



## Parent & Student Handbook

2023-2024  
School Year

Northside Christian Academy  
333 Jeremiah Blvd.  
Charlotte, NC 28262  
704-596-4074

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## Northside Christian Academy

### Parent Student Handbook

Founded & Accredited:	1961 Cognia Association of Christian Schools International SEVIS
Member:	Cognia 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
Description:	Northside Christian Academy, offers grades K5 - 12. The school's curriculum is focused on preparing our students for college.
Educational Philosophy:	The educational philosophy of Northside Christian Academy is dependent upon the Bible to provide the viewpoint for interpreting any subject or school activity.
Purpose:	It is the purpose of the school to provide a sound academic education with a Biblical worldview.
School Year:	The school year consists of four nine-week quarters.
School Colors:	Red, White, Black
School Mascot:	The Knights
School Motto:	Impacting Students for Eternity
School Verse:	"Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6
Address:	333 Jeremiah Blvd. Charlotte, NC 28262 (704) 596-4074
Website	<a href="http://www.ncaknights.com">www.ncaknights.com</a>
Office Hours	7:30-3:30 pm M-F

# Beliefs & Partnership Standards

## MISSION STATEMENT

The mission of Northside Christian Academy is to partner with families in providing a Christ-centered, biblically based education in pursuit of excellence while producing students who will be life-long learners actively pursuing Christ-likeness as they serve and lead their homes, careers, churches, and communities.

## STATEMENT OF BELIEFS

- The Bible is the inspired, only infallible, authoritative, inerrant Word of God.
- There is one God, eternally existent in three Persons-Father, Son, and Holy Spirit.
- Christ is God, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His Resurrection, His Ascension to the right hand of God, His personal return in power and glory.
- Regeneration by the Holy Spirit is necessary 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.
- Both the saved and the lost will be resurrected: the saved unto resurrection of life, and the lost unto the resurrection of condemnation.
- Believers are spiritually united in our Lord Jesus Christ.
- The ministry of the Holy Spirit is to indwell the Christian enabling them to live a godly life.
- The term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. God intends sexual intimacy to occur only between a man and a woman who are married to each other. God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- 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.

## 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 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.

## PHILOSOPHY OF CHRISTIAN EDUCATION

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.

- A Christ-centered education emphasizes the importance of salvation.
- 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.
- Christian education is pupil-related; in other words, the principles of God's Word are practical and relevant to today's society.
- 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.
- The Bible is absolute. It is the ruler by which all things are measured.
- Christian education should reinforce the Biblical truths and standards being taught in the home.
- 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.
- 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.

# Academic Information and Admission Standards

## ACCREDITATION

Northside Christian Academy is accredited by Cognia and the Association of Christian Schools International (ACSI). NCA is an approved Student and Exchange Visitor Information System (SEVIS) school, registered with the U. S. Immigration and Customs Enforcement (NCA is seeking membership with the North Carolina Association of Independent Schools (NCAIS) and NACCAP.

## ADMISSIONS STATEMENT

Northside Christian Academy is a faith based, college preparatory and distinctly Christian institution. It believes that its biblical role is to work in conjunction with the home to disciple 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 as stated in our Statement of Faith and Conduct Page.

Northside Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities 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 does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and willingness to cooperate with Northside Christian Academy's administration and abide by its policies.

## ADMISSION STANDARDS

New students will be provided the opportunity to register for enrollment in NCA beginning in February for the next academic year. Information regarding enrollment and tuition fees may be secured from the Admission Office at (704) 599-9015 or [admissions@ncacharlotte.com](mailto:admissions@ncacharlotte.com). requests for information may be made on our website at [www.ncaknights.com](http://www.ncaknights.com).

Northside Christian Academy seeks to admit students whose parents or legal guardians desire a distinctly Christian education for their child. Applicants must reside with a custodial parent or guardian. Any exception must be approved by the administration.



Admission requirements help to ensure a positive learning environment and create a student body interested in the development of christian growth and maturity. A spirit of mutual cooperation between the school, student, and family is necessary. Families must sign and agree to our Statement of Faith and Family Covenant. Each student of the school should 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. Both parent and student must sign our Conduct Pledge.

Our curriculum is designed to meet the educational needs of the average to above average student. Students seeking admission must meet minimum academic requirements. NCA does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff.

Each student will be placed in the grade level that best fits his or her individual needs. Placement will be determined on the basis of the standardized test results, developmental readiness, desire to succeed academically as evidenced by current and prior grade reports, and administrator and faculty recommendations. Academic and behavioral progress will be monitored closely to ensure the student is adjusting well to NCA's program. NCA reserves the right to require diagnostic testing as a condition for acceptance or continued enrollment at NCA.

I-20 student applicants must have INS approval before consideration 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 the administration.

NCA does not accept students who have been expelled from other schools or who have used illegal drugs within the last twelve months, nor does NCA accept students who are coming directly out of a drug treatment program.

