child: the home, the church, and the school. The school intends to be an extension of the home, and therefore a responsive listener to it. It intends to be cooperative with the churches and supportive of their programs and activities. The school also intends to develop ministries to prepare students to serve and lead in their homes, careers, churches, and communities.

It is also the purpose of the school to provide a sound academic education with a Biblical worldview. The Bible is specific in stating the principles that underlie Christian education. Paul presented a comprehensive principle which he wrote of Christ: “For by Him were all things created, that are in Heaven and that are in earth...And He is before all things and by Him all things consist.” (Col. 1:16-17)

The writer of the fourth Gospel said: “All things were made by Him: and without Him was not anything made that was made.” (John 1:3) There is an important difference between the Biblical and the non-Biblical viewpoint on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God’s place in it. No other approach to education can be entirely God-honoring.

The Word of God is clear in making parents responsible for the education of their children. Parents want their children to be educated at home and at school with the consciousness that all truth is God’s truth and that Jesus Christ is to be central in all learning and living.

The school is committed to excellence in all that it does. This means that the best materials are to be used by the best instructors, in facilities that are of sound quality.



## EDUCATIONAL PHILOSOPHY

The educational philosophy of Northside Christian Academy is dependent upon the Bible to provide the viewpoint for interpreting any subject or any school activity. The process of education is seen as a means used by God to disciple saved students in Christian growth, to bring the unsaved student to Himself through personal faith in Christ, and to develop a Christian mind so the student can fulfill God's will for his life vocationally and personally. The mandate for Christian education comes from God's command that children are to be taught to love God and to give Him pre-eminence in their lives, and from the Biblical teaching that parents are responsible for the total education of their children.

1. A Christ-centered education emphasizes the importance of salvation.
2. Holy Spirit-controlled education means the Christian teacher may be inspired and empowered to change lives. In addition, Biblical principles of morality must be upheld if a Holy Spirit-controlled environment is to be maintained.
3. Christian education is pupil-related; in other words, the principles of God's Word are practical and relevant to today's society.
4. We live in a world of relationships; the ability to communicate with others in a social setting is critical. Christian education is the application of Bible principles in a social context of relationships.
5. The Bible is absolute. It is the ruler by which all things are measured.
6. Christian education should reinforce the Biblical truths and standards being taught in the home.
7. Although Northside has a tradition of excellence, we are not content to rest on past accomplishments; we remain committed to the cutting edge of academic excellence.
8. Students must be taught a Biblical worldview, which leads them to follow God's will for their lives and to make all decisions in light of eternal values.

## TEACHING FACULTY – LIVING CURRICULUM TEACHERS

**Living Curriculum Teachers share a number of identifiable beliefs and qualities. Living Curriculum Teachers are**

- *born-again, growing, followers of Christ and they desire that their students experience the same personal relationship with Christ that they have.*
- *happy and positive people. Students trust, respect and desire to be around Living Curriculum Teachers.*
- *humble and trustworthy. They have an open mind and a sensitive spirit. They are approachable, and they really listen.*
- *relationship builders. They understand that modeling through relationships is essential for growth in Christian character. They pay attention to the individual needs of students as they work at building meaningful and appropriate relationships.*
- *committed to treating students with dignity. Students know they can count on a predictable, nurturing and stimulating environment in the Living Curriculum Teacher's classroom.*

- *parent partners. They believe the best education is one where parents and teachers work together supporting students from both sides.*
- *life-long learners. They never stop getting better at the art and science of teaching. They understand that teaching content is not the only goal. Study skills, higher-level analysis, critical thinking skills and problem solving abilities should all be taught and practiced within the study of each subject area.*
- *motivated to motivate. They take time with students one on one. To see a student end up serving God, using his or her gifts clearly within the will of God, provides an indescribable joy to the Living Curriculum Teacher.*

We are passionately committed to providing Living Curriculum Teachers for Northside Christian Academy parents and their students.

### **OUR STATEMENT OF BELIEFS**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The ACSI Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

### **ACADEMY LOCATION & FACILITIES**

Northside Christian Academy is located off Interstate 85, Exit 43, City Boulevard in the northeastern section of Charlotte. The NCA campus is part of the growing University City area. The Academy is one of the many ministries of Northside Baptist Church and shares the same facilities. The 100 and plus acre campus has two softball fields, two baseball fields, a football/soccer field, a track, a lake, the Alvin Dark Sports Complex, Victory Plaza, a fine arts center, a child care center, a large playground, and a church auditorium with four educational wings.

### **ACADEMY HISTORY**

Northside Baptist Church, under the direction of Dr. W. Jack Hudson, founded Northside Christian Academy in 1961. Continued dedication to excellence in both academic and spiritual endeavors has allowed Northside to grow from an initial enrollment of 44 students to the present student body. Northside Christian Academy remains committed to the 4 A's: Academics, Athletics, the Arts and Attitude.

## SECTION I – ADMISSION POLICIES

Northside Christian Academy admits students of any race, color, national or 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 or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs, and other school-administered programs.

Northside Christian Academy is a faith based institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

### **A. Admission Policies & Procedures**

*“Train up a child in the way he should go and when he is old he will not depart from it.”*  
Proverbs 22:6

Northside Christian Academy seeks to admit students whose parents or legal guardians desire a quality Christian education for their child. A spirit of mutual cooperation is necessary if we are going to be successful. The parents & student must state in writing that they have read and agree to have their children educated in accordance with the policies as outlined in the Parent/Student Handbook. All students must reside with a custodial parent or guardian. (Any exception must be approved by the administration).

The curriculum is designed to meet the educational needs of the average to above average student. Students seeking admission must meet minimum academic requirements to be admitted to NCA. NCA does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff. Before completing an application, please review your child’s academic records in light of the above criteria. Students who speak English as a second language may be required to hire a tutor or complete EL courses online if deemed necessary by the administration.

For those students transferring in during the school year, an inquiry is conducted as to the reasons for transferring. The inquiry includes the student’s performance and conduct while at the previous school, along with achievement test scores and progress reports. **Students expelled** from another school will not be considered for admission at Northside Christian Academy

(minimum of one year). Students who have serious discipline issues will not be accepted during the current academic school year. Any future admission decisions will be based upon the student's disciplinary and academic record.

\*Academic and disciplinary records for admission along with all relevant medical and psychological reports will be requested from the previous school after acceptance. Failure of disclosure, falsification or misrepresentation of information may lead to denial of admission or withdrawal.

If you need clarification, please contact the admissions office.

## **B. Enrollment Process**

New students will be provided the opportunity to register for enrollment in NCA beginning in February for the next academic year. Information concerning registration fees and informational materials may be secured from the Admission Office at (704) 599-9015, or requests for information may be made on our website at [www.ncaknights.com](http://www.ncaknights.com). Please follow the steps below to begin the enrollment process.

The enrollment process consists of completing the paperwork listed below and a personal interview with the appropriate principal.

1. To be considered for enrollment in NCA, every student's parent must submit a completed application and pay the enrollment fee. An entrance assessment will be scheduled and administered by NCA's Admissions Office for new students. (Enrollment is not completed until the student and parents have been interviewed by the principal, formally accepted, and have signed a financial agreement).
2. Forms to be completed and submitted:
  - Student Application
  - Birth Certificate
  - Certificate of Immunization with a physician's signature or clinic stamp
  - Recent achievement test scores and recent report card. High School students need to present transcripts
  - Proof of minimum score on competency test (seniors only)
3. An admission test will be given to students seeking enrollment. Once testing is completed, parents will be contacted to schedule an appointment with the principal. Students should accompany their parents to the interview. During the interview, the principal will review the school's history, philosophy, curriculum, discipline system, homework expectations, communication, etc. The principal will discuss the child's academic, spiritual, social and physical needs with the parents. The Principal and/or the Head of School determines acceptance. Parents will be informed of acceptance within one week of the interview.
4. Families must agree to abide by school policies to assist the school and support school officials in the implementation and enforcement of its policies.
5. Emergency numbers and valid email addresses must be maintained at all times.
6. Each student of the school shall be of the highest moral character and be obedient to all

Biblical principles. (All students must comply with the laws of the United States of America, the State of North Carolina, and all local ordinances. The school reserves the right to dismiss any student with or without cause.)

7. Selection Process

Selection of students for acceptance will be based on the following criteria as evidenced through the admission application and interview: Students must demonstrate a desire to succeed academically as evidenced by current and prior grade reports.

- Students must be open to hearing the gospel of Christ.
- Students must demonstrate acceptable conduct and good behavior as evidenced on recommendation forms.
- The student and family must be willing to work in close partnership with Northside Christian Academy as evidenced by signing the Statement of Beliefs.
- NCA does not accept students who have been expelled from other schools within the last school year.
- NCA does not accept students who have used illegal drugs within the last twelve months.
- NCA does not accept students who are coming directly out of drug treatment programs
- New students are not typically accepted after the start of the third quarter. Extenuating circumstances may be considered. New High School students may not be accepted after the 1st semester.
- All students will be given an entrance test to determine grade level readiness.

8. Decision for Admission

If the student is considered eligible to enroll, the parents will receive an acceptance letter which grants ten days to create necessary accounts online and select financial arrangements to pay for all tuition and fees necessary for the student(s) to attend. The school cannot guarantee available space after the ten day period has elapsed.

9. Priority of acceptance is determined by the following criteria:

- Students currently enrolled and continuing at Northside Christian Academy (This protected enrollment expires at the end of the annually announced re-enrollment period for present students. This usually occurs in January. Currently enrolled students have a limited time to re-enroll on a priority basis. Acceptance for re-enrollment is contingent upon the level of academic and citizenship performance attained during the previous enrollment period and meeting all financial obligations).
- Children of staff members of NCA
- Siblings in families who already have one or more children in the school
- All other applications will be held in a “waiting pool” for review.

10. Continued Enrollment Policy

A re-enrollment application for the next school year will be provided to current NCA students in January. This early re-enrollment period gives priority to current NCA families before enrollment is opened to the public. All students applying for re-enrollment will be evaluated on the basis of their academic, spiritual and behavioral progress to determine if they qualify for re-admission. Attendance at Northside Christian Academy is a privilege and not a right. The privilege may be forfeited by any student

who does not want to conform to the standards and expectations of the academy. At regular intervals and at the end of the school year, every student's progress will be evaluated. This evaluation is designed to assist parents to ensure their children are placed in an appropriate school where their abilities can be maximized. Evaluations for continued enrollment are based on the following:

- Embracing the Christian Philosophy of Education
- Student Conduct Report
- School Attendance
- General Attitude
- Support and Cooperation of Parents
- Current Financial Obligations
- Requests for re-classification will be handled on a case by case basis

11. Married Students

Married students may not attend Northside Christian Academy. Students who marry are classified by law as adults and no longer answer to their parents or guardians. Northside Christian Academy, as an institution, admits only students who still live with and are under the authority of their parents or guardians.

12. Immigrant Student Applicants

I-20 student applicants must have INS approval before being considered for admission to NCA. All immigrant students must meet admission standards required of all students at Northside Christian Academy. Students who speak English as a second language must meet minimum proficiency standards as a prerequisite for acceptance. Any change in guardianship must be approved in advance by administration.

13. Age Requirements

No student that is two (2) years above the chronological age for the grade level he/she would be entering will be considered for enrollment.

\* K5 students must be five (5) on or before August 31 of the school year unless approval is given by the Principal and/or the Head of School.

## **SECTION II – HEALTH & SAFETY**

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and to properly care for students. Students are required to report any unsafe or potentially hazardous conditions to the teacher, staff member or administrator.

### **A. Required Immunizations**

Every child's immunizations must be current to attend Northside Christian Academy as required by North Carolina law. The record of these immunizations must appear on the certificate of immunization. Students entering or transferring into North Carolina Schools must show proof of immunizations to school officials within 30 days of starting school. This certificate or record must state the person's name, address, date of birth, and sex; the type and number of doses of administered vaccine, the dates of the first MMR and the last DTP and polio, the name and

address of the local physician or local health department administering the required immunizations and any other information required by the North Carolina Immunizations Rules.

Vaccine	Number of doses required before school entry
Meningococcal	One dose of Meningococcal vaccine is required before the student enters 7th grade. The second dose of Meningococcal vaccine is required before the student enters 12th grade.
Diphtheria, tetanus and pertussis*	5 doses
Polio	4 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses
Pneumococcal conjugate	4 doses

\*A 6<sup>th</sup> booster dose is now required by North Carolina law before the student enters 6<sup>th</sup> grade; an updated certificate of immunization must be presented to the elementary school office before the 1<sup>st</sup> day of school.

### **B. Sickness**

In the interest of every child's well-being, parents are requested to keep their child home when he/she is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge or diarrhea you must keep your child home. If your child develops symptoms at school, the student will be isolated, and the parents will be notified to pick up the child as soon as possible. The student will not be allowed to return to school until he/she has been free of any symptoms for a minimum of 24 hours. Communicable illnesses include, but are not limited to:

- Fever
- Diarrhea
- Pink Eye
- Lice
- Vomiting
- Flu
- Covid-19

### **C. Medication**

Students are not permitted to carry prescription medications on their persons or store them in their desks, lockers, backpacks or vehicles. Designated school staff must administer all prescription medications. The school will not administer over-the-counter medications or prescription drugs without a permission slip signed by the parent and the child's doctor. Parents should complete the required form with the appropriate signatures and return it to the school office. All prescription drugs must be in the original pharmacy or manufacturer's labeled container. **Exceptions** - prescription inhalers and Epipens (Students in grades 3-12 may keep prescription inhalers and Epipens if they have completed training and paperwork).

### **D. Communicable Diseases**

The school's desire is to maintain a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent or a rash which may be transmitted whether directly or indirectly by a susceptible host, infected person or animal to other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify a member of the administrative team. The reportable diseases include the following: Amebas, animal bite of humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fever, Legionnaires Disease, Leptospirosis, Lymphogranuloma Venereum, Monkeypox, Shellfish poisoning, Pertussis, Pesticide poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella including congenital, SARS, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, West Nile Virus, Yellow Fever, and Covid-19

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Northside Christian Academy may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. NCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **E. Health and Safety Plan – The following are protocols that may be emphasized as necessary due to the spreading of any virus that is related to Covid 19.**

1. We will open as originally planned. The first day of school is August 16. Classes will meet on campus. Face masks are optional for everyone inside our facilities on campus until further notification by the Head of School at the guidance of the Board & CDC. Should someone not be able to wear a mask because of health or behavioral risks, he/she does not

have to wear one. This policy will remain in effect until such notice is given by the NCA Board.

2. Students and teachers who have traveled outside of the country or to any “Covid-19 hot spots” in the USA will be asked not to attend school for 2 weeks from the date they returned home.
3. Any student or teacher with Covid-19 symptoms (Please go to [www.cdc.gov](http://www.cdc.gov) for a list of symptoms) will be sent home and asked not to return until he/she has been tested for the coronavirus and received a negative test result.
4. Social distancing will be practiced as much as possible.
5. Students will be asked not to share school supplies, toys, etc.
6. Students may bring bottled water from home.
7. Students will be encouraged not to touch each other.
8. Desks, doorknobs, etc. will be cleaned several times a day. In middle school and high school, desks will be cleaned after each class period.
9. All classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes.
10. Common areas including the cafeteria will be cleaned and sanitized several times throughout the day.
11. Students will be discouraged from touching or using another student’s locker, cubby, backpack, desk, or any other item without first disinfecting the item.
12. Any student, faculty or staff member who has a temperature of 100 degrees Fahrenheit or higher will be asked to leave campus. If he has a negative Covid-19 test result, he/she may return to school once there is no fever without the use of fever-reducing medicines for 24 hours.
13. Absences due to COVID illness will not be counted as school day absences.
14. Reminders will be displayed throughout the school reminding everyone to stay 6 feet apart when possible and to wash hands properly and frequently.

