

# NORTH SIDE

## CHRISTIAN SCHOOL

*Real Learning. Real Life.*

A Ministry of Way of the Lord Church

## Student Handbook

**K - 8**

There is no one holy like the Lord; there is no one besides You;  
there is no Rock like our God.  
1 Samuel 2:2

School Colors: Blue and White  
School Mascot: Eagle  
Principal's Email: [bdvorak@northsidemn.org](mailto:bdvorak@northsidemn.org)  
Vice Principal's Email: [mhalverson@northsidemn.org](mailto:mhalverson@northsidemn.org)  
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## **Table of Contents**

<u>Welcome</u>	<u>5</u>
<u>Philosophy in Education</u>	<u>5</u>
Core Values	6
Code of Ethics	6
Statement of Faith	6
<u>School History</u>	<u>7</u>
<u>General Information</u>	<u>7</u>
Non-Profit Status	7
The Importance of Christian Education	7
ACSI Membership	7
NCS School Board	7
<u>Admissions</u>	<u>8</u>
Notice of Non-Discrimination	8
Application Requirements	8
Basic Application Process	8
Transfers	8
Kindergarten	8
After School Care	9
<u>Financial Policies</u>	<u>9</u>
Tuition	9
Student Fees	9
Financial Aid	9
Prorated Tuition	9
Past Due Accounts	9
Fundraising and Financial Gifts	9
<u>Termination of Enrollment Due to Withdrawal or Dismissal</u>	<u>10</u>
Withdrawal Letter	10
Termination of Enrollment	10
Withdrawal Refund Policy	10
<u>Visitor Policies</u>	<u>10</u>
Visitor Sign-In	10
Parent Visits	10
Student Visits	10
<u>Other School Policies</u>	<u>11</u>
Hours of Operation	11
Transportation Changes	11
School Delays and Closings	11
Phone Policies	11

<u>Attendance</u>	11
Absences	11
Excused and Pre-Arranged Absences	11
Unexcused Absences	12
Excessive Absences	12
Truancy	12
Tardiness	12
<u>Health Regulations and Safety</u>	12
Immunizations/Minnesota Immunization Law	12
Nurse Support	13
Medication	13
Allergies	13
Illness Prior to the School Day	13
Illness During the School Day	14
Injury/Accident Policy or Non-Medical Emergencies	14
Physical Education/Restriction of Physical Activities	14
Fire Drill – Emergency Evacuation – Tornado – Lockdown	14
<u>Transportation and Building Security</u>	14
Bussing Policies and Procedures	14
Individual Drivers and Carpools	15
Late Pick Up	15
11am Preschool and Shortened-Day Kindergarten Pick Up	15
High School Student Drivers	15
Building and Grounds Security	15
Doors and Security	16
Visitor Policy	10
<u>Curriculum</u>	16
Course Requirements	16
Physical Education Program	17
Required Credits for Graduation	17
High School Transcripts	17
Grading and Report Cards	17
Progress/Mid-Term Reports	18
Parent/Teacher Conferences	18
Homework	18
Make-Up Work	18
Standardized Testing	18
Special Education/N.I.L.D. Discovery Program	18
Extra-Curricular Activities	19
Field Trips	19
Missions and School Trips	19
Chapel	19
Concerts and Programs	19
<u>Behavioral Guidelines</u>	19
Appropriate Behavior	20
Inappropriate Behavior	20
Discipline Procedures	20

Suggested Disciplinary Action for Minor Offenses	21
Suggested Disciplinary Action for Major Offenses	21
<b>Basic Disciplinary Definitions</b>	<b>21</b>
Reconciliation Process	21
Verbal Warning	22
Detention	22
Parent Conferences for Behavioral Issues	22
Probation	22
Suspension (Short-Term, Long-Term)	22
Expulsion	22
<b>Communication</b>	<b>23</b>
Appointments	23
Social Media	23
Email	23
Flyers	23
Classroom Websites	23
School Website	23
Report Cards	23
Parent/Teacher Conferences	23
Parent Concerns	23
<b>Modest Dress Policy</b>	<b>24</b>
<b>Awards</b>	<b>24</b>
Perfect Attendance Awards	24
Character Awards	24
<b>Student Life</b>	<b>24</b>
Electronic Devices: K-6 <sup>th</sup> Grades	24
Electronic Devices: 7 <sup>th</sup> – 12 <sup>th</sup> Grades	25
Library Policy	25
Lost and Found	25
Snacks and Lunches	25
Moms in Touch	25
Birthdays and Celebrations	25
Student Telephone Use	25
Textbooks/Materials/Facilities/School Property	26
Volunteers	26
Yearbooks	26
Student Back-to-School Night	26
Parent Back-to-School Night	26
<b>School Calendar</b>	<b>26</b>
Holidays Observed	26
No School Days	26
Special Events	27
<b>Final Thoughts</b>	<b>27</b>

## WELCOME

Welcome to Northside Christian School! We are thankful for the privilege and opportunity to participate in educating your children!