The application process consists of the following:

- Every applicant's parent must submit a completed application and pay the enrollment fee. Applicants must supply their pastor's name and email as well as teacher's name and email so that recommendations may be requested. Forms required to be submitted as uploads with the application are:
  - Birth certificate
  - Immunization record with physician's signature or clinic stamp
  - Most recent report card (rising 10th-13th grade students need to provide transcript)
  - Proof of minimum score on competency test (seniors only)
  - Most recent end of year or standardized test scores (if applicable)
  - IEP or 504 plan (if applicable)

- As part of the admissions process, Northside Christian Academy, as a college preparatory school, administers an assessment test to all students seeking admission.
- Once testing is completed and assessment results are received, a parent and student interview will be scheduled with the Admissions Committee. At least one parent (preferably both) must be present at the interview. The interview includes reviewing the application, recommendations, and assessment results, acquainting the family with school policies, and discussing the academic and spiritual standards which must be met for acceptance and continued enrollment.
- An acceptance decision will be communicated to the parent(s) by email. Parents will have two weeks to create a FACTS family portal account and complete the enrollment packet. The school cannot guarantee available space after a two week period has elapsed.

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

## CONTINUED ENROLLMENT

A re-enrollment application for the next school year will be provided to all current NCA students. 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 NCA. 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 and school personnel to ensure proper placement 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
- Conduct Report
- Attendance
- General Attitude
- Pastoral recommendation
- Support and Cooperation of Parents
- Academic progress
- Current Financial Obligations

# Health & Safety

## 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.

## 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 permission given by the parent on FACTs. 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).

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.

## 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.

## EMERGENCY PHONE NUMBER

We request that at least one emergency phone number be listed on file in the student's FACTs 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.

## MEDICAL RELEASE

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.

## 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.

## EMERGENCY SCHOOL CLOSING

In case of inclement weather that would necessitate the closing of school, students and parents should receive a parent alert from FACTS, our school management software.

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.

## EMERGENCY DRILLS

Fire, tornado and other emergency drills will be conducted throughout the school year in accordance with city, county, and state regulations. Parents will be notified immediately through Parent Alert when a Lockdown drill is practiced.

# General Policies and Procedures

## STUDENT ID CARDS

Two FREE Laminated Student ID Cards will be provided to each student the first day of school to use for Tardy check-in or Early dismissal. Middle & High School students should have an ID card in their wallet or purse at all times with their parent/guardian possessing the 2nd card. Additional copies will be provided at \$10 each.

## 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 required attendance days. School attendance becomes a permanent part of the student's record. Regular attendance in class is essential to the success of a student's school experience. The school discourages taking extra days before or after a scheduled vacation, holidays or exam week. Middle & High School parents, please remember that while taking your child out of class, it may be an excused absence; however, a doctor's note is required to count towards the exemption of exam status.

## ARRIVAL AND DISMISSAL

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

### 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.

### Dismissal

Grades K-5 dismiss at 2:45pm from A-wing. Grades 6-12 dismiss at 3:00pm from C-wing.

### Late Pick-up

- NCA provides after school care for students in grades K5-5th starting at 3:00 PM at the Academy for Early Learning Center (AEL) until 6:00 PM for a fee of \$20 per day (\$75 per week) that will be assessed to the FACTS account. You may contact them at 704-598-9665 for more information.
- NCA provides an after school study hall for 6th - 12th grade students who remain after 3:15 PM to 6 PM for a fee of \$15 per day that will be assessed to the FACTS account.
- There is no charge for students waiting in the study hall for Extracurricular Activities to begin. Fifteen minutes after activity ends, the sponsor will walk the student to the study hall where the fees listed above will be assessed to the FACTS account.
- After 6:00 PM, a fee of \$1 per minute late will be assessed to the FACTS account.

## ABSENCES AND TARDIES

A student in grades Kindergarten through 5th grade will be counted absent if he is not in school for at least 3.5 academic class hours.

Middle & High school attendance is taken per class. A student will be counted absent if he misses more than 5 minutes of a class.

### 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 should be presented to the office secretary.

### 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 for the first day of absence. A doctor's note must be turned in after the first absence to be considered excused for any absence thereafter.

- Illness or Injury
- Death in Immediate Family
- Medical or Dental Appointment
- Extenuating circumstances approved by the Principal

### Excessive Absences

Grades K5-5th with more than 7 absences (unexcused) in the school year are in jeopardy of not being promoted. Grades 6 - 12 who miss more than 7 classes periods (unexcused) a semester may result in a loss of credit for that class for the semester in which the absences occurred.

School-scheduled activities, such as field trips, an athletic team's early dismissal for a game, etc., are not counted as an absence. Class work and homework assignments must be secured before missing a class for all school-scheduled activities.

### Make-up Work Following an Absence

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. 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. 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. 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.

### Tardiness

Punctuality is a matter of primary importance in the education process. All NCA students must be in the classroom when the bell rings or they are considered tardy.

If students are tardy due to a doctor's/dentist appointment, the student must check in with the school office, present a valid note from the appropriate physician's office, and receive a tardy slip from the office secretary.

Grades 9-12 only: A student will be counted absent if more than 5 minutes of a class period is missed and shall remain outside the office until the next period starts.

Continued tardiness is considered a disciplinary matter and will be handled accordingly. Three tardies and any tardy thereafter will result in a detention hall.

Students in grades 6 -12 may lose credit for any class in which they receive more than ten tardies.