#### **F. Asbestos Information**

Northside Christian Academy has been inspected according to the law under the Asbestos Hazards Emergency Response Act (AHERA), which requires that all public and non-public

schools be inspected by a certified inspector. A certified inspector has conducted the inspection and our facility has been found to be asbestos free.

### **G. Emergency Phone Number of Parents Required**

We request that at least one emergency phone number be listed on file in the **student's RenWeb profile**. In addition to home phone numbers, the school requires a work phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem. The school has the ability to communicate emergency information via text and email.

### **H. Medical Release –Authorization for Medical Treatment**

The school must have a medical release for each student recorded in their RenWeb profile. This release allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent. School officials will use this release only when a parent or guardian cannot be contacted.

### **I. Student Accident Insurance**

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents as well as accident forms completed. If your student requires medical attention, please note that your private family medical insurance will be the primary coverage and our school policy will be secondary. It is your responsibility to file on your private family medical insurance. After your insurance company has paid, then any out-of-pocket expenses that you incur may be reimbursed, either in part or in whole, by the school's insurance depending upon the limitations of the school insurance policy. NCA does not recommend specific doctors. Parents should seek a doctor on their own individual health plan.

### **J. Healthcare Appointments**

Whenever possible, all medical and dental appointments should be made outside of regular school hours. Academic problems often develop when students must continually leave school for medical purposes.

### **K. Emergency Closing of School**

In case of inclement weather that would necessitate the closing of school, students and parents should receive a parent alert from Renweb, our school management software. Parents may also check the school Website at [www.ncaknights.com](http://www.ncaknights.com), which will provide continuous school closing information or check with local television stations WBTV, WCNC, WSOC, or Cable News 14.

In some circumstances, inclement weather may delay the opening of school or cause the school to close early. During times of hazardous weather, parents should use discretion as to whether or not to bring children to school or pick them up before school is dismissed. The safety of the children is supreme, so parents must make the decision as to whether to bring children to school late, pick them up early, or to keep them home when conditions make driving hazardous.

#### **L. Emergency Drills**

Fire, tornado and other emergency drills will be conducted throughout the school year in accordance with city, county, and state regulations.

#### **M. Fire Drill**

Evacuation maps are located in every classroom. Students are instructed to evacuate the building in a quiet and orderly manner. Students must comply with all instructions given by teachers. If a student is not with his designated teacher during a drill, the student should notify the nearest teacher immediately so the school can account for everyone.

#### **N. Tornado Drill**

Students should sit on the floor along a designated wall using their hands to cover their heads. Students must comply with all instructions given by teachers.

#### **O. Lock Down Drill**

Lock down Drills will be run periodically by the administration. Students will be instructed by the faculty what to do in the event of a lock down drill. Parents will be notified immediately through Parent Alert when a drill is practiced.

#### **P. First Aid**

Staff shall render first aid treatment. Emergency medical treatment will be sought for students whose medical needs warrant such actions. An AED (automated external defibrillator) is located in A-wing.

#### **Q. Animals in Classrooms, Playgrounds & Athletic Facilities**

NCA policy does not permit live animals in classrooms, playgrounds or athletic facilities unless prior approval is obtained from the administration.

### **SECTION III – OFFICE PROCEDURES**

#### **A. Attendance Policy**

One of the keys to successful academic achievement is regular attendance at school. Regular attendance is required by North Carolina Law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise specified through notification of special events. All minimum days, activity days and senior high class trips are considered compulsory attendance days. At school, attendance becomes a permanent part of the student's record. We believe that regular attendance in class is essential to the success of a student's school experience. One can seldom ever make up or compensate for absences from class. Any work done to make up what was missed during an absence is primarily an effort to bridge the gap in classroom experience. The school discourages taking extra days before or after a scheduled vacation or anytime while school is in session.

#### **B. Arrival and Dismissal**

School begins at 8:00 a.m. for K5-12<sup>th</sup> grade students.

1. **Early Arrival**

Students may enter the building at 7:15 am. Teachers will be on duty to monitor students until 7:45. At 7:45, students will be dismissed to go to their classrooms.

2. **Dismissal**

2:45 p.m.	Kindergarten -5th	A-wing
3:00 p.m.	Grades 6-12	C-wing

3. **Late Pick-up - K5-5<sup>th</sup> grade**

NCA does not provide after school care for students in grades K5-6th. However, the Academy for Early Learning (AEL) does provide after school care for K5 - 6th. You may contact them at 704-598-9665 for more information. 7th - 12th grade students who remain at school after dismissal and are not picked up by 3:15 will be charged a fee.

4. **Late Pick up (After-School Study Hall/Practice/Rehearsal) - grades 7-12**

Middle & High School Students may remain after school in After School Study Hall for \$15 per day until 6:00 pm. Parents are asked to pick up your students by 6:00 pm. Students will be charged a late fee of \$20 per 15-minute increments when not picked up by 6:00 pm. See financial policies and procedures.

- No student is permitted to remain on campus, parking lots, gym or anywhere outside unless supervised by an employee.
- After-school care ends at 6:00 p.m. Students remaining after 6:00 p.m. will be charged a late fee of \$20 per 15-minute increment. NOTE: There is no charge for students waiting in study hall for practice to begin.

5. **Extracurricular Activities:** Including, but not limited to, athletics/sports, fine arts, club, or tutoring. Fifteen minutes after practice, coaches or sponsors will walk students who are not picked up by a parent to after-school study hall. A fee of \$20 for 15-minute increments will be charged. There is no charge for students waiting in study hall for practice to begin.

**C. Absences**

1. A student in grades Kindergarten through 8<sup>th</sup> grade will be counted absent if he is not in school for at least 3.5 academic class hours
2. High school attendance is taken per class. A student will be counted absent if he misses more than one half of a class.

3. **Reporting Back to School After an Absence**

A written note or email from home signed by his or her parents detailing the reason for the absence. The signed and dated note will be presented to the office secretary.

4. **Excused Absences/Tardies**

The following shall constitute valid excuses for temporary nonattendance for a part or all of a school day provided a written note or email of the excuse is given to the respective school office.

- a) Illness or Injury

- b) Automobile Accident
- c) Death in Immediate Family
- d) Quarantine
- e) Medical or Dental Appointment
- f) Court or Administrative Proceeding
- g) Religious Observances
- h) Educational Opportunity with Proper Advanced Notice
- i) Inclement Weather Conditions Agreed on by Administration
- j) Pre-approved Family Trip with Necessary Form on File Prior to Absence
- k) Extenuating Circumstances as Approved by the Principal or Head of School

**5. Excessive Absences (Per Semester) Grades 9-12**

Missing a senior high class more than ten times in a semester may result in a loss of credit for that class for the semester in which the absences occurred.

- 6. Both excused and unexcused absences count toward the ten absences allowed per class, per semester. The exception is student participation in a school activity requiring the student's presence. School-scheduled field trips, an athletic team's early dismissal for a game, etc., are examples of school-initiated activities. Class work and homework assignments must be secured before missing a class for a school-initiated absence.
- 7. **Excessive Absences (Per Year) Grades K5-8<sup>th</sup>**- An elementary or middle school student with more than 20 absences in the school year will result in the student being retained in that grade. Special allowances may be made for extenuating circumstances such as hospitalization, surgeries, communicable illnesses (doctor's note required), etc.

**8. Make-up Work Following an Absence**

- a) A student who has an absence shall make arrangements with the teacher(s) for any make-up work by the end of the day of the student's return to school. It is the student's responsibility to make these arrangements.
- b) Students shall be allowed at least the same number of school days for make-up work as the number of school days absent with the exception of tests. Students who are absent for multiple days, must make regular progress in making up the work as determined by the teachers. If a student is absent only on the day of a planned test, the student should make-up the test when he or she returns. Teachers may make allowances for extenuating circumstances. Teachers reserve the right to deduct points from any assignment, project, or test that is not made up in a timely manner.
- c) Make-up work may be requested following the second day of absence. This request must take place by 9:30 a.m. or before in order to ensure that teachers can have it ready following afternoon dismissal.
- d) If a student is tardy or has an early dismissal on a school day which includes a test, the student must be prepared to take the test that same day if at all possible.

**5. Early Dismissals**

Parents of students needing an early dismissal from school are requested to communicate with the office secretary about the early dismissal. In order to keep classroom interruptions to a minimum, we ask that each dismissal be requested only when necessary. Students are never to leave campus without written permission from

parents, even if they drive to school. Students must check out through the respective school office.

6. **Planned Absences**

Parents must notify the office 2 weeks in advance for a planned absence or any extended time away from school. The parent may request a list of assignments for the time the student will be away from school. If a test or quiz is scheduled, it is the student's responsibility to make up the test. Upon the student's return to school, the assignments given in advance of the absence are due.

Exams: Students are required to be in attendance during exam week. If there is an emergency, please notify the teacher of that exam.

7. **Absences Unexcused**

Middle School & High School - Any absence from school, which is not listed in the Absences Excused section above, is classified as an unexcused absence. Students having an unexcused absence may not be allowed to make up missed work.

**D. Tardiness**

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement.

\* All NCA students must be in the classroom when the class period begins.

1. A student is considered tardy to school when he reaches the classroom or first period after 8:00 a.m. and after the tardy bell for all other classes.
2. Students who are not in their classes before the 8:00 a.m. bell must report to the appropriate office for a tardy slip if the tardy is excused. Notes will not be given for unexcused tardies.
3. If students are tardy due to a doctor's/dentist appointment, the student must check in with the school office, present a valid excuse from the appropriate physician's office, and receive a tardy slip from the office secretary.
4. Students who are more than 15 minutes late to class for an unexcused reason will be sent to the office. (Grades 6-12 only)
5. A student will be counted absent if more than one half a class period is missed. (Grades 6-12 only)
6. Students arriving at school with fewer than ten minutes left in the class period shall remain in the office until the bell rings. (Grades 6-12)
7. Continued tardiness is considered a disciplinary matter and will be handled accordingly. Students in grades 9-12 may lose credit for any class in which they receive more than ten tardies.
8. Students arriving at school with an unexcused tardy after the completion of any class period will receive an unexcused absence from any class(es) missed and will receive a consequence at the third occurrence. An unexcused absence from a class does not preclude an unexcused tardy to school.

**E. Printing on NCA Printer**

Students may print to NCA printer by emailing document to [printmypaper@ncacharlotte.com](mailto:printmypaper@ncacharlotte.com). Black & white copies are \$.25 per page & color copies are

\$1 per page & must be turned into C-Wing office by noon before printing. Funds must be paid in change or cash - no credit, CASHAPP or charge to school account allowed.

#### **F. Virtual Instruction**

Virtual instruction will not be available unless deemed necessary by the Administration. Parents and students will be notified if there is a need for virtual instruction due to extenuating circumstances that concerns an entire class or the entire school.

#### **G. Signing Students Out of School**

1. To receive an early dismissal, office approval must be received by a parent or guardian.
2. If a student drives to school, the parent must establish a written note or email with a member of the office staff verifying permission for the student to leave campus.
3. Detailed records for students will be kept in the office regarding signing in and out of school.
4. Students too young to drive will not be released to anyone other than the student's parent(s), emergency contacts, or person identified by parent as documented in writing.

#### **H. Student Records**

The school maintains a permanent cumulative file on all students who attend NCA. Records of health, grades, standardized test scores, etc., make up most of the content of these records.

##### **1. Transcripts**

All transcripts must be requested by completing our "Request for Transcript" form.

- a) Current students may pick up the request form from our college guidance counselor.
- b) Alumni may access this form on our website at [www.ncaknights.com](http://www.ncaknights.com) under the Admissions tab.

Transcripts will be provided free upon request up to five transcripts for alumni.

A charge of \$5.00 will be assessed after 5 transcripts. Please allow five business days for transcripts to be processed.

- c) Current students or parents will be provided an unofficial transcript. Official transcripts are provided only to the requesting school or agency. All accounts must be current before transcripts will be provided.

##### **2. Release of Records**

- a) Northside Christian Academy will release student grades, standardized test scores and medical information upon written request of another school system as long as the student does not have an outstanding balance.
- b) The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the principal.
- c) Records and transcripts will be forwarded to another school or college for students whose tuition accounts, fees and fines are current.

#### **I. Student Pictures**

Each year the school will hire an approved photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages that they can purchase. Each individual student's picture will be used in the school yearbook which will be charged to

the student's RenWeb account if not “Opted Out”. Every student will have his picture taken regardless of whether he purchases any pictures.

### **J. Office Telephones**

Telephones are not typically available to students during the school day. The School Office telephones are intended for business use only. Students should plan their day in such a manner as to eliminate the need for telephone calls to parents. In an emergency only, permission may be obtained from the principal or office personnel to use the office telephone. Classes will not be interrupted to call a pupil to the telephone, except in the case of an emergency. In case of illness, an office secretary or the student will call the student’s parents.

### **K. Cell Phones**

Students are not permitted to use cell phones between the hours of 8:00 a.m. and 3:00 p.m. For all students, cell phones are to remain off and not visible during the school day. If a student is seen with his phone anytime during the school day, the phone will be confiscated and taken to the school office. The cell phone will be kept until the end of the school day. At the third offense and every offense thereafter, the student will receive a detention. A student refusing to surrender his cell phone will receive a one-day in-school suspension. A fee will be charged to staff the In-school suspension. Students in kindergarten-5<sup>th</sup> grade may not use cell phones on the school premises including after school hours. Should an elementary student bring a cell phone to school, that student’s teacher should keep the cell phone until the student is picked up to go home. The administration has the right to view information stored on the cell phone. Students who continue to violate this policy shall not be allowed to have a cell phone in the building.

### **L. Lost and Found**

A “Lost and Found” area will be established in the school offices and in the gym. All students who have lost articles should check periodically for those articles. Periodically the Lost and Found will be emptied after notice has been given. Any article not claimed will be donated to a worthy cause or discarded. To reduce the accumulation of “Lost and Found” articles, we ask that every student have his or her name on all articles of clothing and other belongings. School-owned textbooks will be placed in the office. The school assumes no responsibility for articles left lying about the building or improperly stored. Lost & Found Items may be purchased back for \$.50 an item, payable in change or cash - no credit, CASHAPP or charged to school account. This procedure has the intent to encourage students to keep up with their belongings.