Northside Christian School (NCS) offers a comprehensive, academically rigorous Preschool/Pre-K and K-12 education. At NCS, we believe that education transforms both the mind and the heart of a child and that, as educators, we need to be intentional with both. Our teaching goal is twofold:

1. to be academically competitive and relevant in our world, and
2. to teach and apply Christian morals and values in every subject, struggle and situation we face – teaching that will stay with your child for a lifetime.

NCS is a non-denominational school. With more than 30 churches represented from around the Twin Cities and the world, NCS offers a Biblically-based, Christ-centered education. Partnering with parents and these churches, we provide an experience that will equip students with the tools they need to reach their academic potential, as they grow spiritually in their relationship with Jesus Christ.

We ask that you please remember to pray for our students and our school staff as we work together with you to train the next generation to be victorious and wise, for the service of our Lord Jesus Christ. May the Lord bless you and keep you and make His face shine upon you and your whole family.

## PHILOSOPHY IN EDUCATION

The specific mission of NCS is to provide an excellent academic education integrated with a Biblical worldview, building children of excellence through God's Word and Spirit. NCS emphasizes critical thinking, social awareness, spiritual acuteness, literary excellence, and scientific thinking, all while promoting imagination and creativity. NCS is a member of the Association of Christian Schools International. Our educational program is primarily designed for children whose parents have a personal faith in the Lord Jesus Christ and are committed to obey the Biblical injunctions that give them the ultimate responsibility for the education of their children. Deuteronomy 6:6-7 states:

These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

The Bible is also specific in stating that Christ is central to Christian education. The apostle Paul presented a comprehensive principle when he wrote of Christ:

For by Him were all things created...He is before all things, and in Him all things hold together.  
Colossians 1:16-17

Genesis 1:1 and John 1:3 also speak to this.

NCS offers a faith-based yet educationally excellent curriculum, taught by qualified Christian faculty, who partner with parents to provide students an academic instruction consistent with the Word of God.

## **Core Values**

1. A Christ-centered worldview. We seek to live changed lives by integrating faith and learning.
2. A pursuit of excellence. We seek to demonstrate high academic standards and pursue excellence in every area of our lives.
3. A focus on the whole person. People matter to God. We seek to grow and develop to our full potential as we learn from and love people who are not like us.
4. A faith-filled learning community. We seek to serve God and others, and display love, joy, peace, patience, kindness, forgiveness, and self-control to those whom we come in contact with every day. We are more than a school; we are a faith-filled learning community.

## **Code of Ethics**

**Faith:** God calls us to walk by faith in our relationship with Jesus Christ. (1 Cor. 2:5; 2 Cor. 5:17; Gal. 2:20). We live for another: Jesus.

**Honor:** God calls us to honor each other. We respect and appreciate each other (Rom. 12:10). Honor shows personal integrity, dignity and respect. We live to serve others.

**Diligence:** God calls us to strive for excellence. We take personal responsibility for our attitudes and actions (1 Tim. 1:15; Proverbs 21:5). It is not about personal entitlement.

...in honor giving preference to one another, not lagging in diligence, fervent in spirit, serving the Lord.  
Romans 12:10-11

## **Statement of Faith**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).

We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ, (John 10:33):

His virgin birth, (Isaiah 7:14, Matthew 1:23, Luke 1:35)

His sinless life, (Hebrews 4:15, Hebrews 7:26)

His miracles, (John 2:11)

His vicarious and atoning death, (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)

His resurrection, (John 11:25, I Corinthians 15:4)

His ascension to the right hand of the Father, (Mark 16:19)

His personal return in power and glory (Acts 1:11, Revelation 19:11)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).

We believe in a personal confession and acceptance of Jesus Christ as Savior and Lord (Romans 5:8-9).

We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

## SCHOOL HISTORY

Northside Christian School was formed by a group of parents who understood the importance of Christian education. Through the assistance of several committed churches, a Christian school was founded with the purpose to integrate a Biblical worldview with academic excellence.