### 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, regardless of their age & even if they drive to school. Parents must check out their child at the C-wing office.

## OFFICE PROCEDURES

### Printing

Students may print to the NCA printer on special occasions by emailing documents to [printmypaper@ncacharlotte.com](mailto:printmypaper@ncacharlotte.com). Black & white copies are \$.25 per page & color copies are \$.50 per page & must be emailed by 7:00 AM for printing. All documents emailed after 7:00 AM may not be ready until noon or the following day. It is the student's responsibility to retrieve documents before going to class to avoid tardiness. Funds must be paid in change or cash - no credit, CASH APP or charge to school account allowed.

### Signing Students Out of School

To receive an early dismissal, office approval must be received by a parent or guardian. 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. Detailed records for students will be kept in the office regarding signing in and out of school. Student ID Cards will be scanned. 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 FACTs.

### 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. FACTs accounts must have a zero balance in order for records to be provided.

### Release of Records

Northside Christian Academy will release student grades & standardized test scores from NCA only upon written request of another school system as long as the student does not have an outstanding balance. Records will be released to the parent, emailed to the school or certified mailed for a fee of \$10 payable in cash. 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.



### 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 may be purchased online at [jostensyearbooks.com](http://jostensyearbooks.com). Discounted prices are offered for early purchases. Every student will have his picture taken regardless of whether he purchases any pictures or yearbook.

### 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, office personnel will call the student's parents.

### Visitors

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 8:30am. to 2:00pm. each day. Visitors will enter and exit through C-wing during these hours.

### Parent/Guest Visits

When parents wish to visit the campus during school hours for any reason, they must go to the C-Wing office where assistance can be provided. All visitors are required to sign in with the office using a picture ID 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.

### 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.

### 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.

### Cell Phones & Wireless Communication Devices

Elementary students 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. Students in grades 6-12 are not permitted to use cell phones, Smart Watches or any wireless communication device between the hours of 8:00 a.m. and 3:00 p.m. In MS/HS any wireless communication device is to remain off and not on their person, including purse, lunchbox or backpack during the school day. All wireless communication devices should remain in their locker or car during the school day. At the first offense the phone will be confiscated and taken to the school office. The cell phone will be kept until the end of the school day and a parent/guardian will be notified. At the second offense, the phone will be confiscated, a parent/guardian will be notified and the student will receive an In School Suspension (ISS) which incurs a fee of \$100. Any additional offenses, the phone will be confiscated, parent/guardian will be notified and the student will receive a Saturday School which incurs a fee of \$100. Students who continue to violate this policy shall not be allowed to have a cell phone in the building and/or may be asked to withdraw.

## 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.

## WITHDRAWALS

Withdrawals from school must be made through the school business office and a fee of \$400 will be assessed after June 15. Parents wishing to withdraw their child from school must notify the Business Office in writing. Please refer to the Financial Policy for further information in regard to tuition and fees.

## SCHOOL RECORDS / TRANSCRIPTS

School records and transcripts will not be released until a student has officially met the requirements for withdrawal. Transcripts can be obtained from the guidance office. 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 currently 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.

## 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. FACTS Announcements are frequently updated. Parents are notified weekly in the newsletter of important dates for the current & following month.

## GENERAL SCHOOL COMMUNICATION

### Parent / Teacher Communication

Parents or guardians are encouraged to regularly communicate with their appropriate teacher for student programs, scheduling of conferences, and addressing concerns. Northside's primary method of communication is email.

### FACTS

All enrolled families have access to their FACTS family portal. At login, families will need their username, password and district code (NCA-NC). Parents may use this to access grades, attendance, announcements, assignments, and financial information.

### Guidance Blog

The Guidance Office updates a blog at [www.northsideguidance.blogspot.com](http://www.northsideguidance.blogspot.com)

## PARENT MEETINGS / SUPPORT

### Orientation

In order to assist our families, we hold an orientation prior to the start of the school year. This is the time to receive helpful, necessary information from administrators and teachers pertaining to the new school year.

### Athletic Booster Club

All parents of student athletes are 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 Knights Club helps generate supplemental funds for athletics which are necessary to help defray the costs of operating these activities.

### 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.

Parents wishing to volunteer should contact the school office to learn more. Parents working directly with students are required to have a background check on file. Volunteers must sign in at the appropriate school office and be issued a visitor's badge.

## CHAPEL

Northside Christian Academy has regular chapel programs each week on Thursday. Attendance is required 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 is to provide a time when students can come together for worship, sharing, fellowship, and encouragement from God's Word.

## 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 FACTS notification will be sent when the balance is low. Students are not allowed to charge lunches if there is no money on the account. Students may not order food from outside vendors to be delivered to the school. Parents are encouraged to eat lunch with their child & may bring food from an outside vendor ONLY if eating with them.

## PLEDGES

Each morning, students will recite the pledges to the American flag, Christian flag and the Bible. All students are expected to participate by standing respectfully.

## FIELD TRIPS

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 & required to have a background check on file.

### Transportation for Field Trips

School vehicles or rental vans/buses will be used to transport students on all school field trips. Students are required to ride the NCA provided transportation to the field trip. Parents driving for a field trip may only transport their own student returning from the field trip.