## **SECTION IV - OFFICE – GENERAL**

### **A. Office Hours and Location**

- Head of School Office  
7:30 a.m. - 4:00 p.m. Monday through Friday. The Head of School’s office is located in C-wing.
- School Office

High/Middle School Office (C Wing)  
7:30 a.m. – 3:30 p.m. Monday through Friday  
Elementary School Office (A Wing)  
7:30 a.m. - 3:30 p.m. Monday through Friday

## **B. School Building and Grounds**

Northside Christian Academy utilizes the facilities of Northside Baptist Church. As such, we follow the standards and expectations of the church concerning the building and grounds:

1. The campus is open from 7:00 a.m. until 6:00 p.m. on all weekdays except during holidays, etc.
2. The church grounds are not to be used for athletic events on Wednesday evenings, Saturday or Sundays without the approval. This includes the ball fields and gym.
3. Off-limit areas in the church/school buildings include teacher's lounge, closets, bus garage, kitchen, offices, auditorium, baptistery, recording studio, TV room, catwalk, copy room, conference room, elevator, B-wing, upstairs A-wing, and upstairs G-wing.
4. Students may not walk across the gymnasium floor to reach the annex classrooms. The east and west entries to the annex must be used unless it is raining. In case of rain, students may go through the gym but must stay to the side of the gym floor.
5. As part of the ministry to develop the whole child, Northside Christian Academy students may be asked to participate in routine cleanup of the school. Cleanup fosters pride in the physical upkeep of the building and promotes accountability to students with regard to their disposal of garbage.

## **C. Withdrawals**

Withdrawals from school must be made through the school business office. All tuition continues until the withdrawal is completed. It is the policy of NCA not to issue report cards if an account is not current. Parents wishing to withdraw their child from school must notify the Business Office in writing. The school office will generate a withdrawal form. The student will not be considered officially withdrawn until the withdrawal form has been signed by each of his teachers. Teachers will not sign the withdrawal form until all books are returned.

**Transcripts** will not be released until a student has officially withdrawn and the respective school office receives financial clearance.

## **D. School Calendar**

The school calendar is made available on the school website. Please refer to this calendar frequently throughout the school year as it may have changes. Parents are notified weekly in the Sneak Peak of important dates for the current & following months.

## **E. Parent/Teacher Communication**

Parents or guardians are encouraged to call or email the appropriate teacher to make arrangements for conferences.

## **F. General School Communication**

1. **Tuesday Folder** - (Elementary) This is the primary means of communication from the teacher to the parent. Parents are expected to examine the contents carefully, sign the back of the envelope, and return the envelope on Wednesday morning.
2. **Sneak Peek** - The school newsletter is emailed home weekly and contains information about upcoming school events.
3. **Parent Email Update** - The school offices may routinely send informational email updates to parents.
4. **The school's Web site** - [www.ncaknights.com](http://www.ncaknights.com)
5. **RenWeb** - Please send your email address to the appropriate school office and request to be added to the RenWeb school management software database. RenWeb has a component called "ParentsWeb." Parents may use this to access grades, attendance, behavior, schedules, announcements, assignments, teachers' email addresses, school directory and financial information.
6. **Progress Reports** - Progress reports are emailed to parents every 4 1/2 weeks and parents may sign up to receive a progress report weekly through ParentsWeb.
7. **Report Cards** - Report cards are emailed home to parents four times (after each quarter) during the school year.
8. **Guidance Blog** - The Guidance Office updates a blog at [www.northsideguidance.blogspot.com](http://www.northsideguidance.blogspot.com)
9. **Parent Alert** – Major events or important news may be communicated to families via an electronic phone and text message. This will be in addition to an email that may be received via Renweb.

## **G. Parent Meetings**

### **1. Parent Orientation**

This very important meeting is held for all parents prior to the beginning of the school year. This is the time to receive helpful, necessary information from administrators and teachers pertaining to the new school year. In order to assist incoming 6th & 9th graders transition, parents & students will meet 1 hour before the Parent Orientation at Open House which is scheduled for Friday, August 12.

### **Other Parent Meetings**

Throughout the school year other meetings may be held that would benefit the parents and students. These will be communicated so that you may plan to attend.

### **2. Athletic Booster Club**

All parents of student athletes are strongly encouraged to be a member of the Booster Club. Information will be available from the Athletic Director. Parents of athletes are asked to help serve in concessions throughout the three athletic seasons (fall, winter, spring). The Booster Club helps generate supplemental funds for athletics which are necessary to help defray the costs of operating these activities.

### **3. Fine Arts Booster Club**

All parents are invited to be a member of the Fine Arts Booster Club. This Booster Club assists with all fine arts events and helps generate funds to defray the cost of fine arts expenses.

#### **H. Parental Support**

A unique aspect of Northside Christian Academy is that the family, not just the student, becomes a part of the school community. NCA assists parents in their God-given responsibility of educating their children.

##### **Parent Volunteer**

Parents wishing to volunteer should contact your child's teacher or the school office to learn more. Parents working directly with students are required to have a background check on file. The cost for the background check is \$10.00. Volunteers must sign in at the appropriate school office and be issued a visitor's badge.

#### **I. Helpful Guidelines**

Here are some helpful guidelines to consider in making home life positive and constructive for success in school.

1. Encourage your child to be enthusiastic about his schoolwork.
2. Be sure your child schedules sufficient time for home study. Provide your student a suitable, quiet place to study and help him to establish a regular study pattern or schedule.
3. Have family agreements that are enforced regarding the use of telephone, television, and other electronic devices.
4. Be open with the teacher, and let the teacher know he/she has your support. Contact the school if you have any questions regarding your child, assignments, or clarification of any communications.
5. Be sure your child obtains the appropriate amount of sleep each night.

#### **J. Parties at School**

Elementary and middle school students' birthdays may be celebrated by bringing a small treat for each child in the classroom. Please coordinate birthday treats with the child's teacher.

Fall, Christmas, Valentine, Easter and End-of-year parties are celebrated by the elementary school. Fall, Christmas, and End-of-year parties are celebrated by the middle school.

#### **K. Chapel**

Northside Christian Academy has regular chapel programs each week. Attendance is compulsory and no student is to be excused from regular or special chapel programs. Parents are invited to attend all chapel services. The purpose of chapel service is to provide a time when students can come together for worship, sharing, fellowship, and encouragement from God's Word.

#### **L. Lunch**

A hot lunch program is available to all students. Lunches may be purchased on a daily basis, or students may bring their own lunches and purchase milk, juice or snacks in the cafeteria. Money may be placed on the student's lunch account and a RenWeb notification will be sent when the balance is low. Students are not allowed to charge lunches if there is no money on the account.

Should a student forget his lunch and not have money on his account or cash in hand, he will be given a pack of crackers or another item to eat. Students may not order food from outside vendors without prior approval.

## **SECTION V – GENERAL POLICIES & PROCEDURES**

### **A. Pledges**

Each morning at 8:00, students will recite the pledges to the American flag, Christian flag and the Bible. All students are expected to participate by standing and either placing their right hands over their hearts or respectfully placing their hands by their sides.

### **B. Field Trips**

#### **1. General Statement**

Many times a good educational experience can be achieved by leaving the classroom and going on a field trip. Students understand that this is a privilege and with it goes the responsibility of representing our school in a very positive manner. The same policies that apply to school and classroom behavior also apply to students when on a field trip. Field trips at NCA are instructive and planned with definite objectives determined in advance. Field trip chaperones are assigned a group of children to supervise.

#### **2. Release/Authorization For Medical Treatment Form**

These forms will be filled out annually and kept on file in the school office. This information is part of the application process.

#### **3. Special Event Off-Campus Permission Form**

The classroom teacher will send this form home each time your child is asked to attend any off-campus activity sponsored by the school. It must be completely filled out, signed, dated, and returned prior to the activity.

#### **4. Students Not Attending The Off-Campus Trip/Activity**

Parents may choose for their child not to participate in a particular field trip or activity. If this should be the case, the student will not be academically penalized for non-participation, but he is not excused from school during the time of the field trip unless approved by the principal. An alternative assignment and/or supervised study time may be provided for students. (At principal's discretion). Some trips are required as part of our academic program.

#### **5. Off-Campus Trip/Activity Privileges Revoked**

Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing or does not comply with the school handbook or supplementary policies.

#### **6. Transportation for Field Trips**

School vehicles will be used to transport students on all school field trips. Parents driving for a field trip may only transport their own student.

#### **7. Class Trips**

Students in the following grades will be required to attend the class trips listed below:

Middle School – Camp Thunderbird;  
Junior Class – Washington, DC;  
Senior Class - Mission Trip.

**8. Senior High Retreat**

Some years, High School students go on a retreat, based on available funds. All high school students are expected to attend.

**C. Transportation**

**1. Transportation – General**

Northside Christian Academy does not provide bus transportation to or from school. We encourage parents to form car pools whenever possible.

**2. Students Riding In NCA or chartered Vehicles**

Students may be transported to events, field trips or activities using NCA or chartered vehicles. Improper behavior on school vehicles will not be permitted. Our drivers need to concentrate on driving and should not be distracted by the misbehavior of students. Those students who, in the opinion of the driver, misbehave will be referred to the administration for appropriate action.

**3. Student Cars and Parking**

- All student-driven cars are to be registered in the High School Office.
- Cars are to remain parked until students leave for the day.
- Cars are not to be occupied during school hours.
- Only seniors with signed permission forms have the privilege to go off campus during lunch period on designated days.
- Students may not sit together in cars in the school parking lot, including before or after school.
- Student drivers may not transport other students to any off-campus activity without written permission from the parent or guardian provided to the school office.

Each student driver must display courteous driving habits which include adhering to speed regulations and traffic patterns. Privileges will be taken away for reckless driving on or near campus. (Each student driver will be issued campus driving regulations.) Failure to observe these policies will necessitate cancellation of driving privileges to school. The student driver bears responsibility for misconduct taking place in his vehicle, whether or not the student is directly involved. Responsible driving and behavior will ensure that the privilege will continue.

**D. Code of Conduct**

**1. Philosophy of Discipline**

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a code of conduct not only for their own benefit, but for the benefit of others as well. Northside Christian Academy expects full cooperation from both students and parents.

The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Northside Christian Academy does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parent's appointed and authorized representatives in the child's training process. Northside Christian Academy has attempted to align itself as closely as possible with the Bible's Instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize Northside Christian Academy might not be the choice in education that suits their needs. God expects parents or other authorities to discipline a child with the goal that he consistently becomes more self-disciplined, requiring less supervision as he matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents.

Northside Christian Academy's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

Northside Christian Academy has a commitment to its school families to maintain its standards and expectations for all students. Because attendance at NCA is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the institution: and the school may request withdrawal of any student at any time, who in the opinion of the school does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific standards and expectations of the school. This guideline is shared with a spirit of love. There is, at NCA, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ.

NCA has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, along with scriptural guidelines of liberty found in I Corinthians 8-10 and Romans 14, immorality and the use of alcohol, tobacco and drug-related substances, both on and off school property, are unacceptable. A Christian lifestyle simply cannot confine itself to the school day or school year. It must be a consistent lifestyle in practice. Because student lifestyles reflect on the reputation of the school, as well as the home, the school will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school. Disciplinary action may be taken regardless of where or when the event occurs. Standards of conduct and character extend to all school activities and events.

Not every discipline violation has been listed in this handbook. Discipline violations are dealt with by the administration as they come to our attention. This handbook serves as a guideline for the administration to refer to for most offenses, but not all.

## **2. Elementary Disciplinary Process**

- a. Instruction** - Students are instructed by their teachers concerning the standards and expectations and regulations that they are expected to comply with. These standards and expectations are reviewed regularly so that each child fully understands what is required of him.
- b. Warning** - Students are given warnings when they do not comply with the standards and expectations. They are spoken to individually when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.
- c. Correction** - Teachers and staff may use the following punitive measures to correct a student's behavior.
- d. Verbal Correction/Counsel** – instructing a child as to what is expected, offering suggestions. The teacher may confront a student concerning misconduct, a poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart, discipline may end at this point.
- e. Consequences: (Grades K-1)**
  - i. Warning and re-teaching
  - ii. Time out in the classroom
  - iii. Minor behavior infractions which may result in loss of privilege
  - iv. When the classroom discipline plan is exhausted, student will visit principal's office
  - v. Parents contacted for partnership in discipline Note: If minor offenses become repetitious or excessive, the student may be referred to the principal for disciplinary action immediately.
- f. Consequences: (Grades 2-5)**
  - i. Warning and re-teaching
  - ii. Loss of privilege
  - iii. As assigned by a teacher which may include loss of recess time, silent lunch, etc.
  - iv. Notification sent to parents for partnership
  - v. Student visits principal's office

## **3. Secondary Discipline Process**

- a. Consequences: (Grades 6-12)**

The process of discipline for minor infractions will normally follow, but is not limited to, the specific steps as described below:

- i. Step 1 – Teacher/student conference; discipline notice may or may not be given. Teachers may send requests for partnership in the form of a RenWeb email as a warning. Students are expected to follow the Honor Code Policies stated in the handbook on page 37.
- ii. Step 2 – Teacher/student conference; student receives discipline notice. Teacher contacts parent to inform and seek partnership. Students with minor infractions will be handled with classroom management.
- iii. Step 3 - Teacher refers unresolved situation to the Principal for parent conference. Repeated or major offenses will be handled by Administration.

**b. Minor Infractions:**

- Disruptive behavior
- Distribution of any type of unauthorized fliers on campus
- Dress code violation
- Failure to bring books or materials to class
- Failure to report to school office when tardy to school
- Failure to submit homework
- Late to class without a pass
- Loitering (parking lots, restrooms, or in isolated areas of campus)
- Unauthorized fund-raising or solicitation
- Unexcused tardiness
- Parking Violation
- Any other offense that the Administration deems minor

**c. Major Infractions:**

- Any criminal violation/conviction – misdemeanor or felony (on or off campus)
- Arson (on or off campus)
- Assault on a staff member or school official (on or off campus)
- Assault on another student (verbal or physical threat)
- Assault with a weapon (on or off campus)
- Bomb threat
- Bullying
- Honor Code Violation (Lie, cheat/Plagiarism, Stealing)
- Repeated dress code violations
- Death threat
- Disruption or misconduct on school transportation
- Disruptive behavior
- Distribution or sale of any medication (including over-the-counter and prescription medicine)
- Extortion
- Failure to report for after-school detention
- Fighting (battery)
- Forgery of signatures on any school-related document

- Gambling
- Harassment
- Immoral behavior (indecent proposition/obscene materials)
- Inappropriate language
- Inappropriate display of affection
- Insubordination or disrespect for authority
- Intentional deception of teacher or school official (lying)
- Leaving class without a pass
- Lighting matches/starting fires
- Traffic violation or speeding on campus grounds
- Participation in non-sanctioned organizations
- Possession and/or concealment of weapons (knife, dart, brass knuckles, firearm on or off campus)
- Possession or use of aerosol/chemical weapons
- Possession or use of tobacco products or vape
- Possession, use or sale of fireworks
- Racial or ethnic slur
- Possession, sale, use or distribution of mood modifiers, alcohol, prescriptive or illegal drugs or substances passed off as drugs (on or off campus)
- Sex violations on or off campus
- Practicing or promoting the homosexual lifestyle
- Sexual Harassment
- Skipping or cutting class (on or off campus)
- Tampering with or discharging fire alarms or emergency equipment
- Truancy
- Unauthorized use of technology
- Vandalism (destruction or defacing school property)
- Violation of suspension
- Any other offense that the Administration deems major

**d. After -School Detention - (Grades 6 -12)**

Students assigned after-school detention must report for detention at 3:15 p.m. and remain until 4:15 p.m. and pay a \$30.00 fee. At 4:15 p.m., students must leave campus, go to an extracurricular activity, or to an after-school study hall (charge applies). Misbehavior in detention will result in the student being assigned another day of after-school detention. A discipline notice will be sent home and the student will be expected to serve the detention on the assigned day. Students reporting late to detention will not be allowed to serve the detention that day. A missed detention will result in a Saturday School and a \$75.00 fee. Note: (Students participating in extracurricular activities may incur additional consequences as deemed appropriate by a coach or sponsor.)