- 1974:** The school opened as Compassion Day School with thirty students, serving 1st to 8th grade students.
- 1978:** The school was reorganized and the name was changed to Northside Christian School. Instead of being a direct ministry of the church, it became a Minnesota 501 c(3) non-profit organization with three sponsoring churches: Compassion Christian Center, Way of the Cross Church, and Daystar Ministries. Daystar later dissolved organizationally, leaving Church Upon the Rock (formerly Compassion Christian Center) and Way of the Cross Church as the sponsoring churches.
- 1986:** Northside Christian School identified a need to expand since there was no room for further growth at the Church Upon the Rock campus. During this time, a multi-site campus vision emerged for the opening of new campuses in other churches.
- 1987:** The second campus of Northside Christian School opened in Blaine at Way of the Cross Church.
- 1999:** The Northside Christian School campuses were combined, and began meeting exclusively at its current location in Blaine at the Way of the Cross (now Way of the Lord) site.

Today, the leadership and staff at NCS seek to fulfill the school's God-given mission of providing students an excellent education integrated with a Biblical worldview. For more than 40 years, countless parents, grandparents, alumni, and church members have faithfully prayed, supported, and sacrificed to ensure the future of this school. We celebrate the 40+ year history of NCS, and look forward to the future!

## GENERAL INFORMATION

**Northside Christian School** is a private non-profit 501(c)(3) tax-exempt organization incorporated in the State of Minnesota, designed to serve the families and children of the Northside communities. NCS is fully approved by the State of Minnesota and is a member of the Association of Christian Schools International.

### **The Importance of Christian Education**

A Christian school is the only academic institution available where the evangelical witness to students is central to its mission. That fundamental mission is encouraged by the NCS School Board, the administration and the teachers. In the words of Martin Luther, "I would advise no one to send his child where the Holy Scriptures are not supreme. Every institution that does not unceasingly pursue the study of God's Word becomes corrupt."

### **About the Association of Christian Schools International (ACSI)**

The Association of Christian Schools International, of which NCS is a member, is the largest national professional Christian education association in the country. The mission of Christian school education has been a goal of this organization for the last 30 years. ACSI is divided into regions across the country. Minnesota is in the Midwest Region with its regional office in Indiana. ACSI, through its regional directors, conducts seminars, conferences, and student competitions in Math Olympics, Spelling Bees, Science Fairs, Speech Meets and Art and Young Authors Competitions. In essence, their goal is to unite Christian Schools across the country to further the quality of school programs and education in general for our students, faculty and administration.

### **NCS School Board**

The NCS School Board is appointed by the leadership of Way of the Lord Church to serve as support and oversight to the school administration.

## ADMISSIONS

### **Admissions Notice of Non-Discrimination**

Northside Christian School does not discriminate on the basis of race, color, national and ethnic origin, ancestry, disability, gender and age in the administration of its educational policies, admissions policies, financial aid and loan programs, athletic and other school-administered programs, or employment.

### **Application Requirements**

- Parents must be committed to the goals, core values, and Statement of Faith of NCS.
- Students must have a desire to further his/her Christian character through attending NCS.
- Testing may be required if there is a question of proper grade placement.
- All students must be immunized according to the State of Minnesota guidelines and laws before admittance to NCS (see immunizations for more information).
- Parent and student interviews may be required upon request by the administration.

### **Basic Application Process:**

1. Northside uses the online TADS system for application and payment processing. TADS can be accessed through our website and will provide all registration, fees, and tuition information. Tuition payments are made directly to TADS.
2. Complete our Online Application (via TADS) and all supplemental forms.
3. Upon completion of the application process, TADS will respond with an acceptance letter and an invoice for the Family Registration Fee.
4. At a later date, a Family Financial Agreement will be sent to you via e-mail.
5. Additional forms to be faxed to TADS or submitted directly to the NCS office before the 1<sup>st</sup> day of class:
  - Picture Release Form
  - Church Leadership Questionnaire
  - Immunization Record

### **Transfers**

If your child is transferring to Northside from another school, please request your child's records be sent to Northside as soon as possible.

### **Kindergarten**

A child must be five years old by the 1<sup>st</sup> of September to be eligible for our kindergarten program. Every child entering kindergarten must complete NCS's developmental screening in order to determine the child's readiness for learning in the classroom setting. Student placement is based upon age and learning level, and an assessment as to whether or not the student would developmentally benefit from waiting an extra year.