### Class Trips

Students in the following grades will be required to attend and complete payment of the class trips listed below:

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

### Senior High Retreat

Each year, all high school students participate in a bonding retreat and are required to attend.

## TRANSPORTATION

Northside Christian Academy does not provide bus transportation to or from school.

### Students Riding in NCA or Chartered Vehicles

Students will be transported to events, field trips or activities using NCA or chartered vehicles. Proper behavior on school vehicles will be expected.

## DISCIPLINE POLICY

The goal of discipline is to shepherd the student toward mature behavior and self-discipline under the Lordship of Jesus Christ (Proverbs 22:6 and Hebrews 12:11). Rules and standards are set up to guide students in positive, wholesome development. Discipline will largely be cared for in the classroom by the teacher. In exceptional situations, an administrator may become involved.

Northside Christian Academy is a community of grace. It is a place where students can grow and learn without the pressure of being perfect. As sinners, students will make mistakes and poor choices. Although these mistakes or choices may result in consequences, no one event should ever label a student. Each incident and individual student will be dealt with in a firm but gracious manner. Our students are expected to be respectful, tenderhearted, forgiving, courteous, and self-controlled. Respect for authority and an attitude of cooperation should always be shown toward all teachers, administrators, and staff.

Students are expected to demonstrate a helpful and respectful attitude toward other students. Each student is expected to conduct himself/herself in a Christ-like manner, to use wholesome speech, and to display a regard for the safety of others.

As a community of grace, it is our intent to handle each disciplinary issue in a manner that is glorifying and honoring to our Lord. NCA will work with both the student and parent to determine the best course of action and the appropriate consequence(s). In some cases, it will be necessary to institute a behavior contract or suspend a student for a period of time, and in extreme circumstances expulsion will be the only option.

### *Detentions*

Age-appropriate consequences will be established at each level for less severe infractions. Detentions are not common in lower school but may be utilized at the discretion of the teacher and/or administrator for middle and upper school students.

### *Suspension*

A student may be suspended from classes for inappropriate actions or attitudes or repeated infractions of school regulations. The school's usual practice is to notify parents by phone conference and in writing of the reasons for the suspension, although either is effective to initiate disciplinary action. A suspended student will be reinstated to class after consultation with both the student and parent or guardian, with assurance from them that such behavior and/or attitudes will be discontinued.

### *Expulsion*

When a student is expelled, the school's practice is to notify parents in person and in writing of the reasons for the expulsion. Parents are responsible to pay the full tuition for the academic year in which the student is expelled. (Please see details on specific consequences for each school level in their respective sections of the handbook).

### *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:

- Step 1 – Teacher/student conference; discipline notice may or may not be given. Teachers may send requests for partnership in the form of a FACTS email as a warning. Students are expected to follow the Honor Code Policies stated in the handbook..
- 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.

- Step 3 - Teacher refers unresolved situation to the Principal for parent conference. Repeated or major offenses will be handled by Administration.

### 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.

### Prohibited items

Students are not to bring any dangerous item to school (fireworks, firearms, knives, lighters, or weapons of any kind). Students are not to bring inappropriate reading material or pictures to school. Students are not to bring to school tobacco, illegal drugs, controlled substances or medication, vaping devices, or medicinal substances that would otherwise be illegal to possess.

### Mutual Respect

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.

Respect for staff: All school office staff, custodians, and lunchroom personnel are to be accorded the same respect required for teachers.

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.

### 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
- Problems with a locker should be reported to the office

# Student Anti-Harassment Policy

Specific types of conflict between students may involve harassment. Any reports of harassment are taken seriously, but appropriate follow up must be handled discretely to protect both the party reporting, or in cases of a misunderstanding, the party that is unjustly accused. We acknowledge that the difference between conflict and harassment are shaded and difficult to distinguish.

Harassment includes, but is not limited to:

- Threats, slurs, jokes, or ridicule of others based on race, physical characteristics, ability, family background, or similar features.
- Creating a hostile environment: an intimidating, hostile, or offensive school or co- curricular environment caused by unwelcome verbal or physical conduct of a sexual or personal nature.
- Quid pro quo harassment, Conditioning opportunities, treatment, or acceptance on submission to a sexual or inappropriate social relationship.
- Engaging in improper physical contact.
- Making improper sexual comments.
- Making unwelcome sexual advances.
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity (or sexting) to create a sexually intimidating, hostile, or offensive learning/working environment.
- Intimidation/bullying of any kind, including cyber-bullying (further defined in detail below).
- Continued teasing by a student, staff member, or parent after being asked to desist from such activities.
- Any suspected cases of child abuse are required by law to be reported to the proper state agency which protects the rights of individuals in such cases.
- The use of electronic communication to harass a person, typically by sending messages of an intimidating, threatening or mocking nature.

NCA does not condone or allow harassment of others by students, teachers, administrators, support staff, parents, coaches, or other persons at any time. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of dismissal.

## DEFINITIONS AND PROHIBITED ACTS

**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:



- 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.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- 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.
- 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.

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.

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.

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.

**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.

**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.

- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- 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.
- 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.

**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.

**Physical Harassment** Prohibited actions include, but are not necessarily limited to the following:

- 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.
- 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.