**e. Saturday School**

Students may be assigned to Saturday School as a consequence for disciplinary infractions.

- i. Saturday School hours are from 9:00 a.m. to 12:00 p.m. and the fee is \$75.00.
- ii. Students must wear appropriate school attire. Saturday School will be assigned for major infractions or repeated offenses. Students will not be allowed to participate in any extracurricular activity which conflicts with the hours of a Saturday School.
- iii. Misbehavior or failure to serve an assigned Saturday School will result in a suspension in addition to paying the fee for the missed Saturday school.

**f. In-School Suspension**

Students may be assigned an in-school suspension for major infractions. The fee for in-school suspension is \$100.00. If the student does not show for the In-School Suspension, the fee will still need to be paid to cover the cost of ISS staffing.

**g. Out-of-School Suspension**

- i. Students are not permitted to be on campus for any reason without permission of the administration.
- ii. It is the responsibility of students to collect and complete missed work within the timelines specified by each teacher.
- iii. Students will not be allowed to participate in any extracurricular activity on the day of the suspension.

**h. Parent/Student Conference with Administration**

School administration may request a conference with a student and his parents, or the student and his parents may request a conference with school administration concerning the student's conduct. The goal of the conference will be to develop a behavioral contract with defined, measurable goals for improved conduct

**i. Disciplinary Probation**

A student will be placed on disciplinary probation when the administration feels that the behavioral pattern and record indicate that the student is not abiding by the standards and expectations of the school. During this time some privileges may be denied, and the student will be observed carefully to see if any effort is being made to improve both attitudes and actions. The administration reserves the right to dismiss a student whose attitude and actions during the probation period are not deemed acceptable. A student placed on disciplinary probation must relinquish all positions of leadership and responsibility for the duration of the probation and may be excluded from extracurricular activities for a duration as determined by the administration. A student on probation may not run for student office or hold leadership positions.

**Reasons for Probation are as follows:**

- Continued, deliberate disobedience
- A rebellious spirit which is unchanged after counseling and prayer
- A continued negative attitude and bad influence upon the students

- Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the testimony of the school
- Failure of the parent to comply with the disciplinary philosophy of the school

**j. Standards and Expectations Regarding Expulsions**

- i. A student may be expelled or required to withdraw from school at any time he is found to be out of harmony with the standards and expectations and policies of the school.
- ii. An expulsion from NCA may be as long as two consecutive semesters.
- iii. Any senior expelled or asked to withdraw from NCA will not be allowed to return.
- iv. A student expelled is prohibited from school grounds and functions (games, competitions, school plays, banquets, etc.). Decisions in these matters are at the full discretion of the administration.
- v. For a student to be considered for readmission to NCA, achievement test scores, most recent report cards, behavioral report and recommendation forms must be sent to Northside Christian Academy for review. The student will be asked to write a paper on why he should be readmitted to NCA and will meet before the admissions committee.
- vi. The administration will have the freedom to decide upon a re-admission application based on objective and subjective information available.
- vii. If an affirmative is given for re-admission, the student will return on disciplinary probation and will be in an accountability relationship with a mentor.
- viii. For a student who has passed the two semesters away from NCA for an expulsion or forced withdrawal and is not seeking re-admission, the student must gain administrative approval to be allowed back on campus for any reason.

**k. Off Campus Behavior**

Northside Christian Academy reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off campus during the school year or in the summer. This form of misconduct or activity may or may not be identified in this handbook. Occasionally the school becomes aware of student behavior performed off campus that is open defiance to our teachings and beliefs. Such actions cannot be ignored by the school even if they occurred away from the school campus. In these cases, the school will initiate an investigation to determine the truthfulness of the alleged misbehavior. Usually this investigation will begin with the student(s) speaking to the administration to explain any questionable actions. If it is determined that the actions reported are acknowledged by the student to be true, or if there exist two or more credible witnesses to the behavior in question, parents will then be called and asked to meet with the administration. After the conference with the parents, the administration will determine a course of discipline that can range from turning the matter over to the parents, to expulsion from school. In the event that a parent

refuses to come to a conference with the administration, the student will be required to withdraw from school.

NCA and the Administrative Team may consider extenuating circumstances in administering any of the defined disciplinary measures and/or substitutions thereof at any time and not in any ascending order or degree of difficulty. The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of North Carolina) to the proper authorities and to press charges against the student if the situation should warrant.

**I. Corporal Punishment**

- i. No agent of Northside Christian Academy will use any form of corporal punishment as a disciplinary measure.
- ii. Lines of Authority –Conflict Resolution
- iii. Teacher - The teacher is the first line of discipline in any classroom setting. In case of a disagreement, parents and students are to follow the Matthew 18:15-16 principle. Call the teacher or the person directly involved. In a concise and accurate manner, state the problem as you know it to exist.
- iv. Principal - The Principal is responsible for the discipline of students in all settings where a teacher has referred a student to the office. The Principal has the right to utilize parental conferences, work assignments, detentions, suspensions and other appropriate measures as outlined in the disciplinary guidelines. If both parties involved cannot resolve the problem, then contact the division level principal to seek resolution.
- v. Head of School - Contact the Head of School if the matter has not been resolved at this point. The Head of School is empowered to make final decisions regarding discipline and conflicts.

**m. Disciplinary Definitions**

- i. Cheating –Taking information from some source other than the student’s own mind and presenting it as if it came from his/her own thinking. It involves the components of stealing and lying. The following are major categories of cheating as defined by Northside Christian Academy:
- ii. Assignments - the use of someone else’s work instead of completing the assignment individually. This would include anything from daily homework to major research papers. Unless specified by the teacher, it is to be assumed that all work is to be completed individually.
- iii. Tests/Exams - The practice of soliciting help during a classroom-testing situation. This would include the use of information brought to class, sharing of information during class or the sharing of information about the test with students who have not yet taken the test.
- iv. Plagiarism- The use of information from a source (text, Internet, research information) without documentation. Plagiarism of reports is considered

cheating and will be treated as such. Students are not allowed to copy and paste.

- v. Class Disruption- Any act whereby the student causes commotion, distraction, and/or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.
  - vi. Public Display of Affection – The act of handholding, walking arm-in-arm, or any other act of physical contact that is intentional.
  - vii. Direct Disobedience- The act of not carrying out a directive when specifically given by a teacher or staff member.
  - viii. Horseplay- Play fighting, pushing, tripping, snapping towels or any act that may cause injury to any student.
  - ix. Lying- Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.
  - x. Stealing- Taking items of clothing or personal possession, or material that does not belong to you. This includes taking items in locker rooms or other areas and hiding them from the rightful owner.
  - xi. Truancy- Not being in attendance in school, class or in general not being where you are supposed to be when you are supposed to be there.
  - xii. Tardy- Being late, arriving at your destination past the expected time of arrival.
  - xiii. Harassment- See Student Anti-Harassment Policy
  - xiv. Vandalism- Malicious or ignorant destruction or defacing of private property, or the property of Northside Christian Academy. Damages will be paid for by the student.
  - xv. Bullying- Encompasses a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can take three forms: (1) Physical (hitting, kicking, spitting, pushing, taking personal belongings), (2) Verbal (taunting, malicious teasing, name calling, making threats), (3) Psychological (spreading rumors, encouraging social exclusion, extortion, intimidation).
  - xvi. Destruction of School Property- Whether intended or accidental, student assumes cost of repair or replacement (i.e. windows, doors, restrooms, fixtures, etc.)
- n. Weapons Policy (firearms, knives, explosives) Will result in Expulsion - Police will be notified.**
- i. Possession is defined as transfer, sale, or discharge of any gun (including a starter gun, airsoft gun or pellet gun), firearm, or any other explosive device, or weapon of any type, whether loaded or unloaded, on school property or at any school-related activity.
  - ii. It is a felony to bring a weapon to school or any school event. A weapon is any firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious injury; or anything that in the manner

of its use or intended use is capable of causing death or serious bodily injury.

**o. Mutual Respect**

- i. Respect for teachers- As a direct authority, teachers are to be shown respect. This is both a biblical mandate and a common courtesy. Any form of disrespect will result in a disciplinary action.
- ii. Respect for staff- All school office staff, custodians, and lunchroom personnel are to be accorded the same respect required for teachers.
- iii. Faculty respect for students- As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the principal.
- iv. Student respect for fellow students - Verbal abuse or harassment of another student is totally incompatible with our Christian ethics and is in direct opposition to the purpose of NCA.

**p. Electronic and Inappropriate Items**

The following items should not be brought to school: knives, laser pointers, matches or lighters, e-cigs or vaporizers, electronic games, inappropriate music, inappropriate magazines, firearms, or other objects that the administration could consider harmful to the safety of the school or its students. (Disciplinary action will be taken and items will be confiscated and kept until a parent conference is arranged). If a student chooses to use their own device, and it is revealed there is inappropriate material on the device, the device will be confiscated. The student will be required to use the school issued device going forward.

**q. Honor Code**

All faculty members and students agree to the honor code of Northside Christian Academy. This code states that we will not lie, cheat, or steal. All students are expected to uphold this code. Because of this, lying, cheating, and stealing are serious offenses and will be treated as such. Consequences may include **Saturday School or suspension. Repeated offenses may result in expulsion.**

## **SECTION VI - STUDENT ANTI-HARASSMENT POLICY**

### **Student Anti-Harassment Policy**

The policy of Northside Christian Academy is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

#### **A. Definitions and Prohibited Acts**

- a. Sexual harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
  - i. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
  - ii. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - iii. The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - iv. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
- b. Unwelcome and Offensive. The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
- c. Verbal Harassment. Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions, including social media, of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person’s gender, sexually vulgar language, remarks about a person’s physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and

other words or pictures of a suggestive nature. Also prohibited are statements that demean women or men.

- d. **Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.
- e. **Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.
- f. **Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs: Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
  - i. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - ii. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - iii. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
- g. **Cyber Bullying.** Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice or other communication devices. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
- h. **Physical Harassment.** Prohibited actions include, but are not necessarily limited to the following:
  - i. Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
  - ii. General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.
- i. **Definition of Intimidation.** Intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in

- reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.
- j. Examples of Harassment, or Intimidation. Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:
- i. Unwanted sexual advances or propositions.
  - ii. Offering academic benefits in exchange for sexual favors.
  - iii. Making or threatening reprisals after a negative response to sexual advances.
  - iv. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
  - v. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student’s race, color, national or ethnic origin, age, or disability.
  - vi. Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual’s body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
  - vii. Physical conduct such as touching, assaulting, impeding, or blocking movements.
  - viii. Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school’s educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

## **B. Application of Anti-Harassment Policy**

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these Biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

## **C. Prohibited Actions**

1. Employee-Student Harassment, Bullying, or Intimidation. Employee-student harassment, bullying, or intimidation of any type is prohibited.

2. Student-Student Harassment, Bullying, or Intimidation. Student-student harassment, bullying, or intimidation of any type is prohibited.

#### **D. What to Do If You Experience or Observe Harassment or Intimidation**

1. Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.
2. Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

#### **E. Where to Report Harassment or Intimidation**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. Principal
2. Head of School

#### **F. Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

#### **G. Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

#### **H. Procedure for Investigation of a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, an investigation will be conducted. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed that corrective action has been taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

## **SECTION VII - INTERNET USE POLICY**

Students will have secure Internet access. The Internet is a network connecting thousands of computers all over the world and millions of individual users. Students may have access to Internet Web information resources through their classroom, library, or school computer lab.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Because no one organization owns the Internet and can enforce regulations, resources are uncensored. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. NCA has taken precautions to restrict access to controversial materials via filtering hardware and software. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We believe that the valuable information and interaction available on this network outweigh the potential hazards. NCA expects that in addition to the filtering protection placed in the system that users, as Christian students, will be vigilant to withdraw themselves from any questionable sites that might be encountered while interacting with the Internet.

### **A. General Policies**

NCA provides access to technology and the Internet for students and staff to enhance the school's educational program. NCA provides a filtered Internet service to help prevent access to inappropriate materials. The Internet is made available for students and staff to locate material to meet their educational and personal information needs. First priority will be given to Internet use that directly supports the academic curriculum. NCA faculty will work together to help students develop the critical thinking skills necessary to discriminate among information sources and to evaluate and use information that will prepare them for responsible participation in home, church, and community.

This policy is in place to protect our network as well as our students and staff. Whenever using the NCA network, students and staff must use care and wisdom.

1. NCA will provide computer hardware and software for student and staff use to support and further the school's educational and ministry objectives. The hardware and software are the property of NCA.
2. Access to NCA's technology resources is a privilege and not a right.
3. Only NCA staff may install software or otherwise modify NCA equipment. Student users must avoid any action which might download and install software, plug-ins, helper apps, etc. NCA reserves the right to remove unauthorized software.

4. Students are not permitted to use their own portable media (i.e. CDs, memory sticks, etc.) in any NCA computer, unless cleared with technology staff on a use-by-use basis.
5. Printing from NCA's computers should be limited to what is necessary. Students and staff should use good stewardship when determining what should be printed. Printing information directly from a Web site is discouraged because excessive pages are often printed.
6. All use of computer systems and networks on the NCA campus (including, but not limited to, e-mail sent and received, Internet sites visited, and documents created) is subject to review or monitoring by administration or staff. E-mail and Web browsing should not be considered private.
7. NCA staff and students must follow all state and federal laws relating to computer use. This includes laws related to copyright, software piracy, plagiarism, harassment, etc.
8. Student Internet use is provided for educational purposes only. Students may use the Internet for research related to class projects, to access the news, and to further their general knowledge in compliance with this policy.
9. Student computer use or Internet access may be limited or denied at the discretion of the teacher, study hall monitor, or administration.
10. Students are not permitted to use or access e-mail from the NCA campus at any time unless specifically directed to do so by a teacher.
11. Students may not use the NCA's computer network to participate in on-line chat rooms.
12. Students may not use cell phones, earbuds, gaming devices, or other similar devices between the hours of 8:00 am and 3:00 pm. Middle school and high school students are encouraged to keep their cell phones, earbuds, etc. in their lockers during the entire school day. Elementary students who bring cell phones, earbuds, etc. to school should give them to their teachers to keep until the end of the school day. Students may use cell phones, gaming devices, and ear buds on NCA buses only with permission from the teacher or coach in charge.
13. All use of the NCA's computer network and Internet is expected to be decent and appropriate to our Christian environment. Use of the network to access or transmit illegal, indecent, sexually oriented, violent, discriminatory, profane, or otherwise inappropriate material will result in disciplinary action. Posting information of a derogatory or inflammatory nature about the school, staff, or other students in any on-line forum is prohibited. Please note all of the above includes personal, public, and/or NCA's electronic devices (computer, cell phones, etc.) on and off of campus during the school year as well as the summer months.

14. The NCA's network may not be used for gambling or any Internet game sites not specifically approved by NCA.
15. Only approved, staff-installed games are allowed on NCA's computers. These may only be used at the specific direction of the teacher.
16. Students may not use the NCA's network for commercial purposes (i.e. buying or selling).
17. Students may not use cell phones during the day for assignments.
18. Currently enrolled students may use the computers for completing class assignments, projects, and research. Users who have specified academically related search needs have priority over those browsing the system.
19. School computers may only be used during school hours, with library staff or teacher permission.
20. Students should do nothing while using NCA computers or the Internet to dishonor the name of Christ.
21. Should a student accidentally open a questionable website, he should immediately turn off the computer monitor and report the site to the supervising librarian or teacher.
22. Students should not use the computer to reveal personal addresses, phone numbers or personal information about themselves or other students, teachers or staff.