Kindergarten at NCS is a Full-Day Program, filled with rich opportunities for your child to develop academically, socially and spiritually. In kindergarten, your child will build on his/her preschool knowledge, expanding his/her knowledge and skills in science, social studies, phonics, reading, math and art, as well as music, physical education, and fun hands-on learning stations.

### **After School Care**

- Contact the school office if you'd like to use this service. The school **MUST BE NOTIFIED** prior to using this service.
- After School Care is available to students of NCS, Preschool through 6<sup>th</sup> Grade.
- **Hours:** 2:15-4:15 p.m., Monday through Friday, school days as on the school calendar.
- **Cost:** Please check with the school office or our website for current pricing.
- **Billing:** A bill is sent at the end of each month for the hours used in the program. Payments are made through TADS with the following month's tuition bill.
- **Sign-in:** Each student is signed in to After School Care at the time they are dismissed from the classroom teacher, and signed out as the parent (or family-assigned guardian) picks them up.
- **If You Need to Contact the After School Care Monitor after the School Office Has Closed,** please call the office number (763-755-3993) and dial extension 124 (if no answer, try ext. 122). If no answer, the group could be outside.

## **FINANCIAL POLICIES**

### **Tuition**

NCS is a self-supporting ministry of Way of the Lord Church. NCS pays its financial obligations out of registration fees and tuition payments, which are based on an annual rate. Therefore, the amount of each monthly installment has no relationship to the number of school days in each month. Tuition is divided into ten (10), eleven (11), or twelve (12) monthly payments for the convenience of the parent or guardian. No financial adjustment can be made for absences due to illness, holidays, vacation or other causes. Failure to make monthly payments will result in removal from school.

### **Student Fees**

The annual registration and book fees are non-refundable. Fees are due upon enrollment, and reserve a space for your student for the upcoming school year.

### **Financial Aid**

Parents may contact the school to request financial aid. The amount of aid granted will be based on church membership, family income and work for tuition options.

### **Prorated Tuition**

If a student enrolls at NCS after the first day of school, the tuition costs will be prorated based upon the student's start date.

### **Past Due Accounts**

TADS will notify parents and the school office regarding past due accounts. Late payment fees will be charged. If delinquency occurs, a meeting will be arranged with parents and the school board to discuss payment. Unresolved past due accounts will be turned over to a collections agency.

### **Fundraising and Financial Gifts**

At NCS, we strive to keep Christian education affordable. Our student body is unique for a private school, as it represents those from all financial and situational spectrums of life, a very diverse group of people who desire a Christian education. We choose to keep our tuition low so that all who desire a Bible-based education for their children can attain it. Tuition and registration fees cover 70 percent of the cost of educating a child at NCS. The remaining 30 percent necessary for operating the school is acquired through gifts and fundraising.

In order to keep tuition fees at a minimum, NCS hosts 2-3 fundraising activities throughout the year. The money will go towards purchasing items such as: PE equipment, desks, chairs, annual trips for grades 5-12, music class, etc.

Examples of past fundraisers include: the fall Marathon, auctions, and other school-related community events.

## TERMINATION OF ENROLLMENT DUE TO WITHDRAWAL OR DISMISSAL

### Withdrawal Letter

When a student withdraws from NCS, the student's parents/guardian must submit to the school office a **written notice one week prior to withdrawing**.

### Termination of Enrollment

Termination of enrollment is based upon multiple circumstances, as well as the best interest of the child. Reasons for termination may include but are not limited to: financial delinquency, failed attempts to correct student behavior, and excessive absences.

### Withdrawal Refund Policy

If a student withdraws from NCS during the school year, the amount of reimbursement to the family is prorated. The proration is based upon annual tuition divided by number of days in the school year. All partial days that the student attended school will be considered a full day.

All school property (including textbooks, library books, etc.) must be returned and all outstanding registration, tuition and/or fees must be paid at the time of withdrawal.

## VISITOR POLICIES

### Visitor Sign-In

In order to provide authorized visitors with the opportunity to observe the classrooms, and to ensure the safety of our students and their right to an uninterrupted teaching/learning process, the following procedures must be followed by all visitors, including parents:

- All visitors must check in with NCS's Office Manager Audrey Halverson. Audrey's office is located in the small building on the north side of the campus (often called the Genesis building). Her office is located upstairs, first door on the right. Visitors will sign the guest book upon arrival and receive a yellow name tag.
- All guests must sign out with the Office Manager before they leave the property.
- Prospective families will be given an escorted tour.
- All visitors who wish to observe the school must make an appointment at least one day in advance.
- The instructional process must not be interrupted by visitors. If the visitor wishes to speak to a teacher or staff, an appointment can be made for a before- or after-school meeting.
- A standard visit is 30 minutes.
- Parents and grandparents are welcome to attend chapel on Wednesdays, but must sign in at the school office first.