**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.

- 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:
- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- 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.
- 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.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- 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.

#### *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.

#### *Prohibited Actions*

Employee-student harassment, bullying, or intimidation of any type is prohibited. Student-student harassment, bullying, or intimidation of any type is prohibited.

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

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.

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.

### Where to Report Harassment or Intimidation

The teacher or principal are specifically authorized to receive complaints and to respond to questions regarding harassment.

### 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.

### Protection Against Retaliation

It is against the school's policy to protect from discrimination or retaliation 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.

### 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.

## **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.

## 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.

- 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.
- Access to NCA's technology resources is a privilege and not a right.
- 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.
- 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.
- Outside computers are not allowed in the classroom.
- 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.
- NCA students must follow all state and federal laws relating to computer use. This includes laws related to copyright, software piracy, plagiarism, harassment, etc.

- 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.
- Student computer use or internet access may be limited or denied at the discretion of the teacher, study hall monitor, or administration.
- Students are not permitted to use or access personal or another's email from the NCA campus at any time unless specifically directed to do so by a teacher.
- Students may not use the NCA's computer network to participate in on-line chat rooms or any social media platform..
- 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.
- The NCA's network may not be used for gambling or any Internet game sites not specifically approved by NCA. Only approved, staff-installed games are allowed on NCA's computers. These may only be used at the specific direction of the teacher.
- Students may not use the NCA's network for commercial purposes (i.e. buying or selling).
- 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.
- School computers may only be used during school hours, with library staff or teacher permission.
- Students should do nothing while using NCA computers or the internet to dishonor the name of Christ.
- Should a student accidentally open a questionable website, he should immediately turn off the computer monitor and report the site to the supervising staff member.
- 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.

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.

## Dress Code Policy

### POLICY STATEMENT

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

- Be a testimony from the whole student body.
- Be a testimony for the Christian atmosphere of our school.
- 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 means 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.

### PARENT'S PLEDGE

As part of your enrollment agreement, our uniform policy will only work if both the home and school work together to maintain a consistent set of standards for student dress. While it is a parent's place to gradually hand over more and more responsibilities to their growing child, the parent is ultimately responsible to ensure that CampusWear standards are cheerfully followed.

### UNIFORM VENDORS

Uniform items are available for purchase at approved vendors. Students should not purchase items outside of the approved selections at each vendor and should not have the NCA logo printed or embroidered on unapproved items. The following vendors are the only permissible providers of the NCA Uniform:

- **French Toast:** All of NCA's standard uniform items are available from French Toast. Items may be ordered online at [www.frenchtoast.com](http://www.frenchtoast.com). Click on "Shop by School," and use School Number QS444AC.
- **Awards Express:** All of NCA's spirit apparel & House Shirts as well as PE shirts may be purchased at [www.awardsexpress.com](http://www.awardsexpress.com).
- **Used Uniform Store at NCA:** NCA will have opportunities to purchase used uniforms from our used uniform store throughout the year.

## STANDARDS OF DRESS FOR BOYS/YOUNG MEN

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.

Uniform items must be new from French Toast, Awards Express, or from the NCA used uniform store, unless otherwise indicated.

	Do Wear	Don't Wear
<b>Tops</b> *NCA logo required	Polos (Long or Short-sleeved) in Red or Black purchased from French Toast.	Non-Uniform shirts. Collarless shirts with or without the NCA logo (Fridays are the exception).
<b>Bottoms</b>	Pants or Shorts in Black or Khaki purchased from French Toast or Used Uniform Store.  Shirt tucked in with a black belt.	Cargo, baggy, denim, athletic, and pants/shorts with alternative coloring (ex. white, dark brown, olive, patterned, etc.)  Non-Uniform shorts. Shorts shorter than 3" from the top of the knee.
<b>Outerwear</b> *NCA logo required	NCA Sweatshirt, ¾ zip sweatshirt, hooded sweatshirt.	Any non-NCA outerwear. Coats and jackets are not permitted to be worn while inside the school building.
<b>Footwear</b>	Athletic shoes, closed toe shoes, or Crocs in sports mode.	No sandals, flip-flops or open back shoes, slippers, fur-lined shoes or slides of any kind.  Elementary students may not wear Crocs.



		Socks may not be worn over pants.
Fridays	Uniform bottoms or Classic Blue Jeans.  Any NCA logoed shirt or t-shirt.	Pants or shorts that do not comply with the standards above. Jeans of any color other than blue (classic denim).  Jeans or pants with rips or holes.  Non-NCA shirts.
Seniors *with the exception of Chapel days	Uniform top as specified above.  Uniform bottoms or Classic Blue Jeans.	Any top or bottom that does not comply with the standards above.  Jeans or pants with rips or holes.
Chapel	NCA Polo with uniform bottom as specified above.  Shirt tucked in with a black belt.	Any top or bottom that does not comply with the standards above.  Jeans may not be worn by Seniors on Chapel Day.
Special Events	Occasionally, the school will have special dress-up events, including "House Days". Please refer to the specific instructions communicated for each event. In all events, students are expected to make an effort to maintain the standards set forth in our Uniform policies.	