Penalties for violating these policies may include, but are not limited to: restoration-oriented assignments, temporary, long-term, or permanent loss of computer privileges on campus, after-school detention, suspension, expulsion, and referral to civil authorities for investigation.

**B. NCA Computers/Internet may not be used for:**

1. Chatting, game-playing, social networking sites or other recreational purposes (exceptions are for activities in the classroom setting with teacher supervision and permission).
2. Downloading files or programs. Library and teaching staff may arrange to download files for students on a case by case basis.
3. Transmission of any material in violation of any US or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Accordingly, copyrighted music may not be uploaded or downloaded.
4. Commercial activities of any kind.
5. Product advertisement or political lobbying.
6. Purposely seeking any Internet site promoting pornography, violence, hate, homosexuality, gambling, harassment, or any entertainment sites concerning people or activities that promote these things.
7. Offensive or abusive language. This includes, but is not limited to, racial, ethnic, or religious slurs.

8. Tampering, pranks, vandalism, adding software, attempting to break into unauthorized files, or attempting to use the network in a way that would disrupt network use by others.

Infractions of the above will result in disciplinary action, to include parental notification, loss of computer privileges, detention, suspension or expulsion, depending on the severity of the violation.

NCA makes no warranties of any kind, whether expressed or implied, for the Internet service it is providing. Our school will not be responsible for any damages students incur. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or student errors or omissions. Use of any information obtained via Northside Christian Academy is at the user's own risk. Northside Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **SECTION VIII - DRESS CODE POLICIES**

### **A. Policy Statement**

The Administration of Northside Christian Academy has sought to develop a standard of modest dress and general appearance for students that will:

1. Be a testimony from the whole student body.
2. Be a testimony for the Christian atmosphere of our school.
3. Enhance the educational process.

The purpose of the dress code is to encourage an environment that is conducive to learning. Classrooms are not arenas for freedom of expression and there is a correlation between appropriate attire and student performance and behavior. In general, the goal of the dress code is intended to address three areas: modesty, identity and propriety. The determination of whether or not dress standards meet these criteria is up to the discretion of the administration of Northside Christian Academy.

Modesty –the clothing should not be suggestive, revealing or overtly calling attention to one’s body

Identity –deals with association and can cover everything from style to advertising

Propriety – asks if what one is wearing is appropriate to the occasion and with whom one is interacting as a representative of the Lord.

### **B. Parental Responsibility**

We believe it is the parent’s responsibility to ensure that students are in accordance with school guidelines. Please familiarize yourself with NCA acceptable dress standards and help train your children to comply.

## C. NCA Dress Code Everyday Standards & Expectations

### ELEMENTARY AND MIDDLE-SCHOOL DRESS CODE

The following dress code is a guide to help maintain an orderly environment in which students come to school ready to learn. Northside Christian Academy is committed to enforcing the dress code as fairly as possible. Daily parent partnership is important to ensure each students' attire aligns with the guidelines listed below. Students at NCA are expected to dress in a manner that reflects a Christian worldview while at school.

<b>PANTS</b>	<b>SHORTS</b>	<b>DRESS AND SKIRTS</b>
<ul style="list-style-type: none"><li>· solid color khaki or black uniform or cargo pants</li><li>· modest and loose fitting</li><li>· pants of athletic material are not allowed</li><li>· must be free of any writing, holes, patches, or fraying</li><li>· should cover undergarments at all times</li><li>· Spandex material is not allowed</li><li>· legging may not be worn as pants</li><li>· must be worn at normal waistline</li></ul>	<ul style="list-style-type: none"><li>· solid color khaki or black uniform or cargo shorts</li><li>· come to the knee</li><li>· modest and loose fitting</li><li>· athletic shorts are not allowed</li><li>· must be free of any writing, holes, patches, or fraying</li><li>· should cover undergarments at all times</li><li>· Spandex material is not allowed</li><li>· oversized shorts are not acceptable for ladies or gentlemen</li></ul>	<ul style="list-style-type: none"><li>· khaki or black uniform material; red or black</li><li>· red or black polo dresses for elementary</li><li>· dresses should be loose fitting and should have sleeves</li><li>· must come to the knee or below the knee when sitting</li><li>· must be free of any writing, holes, patches, or fraying</li><li>· should cover undergarments at all times</li><li>· Spandex material is not allowed</li><li>· free of any writing</li></ul>

<p><b>SHIRTS</b></p> <p><b>Button-down plain, plaid or flannel shirts MAY NOT be worn open or as a jacket.</b></p> <p><b>Ladies</b></p> <ul style="list-style-type: none"> <li>· must be either of the following <b>SOLID</b> colors; red, black, white, or gray</li> <li>· must have a <b>COLLAR</b> and <b>SLEEVES</b></li> <li>· must be modest and loose fitting</li> <li>· should cover undergarments at all times</li> <li>· must not have any graphics or wording, can have small logos on the chest area</li> <li>· crop and tank tops are not allowed to be the only undergarment under sweatshirts</li> </ul>	<p><b>SHIRTS</b></p> <p><b>Button-down plain, plaid or flannel shirts MAY NOT be worn open or as a jacket.</b></p> <p><b>Gentlemen</b></p> <ul style="list-style-type: none"> <li>· must have a <b>COLLAR</b> and <b>SLEEVES</b></li> <li>· must be either of the following <b>SOLID</b> colors; red, black, white, or gray</li> <li>· must not have any graphics or wording</li> <li>· may have small logos on the chest area</li> </ul>
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<b>OUTERWEAR</b>	<b>SHOES</b>	<b>BELTS/HATS</b>	<b>OTHER:</b>
<p><b>NCA ONLY hoodies and crew neck sweatshirts are the only outerwear allowed during the school day.</b></p> <p><b>Outerwear options can be found on <a href="http://awardsexpress.com">awardsexpress.com</a></b></p> <ul style="list-style-type: none"> <li>· red, black, white, or gray shirt must be worn under your NCA outerwear</li> <li>· hoods on jackets/hoodies must remain off the student's head</li> <li>· outerwear worn over non-dress code compliant clothing must be worn for the entire school day</li> <li>· sweatpants are <b>ONLY</b> allowed on Fridays or Dress Down Days</li> <li>· jeans are allowed on dress down and Spirit Days</li> <li>· only red, white, black, or gray sweatpants or NCA logo sweatpants are allowed on Spirit Days</li> <li>· must be free of any writing, holes, patches, or fraying</li> <li>· sweatpants may have small logos</li> </ul>	<p><b>ALLOWED</b></p> <ul style="list-style-type: none"> <li>· dress shoes</li> <li>· casual shoes</li> <li>· tennis shoes</li> <li>· sandals</li> </ul> <p><b>PROHIBITED</b></p> <ul style="list-style-type: none"> <li>· flip flops</li> <li>· house shoes</li> <li>· fur-lined shoes</li> <li>· open toe athletic slides</li> </ul>	<ul style="list-style-type: none"> <li>· Gentlemen should wear a belt if pants are not properly fitted at the waist</li> <li>· <b>NO</b> hats or head covering. This includes all hooded garments</li> </ul>	<ul style="list-style-type: none"> <li>· blankets may not be worn at school</li> <li>· <b>NO</b> overstated questionable or anti-Christian jewelry, gang symbols, Gothic attire, dental grills, or wallet chains</li> <li>· dresses on dress down days should be loose fitting and must have sleeves</li> <li>· dresses must come to the knee or below the knee when sitting</li> </ul>

**Consequences for Dress Code Violations:**  
**1st Offense: Warning and correction of clothing**  
**2nd Offense: Detention and correction of clothing**  
**3rd Offense: Saturday School and correction of clothing**  
**4th Offense: In-School Suspension and correction of clothing**

## HIGH-SCHOOL DRESS CODE

The following dress code is a guide to help maintain an orderly environment in which students come to school ready to learn. Northside Christian Academy is committed to enforcing the dress code as fairly as possible. Daily parent partnership is important to ensure each students' attire aligns with the guidelines listed below. Students at NCA are expected to dress in a manner that reflects a Christian worldview while at school.

PANTS	SHORTS	DRESS AND SKIRTS
<ul style="list-style-type: none"> <li>· solid color blue or black jeans or khaki or black uniform cargo pants</li> <li>· modest and loose fitting</li> <li>· pants of athletic material are NOT allowed</li> <li>· must be free of any writing, holes, patches, or fraying</li> <li>· should cover undergarments at all times</li> <li>· Spandex material is not allowed</li> <li>· legging may not be worn as pants</li> <li>· must be worn at normal waistline</li> </ul>	<ul style="list-style-type: none"> <li>· solid color jean shorts or khaki or black cargo shorts</li> <li>· come to the knee</li> <li>· modest and loose fitting</li> <li>· athletic shorts are NOT allowed</li> <li>· must be free of any writing, holes, patches, or fraying</li> <li>· should cover undergarments at all times</li> <li>· Spandex material is not allowed</li> <li>· oversized shorts are not acceptable for ladies or gentlemen</li> </ul>	<ul style="list-style-type: none"> <li>· must come to the knee or below the knee when sitting</li> <li>· can be of any color, free of oversized writing across the middle or bottom</li> <li>· must be free of any writing, holes, patches, or fraying</li> <li>· should cover undergarments at all times</li> <li>· Spandex material is not allowed</li> <li>· dresses must have sleeves</li> </ul>

<p style="color: red;"><b>SHIRTS: Button-down shirts MAY NOT be worn open or as a jacket.</b></p> <p><b>Ladies</b></p> <ul style="list-style-type: none"> <li>· must have a COLLAR and SLEEVES</li> <li>· may be of any SOLID color</li> <li>· must be modest and loose fitting</li> <li>· should cover undergarments at all times</li> <li>· must not have any graphics or wording, can have small logos on the chest area</li> <li>· crop and tank tops are not allowed to be the only undergarment under sweatshirts</li> <li>· T-shirts are not allowed</li> </ul>	<p style="color: red;"><b>SHIRTS</b></p> <p><b>Gentlemen</b></p> <ul style="list-style-type: none"> <li>· must have a COLLAR and SLEEVES</li> <li>· may be of any SOLID color</li> <li>· must not have any graphics or wording, can have small logos on the chest area</li> <li>· T-shirts are not allowed</li> </ul>
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OUTERWEAR	SHOES	BELTS/HATS	OTHER:
<ul style="list-style-type: none"> <li>· <b>NCA ONLY hoodies and crew neck sweatshirts are the ONLY outerwear allowed during the school day. Outerwear options can be found on <a href="http://awardsexpress.com">awardsexpress.com</a></b></li> <li>· red, black, white, or gray shirt must be worn under your NCA outerwear</li> <li>· hoods on jackets/hoodies must remain off the student's head</li> <li>· outerwear worn over non-dress code compliant clothing must be worn for the entire school day</li> <li>· sweatpants are ONLY allowed on Fridays or Dress Down Days</li> <li>· jeans are allowed on dress down and Spirit Days</li> <li>· only red, white, black, or gray sweatpants or NCA logo sweatpants are allowed on Spirit Days</li> <li>· must be free of any writing, holes, patches, or fraying</li> <li>· sweatpants may have small logos</li> </ul>	<p><b>ALLOWED</b></p> <ul style="list-style-type: none"> <li>· dress shoes</li> <li>· casual shoes</li> <li>· tennis shoes</li> <li>· sandals</li> </ul> <p><b>PROHIBITED</b></p> <ul style="list-style-type: none"> <li>· flip flops</li> <li>· house shoes</li> <li>· fur-lined shoes</li> <li>· open toe athletic slides</li> </ul>	<ul style="list-style-type: none"> <li>· Gentlemen should wear a belt if pants are not properly fitted at the waist</li> <li>· <b>NO</b> hats or head covering. This includes all hooded garments</li> </ul>	<ul style="list-style-type: none"> <li>· blankets may not be worn at school</li> <li>· <b>NO</b> overstated questionable or anti-Christian jewelry, gang symbols, Gothic attire, dental grills, or wallet chains</li> <li>· dresses on dress down days should be loose fitting and must have sleeves</li> <li>· dresses must come to the knee or below the knee when sitting</li> </ul>

**Consequences for Dress Code Violations:**  
**1st Offense: Warning and correction of clothing**  
**2nd Offense: Detention and correction of clothing**  
**3rd Offense: Saturday School and correction of clothing**  
**4th Offense: In-School Suspension and correction of clothing**

**D. General Guidelines**

1. Clothing - All students should be modest and neat at all times. Boys' pants must be pulled up at all times. Students should refrain from wearing clothes that are too tight. Sleeveless shirts and tank tops are not permitted.

2. Dress Guidelines for Athletic Teams - The following Dress Code standards and expectations have been developed for NCA student-athletes.
- a. General
    - i. Coaches are responsible for determining what their particular team will wear on a given game day, in accordance with the game day options (listed below).
    - ii. Individual teams should all dress using the same game day option. There should be no variations within the team on a given game day (i.e. some players dressed up, others in jerseys, some in team t-shirts, etc.). There should be a “uniform” approach to how a particular team is dressed.
  - b. Game Day Team Dress Options
    - i. Monday-Friday Games
      - 1. A team may wear the regular, daily NCA dress code uniform. Athletic team jackets may be worn with this, or any other, game day option.
      - 2. A team may “dress up” to a level that exceeds the regular, daily NCA dress code uniform. This includes, but is not limited to, collared button-up dress shirts and/or ties with appropriate pants (no jeans) for young men, and appropriate blouses/sweaters, pants (no jeans or yoga/stretch pants), skirts, and/or dresses for young ladies. The purpose of this option is to exceed the regular, daily dress code standards. Young men are expected to tuck in their dress shirts when wearing a tie.
      - 3. A team may wear a team jersey or designated team dress shirt or polo (t-shirts are not allowed for Monday-Thursday games) with appropriate school uniform pants/skirt.
    - ii. Friday (Only) Games
      - 1. Any option from Options 1-3 (above).
      - 2. A team may wear team t-shirts, jerseys, jackets, or other “team gear” with jeans, khakis, or other approved pants/skirts (no warm up pants or athletic shorts), so long as the entire team is “uniform” in their attire. After the season has concluded, student-athletes may continue to wear team t-shirts on Friday “Spirit Days.”
  - c. Homecoming

The week of Homecoming will include several “special dress” days that will allow students to dress in attire that promotes the activities surrounding Homecoming functions.
  - d. Prom

In honor of the senior class, the junior class students and sponsors host a prom. This is an elegant evening of dinner, entertainment, and special

recognition. The prom has become a highlight of our school year and produces wonderful, lifelong memories. All dates/escorts who are not an NCA student must be pre-approved by the administration to attend the prom. No date/escort younger than a freshman will be considered for approval.

e. Formal Dress Guidelines

Please consider the following when purchasing an evening gown for a school function such as the prom:

1. Gowns should be modest and not too tight. No cleavage or stomach should be showing.
2. Hemlines: No part of the outfit should have a hemline higher than 4 inches above the knee. If skirts are sheer, the lining must be no shorter than 4 inches above the knee.
3. Necklines: Dresses may not be cut below the bust line. The bust continues around your sides directly under the armpit. With arms down at your side, if flesh touches flesh below the bust line, the dress is inappropriate. The tops of all dresses must fully cover the breast area. Excessive cleavage is not allowed, or cutouts filled with illusion or lace. Properly fitted off the shoulder dresses with sleeves and dresses with spaghetti straps are allowed provided they follow the previous rules. No Strapless Dresses.
4. Backless: Backless to natural waist is permitted below natural waist is not permitted. No extreme low backs and no cutouts below the waist. Illusion panels below the waist are not allowed.
5. Slits: Dresses may not have a slit that exceeds mid-thigh. This is fingertip length. Dresses may not have slits any higher than 4 inches above the knee.
6. Midriffs: Two piece dresses are not allowed. At no point should any part of the midriff be exposed. This includes both front and sides, Illusion or lace panels in the midriff area are not acceptable. With arms down at your side, if flesh touches flesh in the midriff section, the dress is inappropriate.
7. Men are expected to wear a suit or tuxedo to the prom.
8. Dress shoes are required.
9. Students who are not dressed appropriately will not be allowed to participate in prom.