### Parent Visits

Parents and grandparents are welcome to visit NCS, provided they have prior approval from the office or classroom teacher. Parents and grandparents are to keep in mind:

- The instructional process must not be interrupted by your visit. If you need to discuss any issues with the teacher, an appointment must be made for a before- or after-school meeting.
- A standard visit is 30 minutes, unless for special events.

### Student Visits

Students from another school, who want to attend a day of school with a NCS student, must have prior approval from the school office and the classroom teacher.

## OTHER SCHOOL POLICIES

### Hours of Operation

School Office Hours: 7:00 a.m. – 3:00 p.m.  
Student Hours: 7:45 a.m. – 2:05 p.m.  
After School Care: 2:15 p.m. – 4:15 p.m.

### Transportation Changes

If calling the office to say you will be late to pick up your child from school, or to change your child's bussing/carpool arrangements, please call the office before 1:30 p.m. to give us adequate time to contact the student and teacher before the close of the school day.

### School Delays and Closings

The following TV Stations will broadcast if NCS is delayed or closed: WCCO-4, KSTP-5, FOX-9 and KARE11. Broadcasts will occur between the hours of 6:00 a.m. – 7:30 a.m. NCS generally follows the Anoka-Hennepin School District 11 delays and closings, unless you hear otherwise on these stations. This policy also applies to early dismissals due to deteriorating weather.

Parents can log on to one of the abovementioned TV stations' websites to register to receive a text or email alert for when the Anoka-Hennepin School District 11 and NCS post delays and closing notices. Please apply to have email/text alerts for both.

All delay and closing announcements are for one day only. New announcements will be given each day. No announcement means school is operating as usual.

### Phone Policies

The office phone number is 763-755-3993. You may leave voicemail messages with the school office 24 hours per day.

NCS shares a phone system with Way of the Lord church. If you have missed a call and your Caller ID shows Way of the Lord (763-755-4800), please do not press redial, as you will reach the church office and not the school. Instead, please dial the school office number.

The After School Care phone number to be used after the office is closed: 763-755-3993 – ext. 124 or 122.

Students are allowed to use the school telephone only for emergencies and as approved by the office.

## ATTENDANCE

### Absences

Regular attendance sets the foundation for a successful school experience and work ethic. Student absences must be reported via phone, voice mail or signed note to the school office (email is not accepted) by 8:45 a.m. Absences reported to teachers or staff in lieu of the school office will not be accepted. Please try to schedule all appointments for your student after school hours and consider scheduling vacations during school holidays. No refunds or credits will be given for any absences.

### Excused and Pre-Arranged Absences

According to state law, the only legitimate reasons for absences are: verified illness of the student; bereavement; verified dental, medical or chiropractic appointments (the school may require a doctor's note); student's legal or court appearance; prearranged absence (see below); a planned and approved family or church trip.

A note dated and signed by a parent or a phone call to the office explaining the *specific* reason for the excused absence is required in order for the student to receive an "excused absence." Students are required to make up all work missed during an excused absence. Parents of students should contact the teacher for work assignments as soon as they realize that class will be missed. Your teacher can be emailed via the school's website. Extended illnesses will be handled on a case-by-case basis by the school administration.

Work assigned during a pre-arranged absence will be issued to the student at the teacher's discretion, before or upon return to class. For the student to receive full credit, time allowed to make up work will be equal to the number of days missed.

### **Unexcused Absences**

Any absence not specifically excused or described as an "excused absence" will be considered *unexcused*. If parents have not contacted the office, the office will contact you and the unexcused absence will be noted in the student's permanent file. Students with unexcused absences will be allowed to make up missed schoolwork only at the discretion of their teacher.

### **Excessive Absences**

A student who has multiple unexcused absences will receive parent notification and may be required to meet with the Principal. This may also result in failure of classes or suspension.

### **Truancy**

Truancy is being absent without the knowledge and consent of parents and school officials. A student is truant when he/she stays out of any part or all of a scheduled class and/or leaves campus without permission. Parents will be notified of all truantries. Truancy is considered an unexcused absence with *no* opportunity to make up work. All missed assignments and tests will result in a zero. Truancy is a serious offence and will result in disciplinary action.