## STANDARDS OF DRESS FOR GIRLS/YOUNG WOMEN

	Do Wear	Don't Wear
Tops *NCA logo required	Polos (Long or Short-sleeved) in Red or Black purchased from French Toast.	Non-Uniform shirts. Collarless shirts with or without the NCA logo (Fridays are the exception).
Bottoms	Pants, skorts or shorts in Black or Khaki purchased from French Toast.  Uniform jumpers in khaki	Cargo, jeggings or skinny, baggy, denim, athletic, and pants/shorts with alternative coloring (ex. white, dark brown, olive, patterned, etc.)

	purchased from French Toast.	Non-Uniform shorts. Shorts shorter than 3" from the top of the knee.
	Middle/Elementary only: If wearing leggings under skorts or jumpers, they must be black, red or white.	Jumpers, shorts, skirts or skorts shorter than 3" from the top of the knee.
Outerwear *NCA logo required	NCA Sweatshirt, ¾ zip sweatshirt, hooded sweatshirt.	Any non-NCA outerwear.  Coats and jackets are not permitted to be worn while inside the school building.
Footwear	Athletic shoes, closed toe shoes, or Crocs in sports mode.	No sandals, flip-flops or open back shoes, slippers, fur-lined shoes or slides of any kind.  Elementary may not wear Crocs.  Socks may not be worn over pants.
Fridays	Uniform bottoms or Classic Blue Jeans.  Any NCA logoed shirt or t-shirt.	Pants or shorts that do not comply with the standards above. Jeans of any color other than blue (classic denim). Jeans or pants with rips or holes. At no time are jeggings or skinny jeans to be worn.  Non-NCA shirts.
Seniors *with the exception of Chapel days	Uniform top as specified above.  Uniform bottoms or Classic Blue Jeans.	Any top or bottom that does not comply with the standards above.  Jeans or pants with rips or holes.
Chapel	NCA Polo with uniform bottom as specified above.  Shirt tucked in with a black belt when applicable.	Any top or bottom that does not comply with the standards above.  Jeans may not be worn by Seniors on Chapel Day.
Special Events	Occasionally, the school will have special dress-up events, including "House Days". Please refer to the specific instructions communicated for each event. In all events, students are expected to make an effort to maintain the standards set forth in our CampusWear policies.	

## ADDITIONAL UNIFORM DETAILS

All tops and outerwear items must be purchased from one of the approved retailers. No other items are approved to wear during the school day unless otherwise indicated. Below are details about how Uniform items should be worn in addition to other dress standards for students.

- All clothing should be clean, appropriately fitted, and free of rips and holes or torn hems.
- Girls' jumpers, skirts, shorts and skorts should be no shorter than 3" above the knee. Leggings worn under skirts and skorts must be black, white or red.
- Polo shirts (and T-shirts on dress-down days) may be tucked or untucked.
- T-shirts (short or long sleeved) worn under school uniforms must be plain black, white or red (no print or design).
- Outerwear: When worn inside, outerwear should be NCA approved and have a school logo. Students may wear a non-logoed coat during recess for elementary school. Non-NCA coats may not be worn in the classroom.
- Shoes should be suitable for an active learning environment and should not be a distraction. The administration reserves the right to ask a student to change their shoes. Elementary students may not wear Crocs.
- Sunglasses, caps, hats, and hoods may not be worn inside school buildings.
- No NCA athletic wear is permitted. (Example: no game-day jerseys or team uniforms).
- After-school and at all NCA-sponsored events, students are expected to wear clothing that conforms to NCA values as well as basic standards of modesty and appropriateness. This includes award events & graduation ceremonies.
- For students who are old enough: Tattoos must be non-offensive as determined by the school administration who reserves the right to request that a student cover their tattoo for the school day or while on campus. Remembering that we are in a K-12 environment, some examples of tattoos that may be considered offensive would include those portraying death, vulgar language, sexuality or mature themes unsuitable for younger children.

### *P.E. & Weight Training Dress Out Clothes (Middle & High School Students Only)*

Students should wear athletic shoes with non-marking soles. Students will change clothes in the locker room to dress out for P.E. class. P.E. uniform consists of black, long athletic shorts, and NCA P.E. shirt to be purchased through Awards Express. Socks must also be worn during P.E. class. During cold months, black, loose athletic pants are acceptable. Students may wear an NCA sweatshirt that can be purchased through Awards Express.

### *Uniform Non-Compliance Consequences\**

1st Offense: A verbal warning is given. Change required.

2nd Offense: A detention is issued. Change required.

3rd Offense: An In-School Suspension is issued. (\$100 fee incurred). Change required.

4th Offense: A Saturday School is issued (\$100 fee incurred). Change required.

\*Resets after each quarter

Please note: Administration reserves authority and discretion to determine what is deemed acceptable on its campus. This includes items not addressed within the uniform policy.

## Program of Instruction

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. 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.

### 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. A doctor's note will be accepted for grades K-5 and must be submitted upon the day of return.

#### Exam Exemption Policy

Grades 6-12: Students in grades 6-12 may exempt semester exams with a semester average of 90 or higher and have a total of 5 absences or less for the semester. Absences are taken up to the first day of exams.

A student cannot have more than 5 unexcused tardies to be exempt from an exam from the examining class.