## **SECTION IX - OTHER GENERAL POLICIES**

### **A. Lockers**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so.

#### Locker Guidelines

- Students should not switch lockers with another student
- Students must not share their locker combination with other students
- Lockers must be kept clean inside and out
- Items should not be placed on the top of lockers
- It is unwise to leave money and other valuable items in lockers
- Students are responsible to pay for any locker damage
- Problems with a locker should be reported to the office

### **B. Closed Campus**

Northside Christian Academy operates a “closed campus.” This means that students are not free to come and go as they please. Arriving late and leaving early requires signed notes from parents. This also means that all visitors must report to the C-wing office first when they come to visit campus during the school day. Students from other schools are not allowed on our campus without prior permission of the administration. Campus doors, with the exception of C-wing, will be closed from 8:30a.m. to 2:00 p.m. each day. Visitors will enter and exit through C-wing during these hours.

#### **1. Parent/Guest Visits**

When parents wish to visit the campus during school hours for any reason, they must go to the respective office where assistance can be provided. All visitors are required to sign in with the office to receive a visitor’s badge. The badge should be worn at all times. Parents/Guests should never go directly to the classroom without first checking in with the office.

#### **2. Student Visitors - Students may bring student visitors to school on the following conditions:**

- a. Only prospective students may visit the classroom during the school day.
- b. Permission must be secured from the principal one day in advance. Visitors are not allowed on campus without prior approval from the Head of School. This includes visitors just for lunch. The visitor must be brought to the respective school office to receive a visitor’s badge before visiting the classroom or cafeteria.
- c. Each visitor must abide by all school standards and expectations as to conduct and dress.
- d. A student who has been expelled or asked to withdraw may not visit campus. This includes attendance at ballgames, competitions, school plays, banquets, etc.

- e. Visitors are not permitted during exams, achievement testing, or on days when parties are scheduled.

### **C. Loitering/Dismissal**

Students are required to leave the school building and school grounds immediately after dismissal in the afternoon unless they are in a supervised after-school activity, study hall, or aftercare. Under no circumstances will students be permitted to remain in any building or on the school grounds unless supervised by school personnel. Students who are unsupervised will be sent to study hall and fees will apply.

### **D. Alumni**

Alumni are welcome to visit the school at any time. Please sign in at the office. If you want to visit a specific teacher, make arrangements to meet with the teacher.

### **E. School Class Trip**

Students will participate in the following out-of-town trips during the school year as specified for the grade level. A fee is charged for participation on these trips. Trips will be determined and information provided to students and parents as trips are finalized.

1. 8th Graders – The eighth grade class will take a trip to celebrate the culmination of their Middle School experience. The trip will have an educational focus as well as casual social experiences.
2. Juniors - The junior class will take a trip to Washington, D.C. to visit sites they learn about in history. This is a required trip for all juniors. The cost of the trip is not included in tuition or fees.
3. Seniors – The senior class will take a trip centered around missions but will also include fun activities and sightseeing. The destination of the trip will be determined once school has begun. This is a required trip for all seniors. The cost of the trip is not included in tuition and fees. Fundraising will be made available if needed.

### **F. Solicitation/Distribution**

Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students and parents either in the school building or on school grounds of political material whose content reflects special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

## **SECTION X. PROGRAM OF INSTRUCTION**

The academic programs of Northside Christian Academy (K-12) are based upon the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high quality academic instruction in an environment where prayer, Bible study, and Biblical integration are the norm. From kindergarten through grade twelve Northside Christian Academy has a rigorous academic program designed to motivate the learner and provide a well-rounded educational experience that will prepare our students for the future.

Northside Christian Academy reserves the right to add and remove curriculum course offerings within our academic program consistent with current enrollment, student interest, ability to find qualified teachers, and budgetary considerations.

### **A. Grade Procedures**

Northside Christian Academy has four nine-week grading periods. Grade reports are issued at the end of each grading period. (See calendar for report card dates). Grades (6-12) Semester grades are based upon an average for the two nine-week grading periods, plus the semester exam. For grades 6-8, the semester exam counts 10% of the semester grade. For grades 9-12, the semester exam counts 20% of the semester grade. Students are required to take an exam on the scheduled date and time for each exam. Students who owe any fine or have outstanding fees (including library and cafeteria) may not take an exam until the fine is paid. Students must turn textbooks in before the second semester exams may be taken. Parents are asked to plan vacations on dates that do not interfere with exams.

1. Exam Exemption Policy (Grades 6-12) - Students in grades 6-12 may exempt semester exams with a semester average of 90 or higher.
2. Grade Point Average (High School) - The grade point average in senior high is calculated after each semester by totaling the number of grade points and dividing by the number of potential credits. Each class is considered one (1) potential credit. Transfer courses will not be counted toward GPA.
3. Grading Scale, Grade Point Average and Class Rank (Middle School, High School)
  - a. Current GPA - Grade point average (GPA) is used to determine honor roll, Honor Society, eligibility, and award presentations.
  - b. Cumulative GPA – A student’s GPA is determined by their grade point average (GPA) beginning in the 9<sup>th</sup> grade. Only NCA and NCA online courses count toward GPA. The final GPA is based on eight semesters of work with a numerical equivalent given to each semester letter grade. (See Chart below)

<b>Grading Scale</b>	<b>Regular Grade Point</b>	<b>Honors Grade Point</b>	<b>AP Grade Point</b>
<b>100-99 = A+</b>	<b>4.00</b>	<b>4.50</b>	<b>5.00</b>
<b>98-92 = A</b>	<b>4.00</b>	<b>4.50</b>	<b>5.00</b>
<b>91-90 = A-</b>	<b>3.75</b>	<b>4.25</b>	<b>4.75</b>
<b>89-88 = B+</b>	<b>3.33</b>	<b>3.83</b>	<b>4.33</b>
<b>87-82 = B</b>	<b>3.00</b>	<b>3.50</b>	<b>4.00</b>
<b>81-80 = B-</b>	<b>2.75</b>	<b>3.25</b>	<b>3.75</b>
<b>79-78 = C+</b>	<b>2.33</b>	<b>2.83</b>	<b>3.33</b>
<b>77-72 = C</b>	<b>2.00</b>	<b>2.50</b>	<b>3.00</b>
<b>71-70 = C-</b>	<b>1.75</b>	<b>2.25</b>	<b>2.75</b>
<b>69-68 = D+</b>	<b>1.33</b>	<b>1.83</b>	<b>2.33</b>
<b>67-62 = D</b>	<b>1.00</b>	<b>1.50</b>	<b>2.00</b>
<b>61-60 = D-</b>	<b>0.75</b>	<b>1.25</b>	<b>1.75</b>
<b>0-59 = F</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

4. Elementary - The numerical grading scale seen on the chart above is used for grades K5 - 5.
5. Incomplete Work - Incomplete work is denoted with the letter "I." An incomplete grade must be cleared within two weeks from the end of the previous grading period or the incomplete work automatically becomes a "0." Completing the work does not guarantee a passing grade.
6. Conduct Grades - (K-5) Classroom behavior, work habits, and overall attitude are graded on the following scale and are listed on each report card.

E = (Excellent)                      The student seldom interrupts the learning atmosphere, and conduct is in accordance with the school's expectations.

S = (Satisfactory)                      The student consistently contributes to the learning atmosphere but occasionally interferes with the atmosphere or fails to act in accordance with the school's expectations.

N = (Needs Improvement)              The student interferes with the learning atmosphere or fails to act in accordance with the school's expectations.

U = (Unsatisfactory)                      The student consistently interferes with the learning atmosphere, disrupting class on a regular basis.

7. Grade Placement/Reclassification - Grade and class placement is based on faculty recommendations and past academic achievement. However, the administrative team will make the final decision. The only official information concerning placement will come from the administrative team.
8. Skipping a Grade - A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by Northside Christian Academy.
9. Repeating a Grade - The administration at Northside Christian Academy does not generally allow a student who has met the requirements for academic promotion to repeat a grade. Exceptions will be made by the administrative team. If approved for reclassification, a reclass agreement will be signed by administration, parent & student.
10. Progress Reports - Progress reports are sent home every 4 1/2 weeks via RenWeb (See school calendar for progress report dates). These reports are an excellent means of keeping parents informed of their child's progress. In addition to the progress reports, parents may view their child's grades on a daily basis through the use of RenWeb.

## **B. Homework Philosophy, Guidelines, and Standards**

The objective of homework is to assist, improve, and strengthen classroom learning. Homework is a valuable tool in the learning process; it is a natural extension of class work created and

designed by the teacher. Homework increases student achievement, and it offers teachers, parents and students the opportunity to be involved in and support the learning process outside of school. NCA students will be given appropriate, relevant and meaningful homework.

Homework will be assigned according to the following guidelines and standards:

1. Each homework assignment shall have a stated purpose (objective).
2. Each homework assignment shall have an estimated time of study and completion.
3. Each homework assignment may be differentiated to challenge each student according to their academic capabilities.
4. Each homework assignment shall be reviewed in class or graded.
5. Each homework assignment shall be designated as one or more of the following:
  - a. Practice: This type of homework is designed for students to reach a level of self-sufficiency in performing a learned skill previously introduced through previous instruction.
  - b. Preparation: This type of homework is designed for students to access prior knowledge and experiences about a topic to be learned or expanded upon.
  - c. Elaboration/Extension/Enrichment: This type of homework is designed to require students to conduct research, compare items, support a position or develop a graphic organizer of information.
  - d. Reading: This homework is designed for students to spend time reading to increase fluency and comprehension while preparing for discussions or key writing assignments.
  - e. Study: This homework is designed to require students to review material in notes and assignments to commit key information, ideas and concepts to long term memory and to enhance understanding of a subject.

The timely completion of each homework assignment shall be a shared responsibility of the student, parent and teacher in achieving the homework objective.

Homework:

1. Will not be assigned on Wednesday nights, with the exception of high school honors and AP courses.
2. Will not be assigned in K5-5th grades over the weekend or over a vacation period, except for long-term projects that may not be due on the first day after the return from vacation.
3. Will not be assigned in 6-12th grades over a vacation period except for long-term projects that may not be due on the first day after the return from vacation.
4. The normal maximum time allotted time for each grade should be (based upon an average student):
  - a. K-2nd grade – 10-15 minutes
  - b. 3rd-5th grades – 20-40 minutes
  - c. 6th-8th grades – approximately 15 minutes per core class
  - d. 9th-12th grades – approximately 20-30 minutes per class, more for honors or AP courses

5. Incomplete Homework - Loss of points for each day late will be determined by the teacher.

**C. Academic Recognition**

1. Elementary Honors Program - Students at NCA are recognized for achieving outstanding academic results by being named to the Principal's List and A & B Honor Roll. These awards are given at the end of each grading period to encourage students to attain their full potential of academic excellence. They are recognized by the following categories:

- a. Principal's List: Students who have an "A" in all subjects.
- b. A Honor Roll: Students who maintain an "A" average with no grade lower than a C
- c. B Honor Roll: Students who maintain a "B" average with no grade lower than a C.

2. Secondary School Merit Program

Introduction

The positive influence of many Northside students is to be acknowledged and rewarded.

The Northside Merit Program is administered by the school to give exemplary students the recognition they justly deserve. Areas of merit are as follows:

- a. Semester Exam Exemption - Students in grades 6-12 may exempt semester exams with a semester average of 90 or higher.
- b. Honor Roll - An honor roll student is a student having a grade point average of 3.500 - 3.999.
- c. Principal's List - A student earning Principal's List recognition has a GPA of at least 4.0
- d. Valedictorian and Salutatorian Selection - Selection is made on the basis of the cumulative grade point average (GPA on a 4-point weighted scale) beginning in the 9th grade and ending with the 3rd quarter of the 12th grade. Only classes taken at NCA or through NCA Online Academy will be factored into the GPA. The senior with the highest cumulative GPA is the Valedictorian, and the senior with the second highest GPA is the Salutatorian of the graduating class. GPA will be figured to the nearest thousandth. Students must have attended NCA for their entire junior and senior years to be eligible for the valedictorian and salutatorian selection. In the event that a transfer student is in the running for Val/Sal, that student's NCA GPA will be compared to other Val/Sal contenders only for the years that are comparable.

3. Graduation Recognition

- A. NHS Members - Graduating members of the NCA chapter of the National Honor Society receive special recognition. They wear the white NHS collar during all graduation ceremonies and their names are distinguished in the program. Their diploma has a special seal that delineates NHS membership.

- B. Spanish Honor Society - Graduating members who maintain a 3.5 or higher cumulative GPA will wear honor cords in the graduation ceremonies and have their names distinguished in the program as an Honor Graduate.
- C. Honor Students - Graduates who maintain a 3.5 or higher cumulative semester GPA will wear honor cords in the graduation ceremonies and have their names distinguished in the program as an Honor Graduate.
- D. Community Service - Graduates will also be recognized in the graduation ceremonies for the following:
  - Community Service – Graduates who accumulate over 250 hours of community service in grades 9 – 12 will be recognized with a special cord.
- E. Fine Arts
  - 1. Up to two members of the senior class will be recognized with a special Fine Arts Award.
  - 2. Students who participate in Fine Arts classes all four years of high school will be recognized with a silver cord. These awards are given to the students recognized with outstanding achievement in the area of Fine Arts.
  - 3. International Thespian Recognition – Graduating members who accumulate 60 points for participating in speech and drama will be recognized with a white cord.
- F. Athletics - Up to two members of the senior class will be recognized with the John Brooks Athlete of the Year awards. These awards are given to the student recognized with outstanding achievement in the area of Athletics. The awards are determined by the vote of all varsity coaches.
- G. Life-long Attendance - Students who have attended NCA from 5K-12<sup>th</sup> grade will be recognized.

#### **D. Academic Policies**

- 1. Dropping and Adding Subjects for Grades 9-12 - Students who desire to drop or add a course may do so without penalty if the request can be made according to granted availability.
- 2. Failure Policy (Grades 6-12) - Students may not miss a class they are failing for any extracurricular activity (with the exception of state tournaments/competitions/school play). This policy applies to students missing school-related class time for any reason (for example: band, field trips, etc.).
- 3. Missing Class (Grades 6-12) - Students who are absent from a class 4th-8th period due to illness or unexcused absence are not eligible to participate in that day's extracurricular activities.
- 4. Incomplete (Grades 6-12) - "I" or incomplete is given for quarter grades or first semester grades that are incomplete due to absences or extreme circumstances at the time of the issuance of the report card. All incomplete work must be made up within ten school days of the close of the marking period. Failure to do so may result in a failing grade.