### **Tardiness**

A student is considered tardy when he/she is not in his/her seat when class officially begins at 7:45 a.m. Teachers will keep track of the number of minutes a student is tardy. Students are expected to be punctual and attend class fully prepared with the materials needed for the class. A tardy student disrupts the class session in progress and misses valuable instructional time. Therefore, it is the parent's responsibility to see that the student arrives on time to school. The school administration reserves the right to determine the classification of the tardy (see below). There will be disciplinary consequences for habitual tardiness to school and/or class. Tardy minutes will start over each quarter.

There are two classifications of tardiness:

1. Excused Tardy: family emergency with parent note, automobile breakdowns, traffic accidents, and extreme personal emergencies.
2. Unexcused Tardy: all other excuses/reasons for tardiness.

Tardiness will be monitored by administration and teaching staff. Repeated offenses will result in:

- Verbal warning from teacher to student
- Teacher communication to parents
- Letter home to parents
- Conference with Principal, student and parents
- Disciplinary action

## **HEALTH REGULATIONS AND SAFETY**

### **Immunizations**

Minnesota state law requires that verifiable documentation of immunizations be provided to the school before the child is allowed to enter the first day of school. This documentation must show the month, day and year of each vaccine as required by the MN Department of Health, and will be kept in the student's health file per Minnesota state law (Minn. Stat. 121A.15).

Your child's immunization documentation must be faxed (763-755-4405) or mailed to the NCS Office from the clinic, or uploaded to the TADS website; any handwritten documentation will not be accepted.

Each fall the District 11 school nurse reviews each student file to ensure immunization compliance.

Note: Parents can sign and have notarized the portion of the Child Care Immunization Record that indicates that they conscientiously oppose immunizations for their child.

### **Nurse Support**

NCS works closely with the District 11 nurse. Each year, the nurse conducts vision and hearing screenings for kindergarten and odd-numbered grades. NCS is able to connect with the District Nurse at any time for all health concerns.

### **Medication**

Limiting medications dispensed away from home prevents medication errors. However, if medications must be administered at school the following conditions must be met:

- Prescription medication must be in its original container with the child's name on the label, as well as the prescription number, name of the medication, dosage and expiration dates (for emergency purposes). The medication must be accompanied by written permission and instructions from the doctor.
- Nonprescription medication may be administered to students by teachers, but teachers are required to strictly follow the manufacturer's recommendation for dosage on the label. No modifications can be made.
- All medication must be in its original container and accompanied by written permission and instructions by the parent.
- Medications must go home with your child the last day of the school. NCS staff will make every effort to contact parents to pick up medications that were left behind, but any medications not picked up within a reasonable time will be properly disposed of by NCS staff.

### **Allergies**

Life threatening conditions (such as serious allergies) require detailed, written instructions signed by your physician, including the physician's emergency contact information. These instructions will be posted in the classroom, lunchroom and office so all staff at NCS will be informed of the emergency procedures (i.e. peanut allergies).

If a child is to receive ongoing medication or use medical devices such as an Epi Pen, the school must receive a doctor's permission and directions for giving medications and/or indicators of when 911 should be called. The District Nurse will be notified of all medical needs.

### **Illness Prior to the School Day**

Please notify the school office by phone by 8:45 a.m. if your child will be absent. Email notices of illness will not be accepted as notification of illness; please be sure to call and speak directly to the office staff or leave a voice mail for them.

Do not send your child to school if they are demonstrating the following symptoms. By keeping your child home, you are protecting other students by not spreading your child's illness, and your child is not being exposed to others while his/her resistance to infection is low:

- Fever of 100 degrees or higher under arm (auxiliary)
- Conditions of diarrhea, earache, strong signs of irritability or confusion, sore throat or rash
- Vomiting within the past 24 hours
- Draining rash or undiagnosed rash lasting over 24 hours
- Eye discharge or pink eye
- Fatigue that prevents participation in regular activities
- Open oozing sores and scabs unless properly covered and on antibiotic treatment
- Head lice – until treatment is effective and all lice and nits are gone

NOTE: for most conditions, a child must be free from symptoms for 24 hours or have completed 24 hours of treatment before returning to a classroom setting. Do not send your child back to school unless they can participate in all classroom activities, including going outside.

Please notify the school office immediately if your child has been diagnosed with a contagious disease.

### **Illness During the School Day**

If a child becomes ill at school, the teacher will immediately notify the parent. The child will be kept separated from the group and parents will need to make plans to promptly pick up their child. Students who become ill or who get injured while at school will be treated in the school office in accordance with standard first-aid procedures. If an emergency arises, the school will contact parents and/or 911 to get immediate assistance. Unless otherwise instructed by parents, and for all emergencies, the closest hospital or clinic will be the site used.