Any student who is suspended, has ISS, or has Saturday School during a semester will not be allowed to exempt from final exams in any courses taken during that semester.

A student's tuition account must be up to date financially to attend exam review week.

### 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.

### Grading Scale, Grade Point Average and Class Rank (Middle School, High School)

Current GPA - Grade point average (GPA) is used to determine honor roll, honor society, eligibility, and award presentations.

Cumulative GPA - A student's GPA is determined by their grade point average (GPA) beginning in the 9th 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)

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

### Elementary

The numerical grading scale seen on the chart above is used for grades K5 - 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.

### 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.

### 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. Reclass agreement must be signed by the Head of School, administration, parent and student.

### 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.

### 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 the administration, parent & student.

### Progress Reports

Progress reports are sent home every 4 1/2 weeks via FACTS (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 FACTS.

## HOMework 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:

- Each homework assignment shall have a stated purpose (objective).
- Each homework assignment shall have an estimated time of study and completion.
- Each homework assignment may be differentiated to challenge each student according to their academic capabilities.
- Each homework assignment shall be reviewed in class or graded.
- Each homework assignment shall be designated as one or more of the following:
  - 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.
  - Preparation: This type of homework is designed for students to access prior knowledge and experiences about a topic to be learned or expanded upon.
  - 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.
  - Reading: This homework is designed for students to spend time reading to increase fluency and comprehension while preparing for discussions or key writing assignments.
  - 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 Assignments

Will not be assigned on Wednesday nights, with the exception of high school honors and AP courses.

Incomplete Homework/Late Assignments - High School has 2 days with 20% off each day. After the second day the assignment earns a zero. AP does not allow for any late grades as it is a college course. Middle School has 3 days with 20% off each day. After the third day the assignment earns a zero. Elementary school has 5 school days with 20% off each day until it reaches a zero. After the grade has been submitted as a zero the assignment cannot be accepted for both middle and high. Eighth graders will implement the high school's late penalty policy in the 4th quarter to prepare them for high school.

## ACADEMIC RECOGNITION

### 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:

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

### Secondary School Merit Program

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:

- Semester Exam Exemption - Students in grades 6-12 may exempt semester exams with a semester average of 90 or higher.
- Honor Roll - An honor roll student is a student having a grade point average 3.500 - 3.999.
- Principal's List - A student earning Principal's List recognition has a GPA of at least 4.0.
- 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 Valedictorian and Salutatorian, that student's NCA GPA will be compared to other Valedictorian and Salutatorian contenders only for the years that are comparable.

## GRADUATION RECOGNITION

### 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.

### 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.

### 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.

### Community Service

Graduates will also be recognized in the graduation ceremonies for the following: Graduates who accumulate over 250 hours of community service in grades 9 – 12 will be recognized with a special cord.

### Fine Arts

Up to two members of the senior class will be recognized with a special Fine Arts Award.

Students who participate in Fine Arts classes all four years of high school will be recognized with a special cord.

International Thespian Recognition – Graduating members who accumulate 60 points for participating in speech and drama will be recognized with a special cord.

### Athletics

Up to two members of the senior class will be recognized with the Athlete of the Year awards. These awards are given to the student recognized with outstanding achievement in the area of Athletics and participates in

a varsity sport all four years of high school. The awards are determined by the vote of all varsity coaches and will be recognized with a special cord.

#### Life-long Attendance

Students who have attended NCA from 5K-12th grade will be recognized.

## ACADEMIC POLICIES

#### Failure Policy (Grades 6-12)

Students may not miss a class they are failing for any extracurricular activity

#### Missing Class (Grades 6-12)

Students who are absent from a class 4th-7th period due to illness or unexcused absence are not eligible to participate in that day's extracurricular activities.

#### 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. Arrangements must be made with the teacher in a timely manner.

## PROMOTION/RETENTION AND RE-ENROLLMENT POLICY

#### High School Promotion/ Retention Policy

Any high school student who fails any course will not be permitted to return to Northside Christian Academy without completion of credit recovery classes. The cost of any credit recovery classes, texts, fees, etc. is the responsibility of the student's parents.

The administration reserves the right to deny the re-enrollment of any student who has failed two courses for the year based on lack of academic progress. Suggested credits to be classified at each successive grade level are as follows:

Sophomore..... 7.0

Junior..... 14.0

Senior..... 20.0

### Middle School Promotion/Retention Policy

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. An 8th grade promotion ceremony will be held to acknowledge this accomplishment. Up to four semesters of failed classes may be taken during the summer. Students failing more than four semesters must repeat the grade level. The cost of summer school is the responsibility of the student's parents. Summer school courses must be approved by the administration.

### 5th Grade Promotion Ceremony

Each year the 5th grade 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.

### 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.

## 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:

Summer courses will be taken through an NCA approved online program. All exams will be proctored by an NCA staff member on campus.

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.

## TESTING PROGRAMS/STANDARDIZED TESTING

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.

### College Board Testing

In October, Freshmen will take the PSAT 8/9 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.

### 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.

## 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. 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.

## 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 are offered to enhance the elementary curriculum.

### 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)

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 25 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.