5. Records and Transcripts (Grades 6-12) - Records and transcripts will be forwarded to another school or college for students whose tuition accounts, fees and fines are current. If the family of a graduating student is not current in tuition fee payments or if fines are owed to the school, the report card, transcript and diploma will be held until the delinquencies are satisfied.

## **E. Promotion/Retention and Re-Enrollment Policy**

### **1. High School Promotion Policy**

- a. Any high school student who fails one (1) or more semesters of any core course (Bible, math, English, science, social studies) may not be permitted to re-enroll in Northside Christian Academy. The cost of any make-up classes, texts, fees, etc. is the responsibility of the student's parents.
- b. The administration reserves the right to deny the re-enrollment of any student who has failed two subjects for the year based on lack of academic progress.
- c. Suggested credits to be classified at each successive grade level are as follows:
  - i. Sophomore..... 7.0
  - ii. Junior..... 14.0
  - iii. Senior..... 20.0

### **2. Middle School Promotion Policy**

- a. Middle School students qualify for grade level promotion by passing all five major core subjects (Bible, math, English, science, and history) during the school year, or making these subjects up during summer school. Up to four semesters of failed classes may be taken during the summer. Students failing more than four semesters must repeat the grade level.
- b. The cost of summer school is the responsibility of the student's parents. Summer school courses must be approved by the administration.
- c. An 8<sup>th</sup> grade promotion ceremony will be held to acknowledge this accomplishment.

3. Kindergarten Promotion Ceremony - Each year the five-year old kindergarten students are honored with a special graduation ceremony. Students receive a unique diploma in recognition of their achievement. This is a time that will be cherished for years to come.

## **F. Summer School**

In an effort to meet the academic needs of our students and to establish consistency in awarding credits, NCA has the following policy regarding summer school credits:

1. Courses may be taken in summer school only when the course has been attempted and the student has earned an "F." Summer courses will be taken through an NCA approved online program. All exams will be proctored by an NCA staff member.
2. Summer school grades do not replace failed semester grades. They are included with calculations for GPA. Credits earned in summer school will be noted as summer school credits on the transcript.

## **G. Testing Programs/Standardized Testing**

1. Northside Christian Academy provides a regular program of standardized tests of achievement. Students and parents are notified in advance as to the nature of the test, scheduled time and the length of testing. These tests provide data that aid in determining student growth and progress. First through eighth grade students participate in annual achievement tests. When the test results are returned, the parents are given a report showing their child's achievement levels. The information is recorded and filed in each student's cumulative folder, becoming a part of the child's permanent record.
2. College Board Testing - In October, Freshman will take the PSAT and Sophomores/Juniors will take the PSAT NMSQT to gain test-taking experience and to prepare for the College Board SAT. The SAT is administered during the spring of the junior year. Seniors may take the SAT again at least once during the fall of the senior year, as part of the college application process. (See College and Career Guidance Services). Students are also encouraged to take the ACT.
3. ACT or Terra Nova standardized tests - Each year students in grades 9-12 must take either the ACT by March or the weeklong Terra Nova Standardized Test which is administered by NCA.
4. Advanced Placement (AP) Testing - Advanced Placement (AP) examinations will be given to students enrolled in any of our AP classes. The College Board gives standardized tests at the end of the year. If students score well on these tests, they may be able to get college credit for these courses. There is a fee for the AP exams.
5. Duke TIP Program - Duke TIP (Talent Identification Program) helps gifted students discover their abilities, explore new academic challenges, and celebrate their accomplishments. Students in grades 4 through 7 who qualify for this program will be recommended to participate.

## **H. Textbooks (Grades 6-12)**

All textbooks that are the property of the school are issued to the student on a loan basis. They should be treated with respect and cared for properly. It is a requirement that all textbooks be covered throughout the school year. Paperback books should be covered in clear contact paper. Hardback books may be covered in cloth or paper covers. All books must be covered by Sept. 1. The student's name should appear on the inside cover (end sheet) of the book. Loaned textbooks must be returned at the end of the year, or at the time of withdrawal, with only reasonable wear due to normal use. Excessive damage to textbooks will be charged to the student, and records will be held until such charges are paid.

## **I. Library/Media Center**

The primary function of the school library and media center is to support the curriculum of the school to aid in improving the intellectual capabilities and achievements of all students. The library links its patrons with materials, equipment, and services. Its programs, activities, and interactions are designed to specifically meet the academic needs of individuals and groups in the school community. The media center environment enhances learning experiences and is built upon concern for the academic and spiritual progress of each student. Computer resources are available for research with monitored Internet access.

The Northside Christian Academy library is available to students and faculty on a regularly scheduled basis. The purpose of the library is to enhance all areas of academic research and recreational reading. The library is constantly growing and changing to meet expanding needs. The library/media staff is dedicated to helping each student find necessary materials that will help him/her complete assignments and further his/her knowledge in any given area. When students use the library, whether individually or in a class group, the following regulations apply:

1. Enter quietly without disturbing others who are working.
2. Use time wisely while you are in the library/media center; do not hesitate to ask for help in locating materials.
3. Books are checked out for two weeks.
4. Fines will be charged for overdue or lost books or materials. All fines/fees must be paid prior to taking exams.
5. The library must be kept neat and orderly by returning materials to their proper places.
6. Library/media center is not a place to visit and avoid class. Visits must have a purpose.

## **J. Core Curriculum**

Elementary (K5-5) - Northside Christian Academy chooses curricula from nationally recognized publishers to accomplish our goal of high academic results, giving strength to the mental and moral development of each student. The core curriculum for students enrolled in kindergarten through fifth grade consists of Bible, health, history, language arts, mathematics, and science. Enrichment classes in art, computer, music, P.E., and library, round out the curriculum in the elementary program.

Middle School (6-8) - Core classes in Middle School include the following areas: Bible, math, English, science, history. Electives may vary from year-to-year in middle school.

### High School (9-12)

Classification of Students for Academic Purposes - Core classes in High School include the following areas: Bible, math, English, science, history, and foreign language. Electives may vary from year-to-year in high school. A freshman may advance to the sophomore class with at least seven (7) credits. A sophomore may advance to the junior class with a minimum of fourteen (14) credits, and a junior may advance to the senior class with a minimum of twenty (20) credits. A minimum of 27 credits is required for graduation. Students in grades 9-11 are recommended to take a minimum of 6-7 credits each year. Seniors are encouraged to take a demanding academic load to prepare them for the rigors of college. Students who desire to graduate with an Advanced College Preparatory Diploma must earn 29 credits and accrue 150 hours of community service.

## **K. College and Career Guidance Services**

Northside Christian Academy offers a college preparatory program. NCA graduates have been accepted at Christian colleges, public universities, private colleges and military academies in North Carolina and throughout the country. Throughout the school year,

students are exposed to college representatives who come to promote their respective schools. Christian college representatives occasionally make a presentation in the Bible classes or in school chapels. Students are encouraged to attend a College Day Forum in the Charlotte area each year; junior and seniors are given the opportunity to attend a Christian College Fair. Representatives from many different colleges attend these events to promote the institutions and answer questions relating to admissions and college life at their respective schools.

Listed below are a few of the many colleges that have accepted NCA graduates:

Air Force Academy	Tulane University
Baylor University	University of NC at Chapel Hill
Cedarville University	University of NC at Charlotte
Davidson College	University of NC at Greensboro
Duke University	University of NC at Pembroke
Elon University	University of NC at Wilmington
Gardner Webb University	University of Pennsylvania
Liberty University	University of Virginia
NC School of the Arts	Virginia Military Institute
NC State University	Virginia Tech
New York University	Wake Forest University
Oxford of England	Western Carolina University
Princeton Seminary	Wheaton College
Queens University	Wingate University
Samford University	Winthrop University
The Citadel	West Point

**A college counseling and career guidance program is in place at Northside Christian**

Academy to assist students in grades nine through twelve in planning for the future. The program endeavors to help students in self-understanding and in the development of individual potential. The ultimate goal is to guide them in selecting a possible career. In order to accomplish this, consideration is given to their spiritual gifts, their abilities, and the college's offerings and standards. The process of college and career/guidance, beginning with 9th grade, is outlined as follows:

1. Ninth Grade - In the fall of the 9<sup>th</sup> grade year an information will be provided to introduce high school requirements and college entrance criteria. Students will take the PSAT 8/9.
2. Tenth Grade - Northside Christian Academy administers the PSAT/NMSQT as a benchmark to prepare the students for College Board SAT testing. The parents are notified by letter of the nature of the test and the information that their child receives after taking the test.
3. Eleventh Grade - Northside Christian Academy administers the PSAT/NMSQT again in the fall of the student's junior year. The PSAT administered in the fall provides valuable feedback regarding academic strengths and weaknesses for students who will take the SAT in the spring. The SAT or the ACT is required of all juniors. Colleges use the test

results to make decisions relative to admissions and placement. The test may be taken at various area schools during the school year or on our campus for the Spring SAT.

Students are encouraged to register online at [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org). It is also recommended that all juniors take the ACT during the spring. The college guidance counselor will hold a Junior Seminar and will meet with the Juniors individually to review the college application and planning procedures.

4. Twelfth Grade - Students may need to take the College Board SAT again during the senior year. Seniors are urged to finalize their application to colleges by November 1<sup>st</sup>. When a student completes an application, he should then submit a transcript request through his SCOIR account. At that time, the counselor will send a transcript of grades and credits, a school profile sheet and any letters of recommendation that are on file.

**Additional Guidance Services**

1. Students who desire additional individual help with career and college may contact the college guidance counselor.
2. SCOIR – Students have access to college, career and scholarship searches through SCOIR
3. Juniors are required to attend five college representative visits that are provided on campus and seniors are required to attend two. Freshmen and sophomores may attend if interested.

**L. Course Offerings**

**Middle School Course Offerings**

<b><u>6th</u></b>	<b><u>7th</u></b>	<b><u>8th</u></b>	<b><u>Electives</u></b>
<b>Bible 6</b>	<b>Bible 7</b>	<b>Bible 8</b>	<b>Art</b>
<b>Science 6</b>	<b>Science 7</b>	<b>Science 8</b>	<b>Drama</b>
<b>Math 6</b>	<b>Math 7 or Pre Alg</b>	<b>Pre Alg 8 or Alg 1</b>	<b>Dance</b>
<b>History 6</b>	<b>History 6</b>	<b>US History 8</b>	<b>Intro to Spanish</b>
<b>English 6</b>	<b>English 7</b>	<b>English 8</b>	<b>Band</b>
<b>PE</b>	<b>PE</b>	<b>PE</b>	<b>Discovering Science</b>
			<b>Intro to ASL</b>
			<b>Coding</b>

**Senior High Course Offerings (Some courses are not offered every year)**

BIBLE

FOREIGN LANGUAGE

Bible Foundations  
Bible Survey  
Church History & Doctrine  
Apologetics  
Worldviews

#### TECHNOLOGY

Audio Visual Technology  
Technology Applications

#### ELECTIVES

Band  
Creative Writing  
Dave Ramsey - Financial Peace  
Life Skills  
Intro to Psychology

#### ENGLISH

English 9  
English 9 Honors  
English 10  
English 10 Honors  
English 11  
English 11 Honors  
English 12  
AP English Literature  
AP English Language

#### FINE ARTS

Choir  
Art I  
Advanced Art  
Dance/Drama  
Speech  
Yearbook

#### INDUSTRIAL TECHNOLOGY

The ROC

Spanish I  
Spanish II  
Spanish III  
Spanish IV Honors  
ASL I  
ASL II  
ASL III

#### MATHEMATICS

Algebra I  
Geometry  
Geometry Honors  
Algebra II  
Advance Functions & Modeling  
Algebra II Honors  
Honors Pre-calculus  
AP Calculus

#### SCIENCE

Physical Science  
Biology I  
Chemistry  
AP Biology  
Forensic Science

#### PHYSICAL EDUCATION

Health  
PE

#### SOCIAL STUDIES

Government/Economics1  
U.S. History I  
U.S History II  
AP U.S. History  
World Studies  
Modern American History

NCA offers additional classes online through NCA Online Academy that are not listed. A list of online classes is available through our Guidance Office. There is an additional fee to take an online class.

## **M. Graduation-Required Curriculum Tracks**

There are 2 different curriculum tracks in our high school. These tracks are designed to meet the academic needs of students of varied learning abilities and performance levels. Further details and course listings for each track are provided during the time of course registration in May.

### 1. College Preparatory Track

Students in the college prep track meet requirements in core courses, fine arts and electives. These students work for above average SAT scores, good grades, good class rank, and are involved in extracurricular as well as community service activities. Students in the college preparatory track meet or exceed entrance requirements for colleges in the NC system. They may take some honors or AP courses, but not as many as students in the advanced track.

### 2. Advanced College Preparatory Track

Students in this track take the most rigorous and demanding courses to prepare them for acceptance at selective colleges. The students in the advanced track build their transcripts with several honors and Advanced Placement courses and typically exceed the minimum credits required in math, science, and foreign language. A minimum of two AP courses or one AP course and two honors courses are required as well as an additional year of science or foreign language. They work to achieve high SAT scores, excellent grades, high class rank, and are involved in extracurricular as well as community service activities. Students in this track must accrue 150 hours of community service in grades 9-12. Additionally, they may not have any F's and must have a GPA of 3.0 or higher.

## **N. Graduation Requirements - General**

Before a student can graduate from NCA, the following guidelines apply:

1. The student has earned at least 27 credits.
2. The final semester is completed at NCA.
3. The student has successfully completed all required courses.
4. The student has achieved at least a minimum score on the competency test.
5. The student has accrued 100 hours or more of community service in grades 9-12 (25 per year).
6. Seniors must take Bible, English, a Math course, a Social Studies course and be in attendance at least six periods per day. Seniors may have an early dismissal provided they have their own transportation to leave campus, at which they must leave campus and not loiter.

**O. Graduation Requirements-Specific** - Before a student can graduate from NCA, the following courses must be successfully completed.

### 1. Courses

Bible (1 unit per year of attendance at NCA)	4 credits
English	4 credits
Foreign Language (same language)	2 credits

Mathematics	4 credits
Science (1 biological, 1 physical, 1 laboratory)	3 credits
Social Studies (US History I, Govt./Econ, World Studies)	4 credits
US History	2 credits
PE/Health	1 credits
Fine Arts elective	2 credits
Personal Finance (required beginning with the class of 2024)	1 credits
Electives*	2 credits

\*May include any additional courses such as math, science, etc. beyond the core requirements, as well as general electives.

2. Competency Test - North Carolina Law requires a student to pass a competency test before graduation. The law allows each school to choose the test and to set the minimum score. NCA, therefore, will require all juniors to take the nationally recognized SAT or ACT. If a student does not achieve NCA's minimum required score (a composite score of 800 on the SAT or 17 on the ACT), he may retake it several times the senior year. Students must register directly on the College Board or ACT website and there is a fee for the test. Any new student enrolling as a senior must have previously met the minimum competency score.
3. Community Service - All students must accrue a minimum of 100 hours of community service in grades 9-12 (25 per year). Students in the Advanced College Preparatory track must accrue a minimum of 150 community service hours. Students who accrue a minimum of 250 hours receive recognition at Graduation.