### **Injury/Accident Policy or Non-Medical Emergencies**

- Minor injury/accident: in the case of a minor injury or accident, the NCS staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up.
- Delayed professional care for injury or accident: when immediate medical attention is NOT needed but professional care is required, the staff will contact the parents or the emergency contact.
- Immediate professional care for injury, illness or accident: if immediate professional care (emergency) is required, the NCS staff will call 911, giving the location and nature of emergency. As appropriate, the NCS staff will administer CPR and/or first aid measures. Parents (or the emergency contact) will be notified immediately.
- Syrup of Ipecac: NCS has taken every precaution to ensure that potential poisons are out of reach of the children we care for. If a poison has been swallowed, it is sometimes necessary to induce vomiting with Syrup of Ipecac. NCS will only use Ipecac upon the advice of the MN Poison Control System (1-800-222-1222) or a doctor. Parents or emergency contact will be notified immediately.
- Emergency Contact changes: if you have any address or phone number changes (home, cell or work), it is important to both contact the school office and change the data in your TADS account. The teacher or office must be able to contact you or emergency contacts during the day in case of an illness or accident.

### **Physical Education/Restriction of Physical Activities**

A note from the parent is required if a student is to be excused from P.E. for 1-2 days. A physician's note is required if a student needs to be excused from P.E. for more than two days.

### **Fire Drills – Emergency Evacuation – Tornado - Lockdown**

Emergency evacuation and fire drills help students to learn the proper steps to follow in case of a real emergency, and will be conducted on a regular basis throughout the school year. Students are taught to conduct themselves as if a real emergency was occurring and are expected to follow the instructions of the teachers and administration completely. Teachers will explain procedures and the route to be used in leaving the classroom before the first drill.

## **TRANSPORTATION AND BUILDING SECURITY**

### **Bussing Policies and Procedures**

- Bus Schedule: Students who live in the Anoka-Hennepin School District #11 are qualified for bussing to Northside through the District. All routes and times are determined by District #11 and Kottkes Bus Company and are announced to Northside and families in late August. The district will mail the family a card indicating the bus number and the bus stop location. Please have your child on time and notify the driver and NCS office of any changes made. (i.e. if a child will only ride in the afternoon or will be gone on vacation, field trip, school trip, etc.).
- For grades K-2, please attach a card to your student's backpack that includes their afternoon bus number and an emergency contact number.
- Your child will automatically be put on their afternoon bus unless you submit a handwritten note or have called the office by 1 p.m. stating otherwise.
- If a student is riding home with another student on the bus, or making other transportation changes, the parent must send a written note or call the office the day before or morning of the change in order to provide time for the office to issue the student a bus slip. No last minute changes or student phone calls home to make last minute changes are permitted.
- Students riding on a different bus or to be dropped off at a different bus stop on a given day must get a prearranged bus slip from the office by calling the school office in advance.

- Bus Conduct: Students are expected to be at their assigned bus stop on time for the bus, staying off the road, allowing the bus ample room to stop. Remain seated on the bus at all times without disturbing others. Loud talking, eating, chewing gum, or drinking are not permitted on the bus. Always respect and follow the directions of the bus driver. Consequences for misbehavior will be a written notification from the school district sent to the principal and parents. In case of repeated violations, the bus driver will fill out a CONDUCT REPORT FORM and the disciplinary procedures outlined in it will be followed. This could include a bus suspension for one to ten days. This report will be kept in the student's permanent file.
- The driveway in front of the Sanctuary building is reserved exclusively for buses from 7:30 - 7:50 am and from 1:50 - 2:15 pm. Please do not drive through or park there during these times.
- Bus drivers are not required to wait for late riders.