## 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 throughout the country. Throughout the school year, students are exposed to 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 Fair in the Charlotte area each year; students are given the opportunity to attend Christian College Fairs. Representatives from many different schools attend, promoting their institutions & answer questions relating to admissions and college life at their respective schools.

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. The process of college and career/guidance, beginning with 9th grade, is outlined as follows:

### Ninth Grade

In the fall of the 9th grade year an information will be provided to introduce high school requirements and college entrance criteria. Students will take the PSAT 8/9.

### 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.

### 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. The SAT is offered at Northside in the spring semester. Colleges use the test results to make decisions relative to admissions, placement, and merit awards. The SAT/ACT may be taken at various area schools during the school year. Students are encouraged to register online at [www.collegeboard.org](http://www.collegeboard.org) or [www.actstudent.org](http://www.actstudent.org). The college guidance counselor will hold a Junior Seminar and will meet with the Juniors individually to review the college application and planning procedures.

### 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 1st. 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, our school profile sheet and any letters of recommendation that are on file.

### Additional Guidance Services

Students who desire additional individual help with career and college may contact the college guidance counselor.

SCOIR – Students have access to college, career and scholarship searches through SCOIR.

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.

### NC Opportunity Scholarship

To fulfill the requirements of the NC Opportunity Scholarship, all high school students receiving funds must take a nationally standardized test each school year.

Students in grades 9th and 10th are required to take the IOWA (Iowa Test of Basic Skills) in the spring. This test will be given at NCA on a school day.

Students in grades 11th and 12th are required to take the ACT. In the fall, an ACT fee waiver will be given to students. Students taking the ACT must have a government issued ID and their admission ticket printed from registration to enter the exam. Students must register online at [act.org](http://act.org) and take the ACT at another location. Students must take the ACT by the end of March.

Additional details will be sent out by the college guidance counselor in the fall to all students receiving funds from the NC Opportunity Scholarship.

## 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 April

### 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 UNC System. They may take some honors or AP courses, but not as many as students in the advanced track. Students must accrue 100 hours of community service in grades 9-12.

### 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.

## GRADUATION

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

- The student has earned at least 25 credits.
- The final semester is completed at NCA.
- The student has successfully completed all required courses.
- The student has achieved at least a minimum score on the competency test.
- The student has accrued 100 hours or more of community service in grades 9-12 (25 per year).
- 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.

Graduation practice will be held on the Friday morning of graduation. Students must attend the entire practice to be able to walk during the graduation ceremony.

Before a student can graduate from NCA, the following courses must be successfully completed.

**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 & II, Govt./Econ, World Studies, APUSH)	4 credits
PE/Health	1 credits
Fine Arts elective	1 credits
Personal Finance (required beginning with the class of 2024)	1 credits
Electives*	1 credits

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

**Competency Test**

NCA requires a minimum score of 800 on the SAT or 17 on the ACT. Juniors are required to take the SAT during the spring semester at NCA students must register directly on the College Board or ACT website for all weekend exams. There is a required fee for each exam. Any new student enrolling as a senior must have previously met the minimum competency requirements.

**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. Refer to the UNC system requirements for more information.



## 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. 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.

## DUAL ENROLLMENT

Dual Enrollment classes are offered through Central Piedmont Community College's Career & College Promise Program. Juniors and seniors are eligible to enroll. A student must have an unweighted GPA of 2.8. Students earning a "C" or higher may earn college credit. Students are responsible for all fees associated with dual enrollment.

## 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.

## ELIGIBILITY REQUIREMENTS

### **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.

### **Extracurricular Eligibility (Grades 5-12)**

A 2.3 cumulative grade point average is required for all students to be eligible for extracurricular activities. The first grade check will be at the first progress report. 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.

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

## 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.

Athletes are not allowed to drive themselves to a game or event.

## CLUB ACTIVITIES

Clubs are student driven and, consequently, may change on a yearly basis depending upon interest. Students that are seeking to start a club will need to fill out a Club Approval Form and present their ideas to student government. In order to be approved, a club must be shown to advance the culture and mission of ACA. Early in the fall, students will be presented with clubs available for that school year.

# 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:

- Demonstrating a positive attitude toward your child's school education by showing interest in your child's work.
- Getting to know your child's school, its staff, curriculum, programs and activities.
- Attending parent teacher conferences and school-parent functions.
- Attending extracurricular activities in which your child may participate. Entrance fees may apply as a fundraiser for that department.
- Check the family FACTS account regularly.
- Understanding and supporting the policies of this handbook and discussing it with your child.
- 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.
- Notifying the school administration within 48 hours of your child's absence from school and the reason for the absence.
- Communicate with your student's teacher often, letting them know of anything that may affect your child's ability to learn, to attend school regularly, or take part in school activities.

## 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 prior to the start of school.**



**Northside Christian Academy  
Handbook Signature Page 2023-2024**

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 [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 2023-2024.

	<b>Print</b>	<b>Sign</b>
Parent:	<hr/>	<hr/>
Student:	<hr/>	<hr/>
Student:	<hr/>	<hr/>
Student:	<hr/>	<hr/>
Date:	<hr/>	<hr/>
Name of K5 children attending NCA:	<hr/>	<hr/>