## **P. College Preparatory Program**

It is required that a student in this program take two years of the same foreign language, as well as 4 years of college preparatory math including Algebra 1, Geometry, Algebra 2 and 1 post-Algebra 2 course. Students should also maintain a 2.5 or higher grade point average. Some colleges may require more or less than this, depending on their admissions policies and their commitment to academic excellence. It is always suggested that a student going on to college should take the more demanding courses and have the best grades possible in order to get into the college of his choice.

UNC System Requirements: The minimum admissions requirements of the 16 colleges in the University of North Carolina system consist of:

### **Minimum Course Requirements -**

- (1.) Six course credits in language, including
  - a. four credits in English emphasizing grammar, composition, and literature,

- and
  - b. two credits of a language other than English.
- (2) Four course credits of mathematics, in any of the following combinations:
- a. Algebra 1 and 2, Geometry, and one unit beyond Algebra 2,
  - b. Algebra 1 and 2, and two credits beyond Algebra 2
- (The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course unit in the twelfth grade.
- (3) Three course credits in science, including
- a. at least one unit in a life or biological science (for example, biology),
  - b. at least one unit in a physical science (for example, physical science, chemistry, physics), and
  - c. at least one laboratory course.
- (4) Two course credits in social studies, including one unit in U.S. History, but a student who does not have the unit in U.S. History may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the college sophomore year.

#### **Q. Progress Reports**

In grades 1-12, progress reports will be sent home every 3 weeks. The dates these reports are issued are included in the calendar. These reports are an excellent means of keeping parents up to date on the student's academic progress.

#### **R. Report Cards**

In grades K5 - 12, report cards will be sent home every 9 weeks.

#### **S. Transcripts**

Seniors may request transcripts for colleges and other organizations through their SCOIR account. All other students needing transcripts may request a copy using the form found in Quick Links on the school website. Financial accounts must be current for official transcripts to be released.

#### **T. NCA Online Academy**

Northside Christian Academy Online is a partner with Sevenstar Academy, and Educere. Northside Christian Academy Online offers additional fully accredited classes, for an additional fee. These include several foreign language options, electives, and advanced placement courses (see section M. "Senior High Course Offerings"). Classes are available for first time credit and credit recovery. Approval by the principal or guidance counselor is necessary for a student to take courses through NCA Online Academy.

### **SECTION XI - STUDENT ACTIVITIES**

A vital part of school life is its extracurricular activity program. In today's world, the opportunity that the school provides for social activities outside the normal school day plays an

important role in growth and development of the students. In Christian education, we are concerned with not only the intellectual dimension of our students, but also with growth and development spiritually, socially and physically.

Northside Christian Academy reserves the right to add and remove extra-curricular activities, athletic and non-athletic, consistent with our current enrollment, student interest, ability to find qualified sponsors and coaches, and budgetary considerations.

#### **A. Eligibility Requirements**

##### **1. Athletic Eligibility/Age Requirement**

No student shall have reached his/her 19<sup>th</sup> birthday on or before August 1 of the current school year to be eligible for participation in athletics.

##### **2. Extracurricular Eligibility (Grades 6-12)**

A 2.3 cumulative Grade Point Average is required for all students to be eligible for extracurricular activities. The first will be at the end of the first period. If a student's average falls below 2.3, an academic probation period of three weeks is invoked. Failure to raise the GPA to 2.3 after the three-week probation period will make the student ineligible for any extracurricular activities for the next three weeks. Eligibility will be gained or lost on the day after reports are issued. A student on academic probation may practice and participate in practices, games, and events. An ineligible student may not practice or participate in a game or event. As a reminder, eligibility checks are performed every 4-1/2 weeks. Eligibility is cumulative through the semester. In order to fill a team, 5<sup>th</sup> graders are allowed to participate.

##### **3. Failure Policy**

Students may not miss a class they are failing for any extracurricular activity (with the exception of state tournaments/competitions). This policy applies to students missing school-related class time for any reason (for example, school play, band, field trips, etc.). This would specifically apply to early dismissals from class for travel to extracurricular activities. It would become the students' responsibility to secure necessary transportation in order to participate if they miss provided travel due to academic restrictions.

##### **4. Missing Class**

Students who are absent from a class due to illness or unexcused absences must arrive to participate in class by 4<sup>th</sup> period or they will not be eligible to participate in that day's extracurricular activities.

##### **5. Extra-curricular is defined as any activity (event) that takes place outside of the regular classroom.**

#### **B. Athletics**

Interscholastic athletics are viewed from a Christian perspective. The development and demonstration of Christ-like traits are its overriding goals, including producing young champions that are not athletes who happen to be Christians, but rather Christians who just

happen to be athletes. As a student-athlete is challenged to excel in the pursuit of the approval of the Lord Jesus Christ, he or she is also to move toward emotional maturity and skill proficiency. Likewise, parents are expected and encouraged to set a godly example for students while attending co-curricular and extracurricular activities. The challenge to be different from the worldly attitudes of winning at all costs is stressed. Participation in athletics and other activities is governed by the North Carolina Independent Schools Athletic Association of which Northside Christian Academy is a member.

Elementary students are encouraged to participate in after-school athletic programs that are offered. Students with a current physical on file may try out for any athletic sports.

### **C. Organizations**

- a. **International Thespian Society** - Northside Christian Academy holds an active status in the International Thespian Society. This organization recognizes the value of educational theater and encourages students to develop their skills in the area of drama. Inductions are held each school year with students qualifying for induction by accruing points in theater activities. This system requires students to have taken part in a variety of educational theater activities with a minimum of 100 hours of participation. Specific information regarding qualifications for induction is available in the Fine Arts office. Annual dues are \$25.00 per member.
- b. **Student Council Defined** - The middle school student council is composed of class officers for grades sixth through eighth. The senior high student council is composed of class officers for grades ninth through twelfth. This group functions as a student government organization with the primary responsibilities of assisting administration with various projects as well as conducting activities in conjunction with our mission statement. Senior class officers function as executive members of the student council.
- c. **Student Council Eligibility** - To be eligible to hold the position of class officer, a student must apply and be elected. The student body, faculty, and administration will be involved in the election process. Any student who is elected to be a class officer must uphold exemplary Christian conduct. A student must have been enrolled at NCA for one semester before being eligible for nomination to the student council.
- d. **National Honor Society (Senior High School)**
  - i. Purpose of NHS
    1. To create an enthusiasm for scholarship.
    2. To stimulate a desire to render Christian service.
    3. To promote Christian leadership.
    4. To develop Christian character.
  - ii. Membership in NHS
    1. Choosing the new members to induct each year is the responsibility of a five-member Faculty Council approved by the principal. The Faculty Council has adopted the following guidelines to assist in making selections:

2. A list is made of all 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders who have a 3.2 or better cumulative grade point average and have been enrolled in NCA for at least one complete semester. Consideration may be given on the one complete semester attendance at NCA to a new student who has transferred to NCA because his parent's job relocated him to Charlotte.
  3. The discipline record of each of those students is then reviewed. Students must not have any suspensions or Saturday Schools, and any accumulation of 3 or more minor infractions or any major infraction in either the previous or current semester independent of each other.
  4. The Faculty Council then considers each student's written information for activities in areas of leadership and service.
  5. If a student meets criteria in all four areas of leadership, and service, he is selected for induction. Once inducted, students are expected to maintain the same academic and behavior standards.
- iii. Membership Dues - Annual Membership Dues are \$25 per member. This amount is due by the first of December.
  - iv. Induction Ceremony - Students who are selected for induction into the Northside Christian Academy chapter of the National Honor Society will be notified. The student and his or her parents will be invited to attend an induction ceremony where formal membership will be granted and a reception will be held. At this time the obligations of membership will be reviewed and the particular expectations unique to the NCA chapter will be explained.
  - v. Chapter Activities - Members of the NCA chapter of the National Honor Society participate in several activities. In addition to monthly meetings (and others as necessary), students fulfill both individual and group service project requirements. For example, one of their primary roles is to assist with safety patrol in the after-school traffic. They also serve as helpers at many school functions including Open House, etc. Members must meet all service hours as outlined in the chapter's by-laws. Remember, the students who are chosen for the NHS should be exemplary, both academically and spiritually. It should be a high honor to be chosen for membership in the NHS. Among the student organizations, the NHS should be the leader.
- e. Junior Honor Society (Middle School)
- i. Purpose
    1. To create an enthusiasm for scholarship
    2. To encourage and develop Christian character
    3. To advance Christian leadership
    4. To emphasize Christian service.

- ii. Membership - Only 7<sup>th</sup> and 8<sup>th</sup> grade students may be included in the JHS. The following criteria are used to select members of the Northside Christian Academy Junior Honor Society:
1. Scholarship: A student must have a cumulative 3.5 GPA in the core academic classes; this includes 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade (or the student's current grade).
  2. Christian Character: The discipline record of each of those students is then reviewed. Students must not have any suspensions or Saturday Schools, and any accumulation of 3 or more minor infractions or any major infraction in either the previous or current semester independent of each other.
  3. Christian Leadership: A student must have a willingness to demonstrate leadership in each of the following ways:
    - a. Lead in class discussions
    - b. Stand alone on Christian principle
    - c. Speak out against evil doers
    - d. Be willing to run for class officer, honor society officer, etc.
    - e. Willing to be a captain of a sports team
    - f. And the student must give at least one specific example of his leadership in the past year.
  4. Christian Service: A student must be willing to serve at least 15 hours (10 for the 1<sup>st</sup> year members) on individual Christian service projects; 5 of those hours must be completed in the first semester. In addition, each student is required to participate in the Junior Honor Society group service project(s). Note: A student must be enrolled at NCA for at least one full semester before he is considered for membership.
  5. Other Considerations: The student should be willing to attend the once per month society meetings. These meetings are usually before school. Once inducted, students are expected to maintain the same academic and behavior standards.
  6. Membership Dues - Annual Membership Dues are \$15 per member. This amount is due by the first of December.
  7. Chapter Activities - Each year the Junior Honor Society completes one or more community service projects in which all the members of the society are involved. This project could be oriented toward improving student leadership, educating them as citizens, learning about service opportunities, providing spiritual growth, or performing some school service. In addition, individual members are expected to choose another area of involvement in line with their particular talents and interests. This approach emphasizes the need for cooperative effort in service to the community while providing an opportunity for individuals to discover and develop their own unique contributions.

- iii. Induction - A special induction ceremony is held once a year for the new members of the Junior Honor Society. The JHS officers take part in the ceremony. A dinner for the inductees and their parents is held following the ceremony.
- f. Spanish Honor Society - Los Caballeros is Northside Christian Academy's chapter of the National Honor Society. The purpose of the Spanish Honor Society is to promote usage of the Spanish language and knowledge about Spanish culture. Prerequisites of membership include having completed three semesters of Spanish, earning an A each quarter in Spanish class, and having an overall high school GPA of 3.0.
  - i. Members of Los Caballeros, our chapter of the Society, will be expected to maintain their GPA of 3.0 as well as an "A" in Spanish. They are also expected to do the following:
  - ii. Attend monthly meetings unless there is an excused absence such as an illness.
  - iii. Participate in our international cultural fair project each year.
  - iv. Participate in a minimum of one local group project each semester.
  - v. Pay annual due of \$15.
  - vi. Be actively enrolled in Spanish II, Spanish III, Spanish IV, or AP Spanish
  - vii. Students who qualify for induction into Los Caballeros will receive an invitation to be inducted at the beginning of second semester.
  - viii. Exhibit Christian character, leadership skill, seriousness of academic purpose, cooperation, honesty, and a commitment to serving others

#### 4. **Fine Arts**

- a. Philosophy
  - i. Art exists at three levels:
    - 1. *Art for God's sake*
    - 2. *Art for art's sake*
    - 3. *Art for man's sake*
  - ii. At Northside Christian Academy the greatest concentration of instruction will be geared toward the highest level, art for God's sake. This would include sacred music, classic works by the masters who created their work for the glory of God, and drama that exalts Biblical values.
  - iii. Art for art's sake is also worthy of our instruction. This would include music that has value because of its composition and intricate harmonies, artwork that exemplifies beauty and balance, and speech and drama activities that may be delightful in content or demonstrate good moral values.
  - iv. The lowest level, art for man's sake, elevates the creation rather than the Creator. This music, art, or drama appeals to the nature of the unregenerate man and feeds base appetites. By teaching students the characteristics of

the highest levels of art, they may learn to be discerning in their personal choices.

- v. The motto of the Fine Arts Department of Northside Christian Academy is *Soli Deo Gloria*: To God Alone be the Glory. Our scriptural bearing is found in Ephesians 2:10, “For we are God’s workmanship (masterpiece), created in Christ Jesus to do good works, which God prepared in advance for us to do.”
- b. Extracurricular Opportunities - a fee is associated with participation in extracurricular activities
  - i. Sword and Shield Dance Company
  - ii. Fine Art Competitions and Festivals
  - iii. Band
  - iv. School Play
  - v. Private Lessons
- c. Students in dance classes are required to dress in appropriate dance athletic attire. Dance shoes are recommended but not required.

## **SECTION XII – PARENT RESPONSIBILITIES**

In order for Northside Christian Academy to achieve its goals and objectives for students, there must be cooperation between the school and the home. Students, parents and/or guardians need to recognize their responsibilities to their children and to the school community. You, as parents, should help assure proper engagement toward the environment desired at Northside Christian Academy by:

1. Demonstrating a positive attitude toward your child’s school education by showing interest in your child’s work.
2. Getting to know your child’s school, its staff, curriculum, programs and activities.
3. Attending parent teacher conferences and school-parent functions.
4. Attending extracurricular activities in which your child may participate. Entrance fees may apply as a fundraiser for that department.
5. Updating RenWeb with your current address, contact number and email address.
6. Understanding and supporting the policies of this handbook and discussing it with your child.
7. Making sure your child arrives at school on time.
8. Keeping your child home when you know your child is ill or has a contagious disease, and having your child immunized, consistent with the NC Statutes and school policies.
9. Notifying the school administration within 48 hours of your child’s absence from school and the reason for the absence.
10. Advise the school administrative team immediately of anything that may affect your child’s ability to learn, to attend school regularly, or take part in school activities. This information needs to be updated as soon as possible if there is any change.
11. Teaching your child, by work and example, to respect the policies and authority in this school and to respect the rights and property of others.
12. Working with school personnel to solve any disciplinary and academic problems.
13. Updating RenWeb with a change of address within 5 days of the occurrence.

### Closing Statement

The contents of this handbook are to be used as a guide. This book is in no way an all-inclusive statement of Northside Christian Academy's standards, expectations, and philosophy. The administration reserves the right to determine acceptable actions, behavior, conduct, and dress. The administration also reserves the right to add or delete elements of this handbook at any time if deemed necessary.

**PARENTS, MIDDLE & HIGH SCHOOL STUDENTS: PLEASE SIGN THE HANDBOOK SIGNATURE PAGE AND PROVIDE SIGNED COPY TO THE SCHOOL OFFICE.**



**Northside Christian Academy**  
**Handbook Signature Page 2022-2023**

By my signature below, I agree that I have read the Northside Christian Academy Parent/Student handbook and agree to follow the guidelines listed in the handbook, partnering with the staff at Northside Christian Academy in the best interest of the school and my child.

**You may view the handbook at the following location:**

- [www.ncaknights.com](http://www.ncaknights.com)
- Select Quicklinks
- Downloadable Resources
- Parent-Student Handbook

I have read the Parent-Student handbook for the current school year of 2022-2023

**Print**

**Sign**

Parent \_\_\_\_\_

\_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Names of K5-5 children attending NCA: \_\_\_\_\_

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