### **Individual Drivers and Carpools**

- To drop off your child, please drive through the yellow gates and have your student enter the school through the side entrance (not the main/front entrance). Drivers can then leave by following the road around the playground and exit through the parking lot. Individuals and carpools are not allowed in front of the building where the busses are under any circumstances.
- Students may not arrive on campus earlier than 15 minutes before school starts and must wait until doors open at 7:30 am to join their class in before-school line up procedures.
- Students arriving later than 8 a.m. will need to use the main/front entrance.
- After school, students are not permitted to return to the building once outside except in the case of injury or emergency, or with teacher permission.
- Walkers and bike riders will be dismissed to go home as soon as the busses have loaded and pulled away.
- Students who have a parent or a driver who works at the school must report to their parent's room at the end of the school day.
- Children who ride in carpools should wait in carpool lines as instructed by teachers until busses have gone and the duty teacher dismisses them.
- Classes are dismissed at 2 p.m. for transportation purposes. Individuals and carpools must pick up no later than 2:15 p.m. If you have not arrived by 2:15 p.m., the duty teacher will escort your child to our After School Care program, which charges \$10 for each hour or portion of an hour that your child is there. If you are charged for After School Hours, you will be billed through your TADS account at the end of that month.
- Please drive slowly and be aware of students and parents walking. After school socializing amongst parents can take place in the large parking lot or the school playground.
- If students want to play on the playground after school hours, students must be supervised by their parent or approved guardian.

### **Late Pick Up**

As mentioned above, classes are dismissed at 2 p.m. for transportation purposes. Individuals and carpools must pick up no later than 2:15 p.m. If you have not arrived by 2:15 p.m., the carpool duty teacher will escort your child to our After School Care program, which charges \$10 for each hour or portion of an hour that your child is there. If you are charged for After School Hours, you will be billed through your TADS account at the end of that month. See page 9 for additional After School Care information.

### **11 a.m. Preschool Pick Up**

Please enter the school through the main/front entrance and then proceed to your child's classroom to pick up and sign out your child.

### **High School Student Drivers**

High school students who drive themselves to school must not park in front of the food shelf or in parking spaces allotted for guests of the food shelf.

### **Building and Grounds Security**

Way of the Lord church donates the use of their buildings and property to NCS during school hours and for special events. To honor this gift, we expect NCS students and families to conduct themselves in a courteous and considerate manner in regard to our behavior and the use of the property and grounds. The buildings and grounds not used by NCS are off-limits to students and their families unless there is a staff member present and an approved reason for being there.

### Doors and Security

School doors will be unlocked at 7:30 a.m. and are locked at 2:15 p.m. at the end of the school day. Students may not stay past school hours without parent supervision or entering NCS's After School Care. For more information on After School Care, see page 9.

### Visitor Policy

To view our visitor policy, please see "Visitor Policies" on page 10.

## CURRICULUM

The tremendous success of Christian Schools and Christian School students has been the adherence to curriculum that meets the criteria and mission of the schools. Programs focused on strong phonetic reading programs with core courses that are thorough in content and sequential in development are vital. Our curriculum does comply with the mission of presenting a Christian world view within the highest academic content.

NCS's academics program is sequential K-12, and our high school program exceeds all state requirements for graduation and college entry.

### Course Requirements

Upon request, teachers may provide the Scope & Sequence of their class curriculum for the current school year, or you may view it on NCS's website. General course requirements are as follows:

#### **Elementary:**

Language Arts	Reading
Printing & Cursive	Spelling
Social Studies	Arithmetic
Science	Music/Art
Physical Education	Bible
Computer Education	Health

#### **Middle School:**

<u>English</u> Grammar Composition Spelling Literature	<u>Math</u> Saxon Course 2 Saxon Course 3 Algebra I	<u>Bible</u> Summit Ministries: Worldview Positive Action for Christ
<u>Social Studies</u> US History World History	<u>Music</u> Music Appreciation Choir	<u>Art</u> Design Art History Drama
<u>Science</u> Life Science Earth Science	<u>Foreign Language</u> Spanish (if available)	
<u>Physical Ed/Health</u> Every year	<u>Computer</u> Technology Research Skills	

<b>High School:</b>	<u>English I-IV</u> Grammar Composition Writing Techniques Literature Research Skills	<u>Math</u> Intro Algebra Geometry Advance Algebra Statistics Personal Finances	<u>Bible</u> Summit Ministries: Worldview Positive Action for Christ OT Survey classes NT Survey classes
	<u>Social Studies</u> Cultural Geography United States History World History US / Government Civics Economics	<u>Science</u> Biology Intro Physical Intro Chemistry Human Anatomy Creationism	<u>Art</u> Design History
	<u>Music</u> Music Appreciation Worship Choir	<u>Foreign Language</u> Spanish French	<u>Electives</u> Drama Speech/Debate Community Service Year Book / Photography Technology / Life Skills
	<u>Physical Ed/Health</u> Health (half credit) P.E. (full-time students)	<u>Computer</u> Keyboarding Microsoft Office	

### **Physical Education Program (P.E.)**

Students are involved in weekly athletics with an emphasis on physical conditioning and group games, and occasional written tests. P.E. grades will be based equally on participation, attendance, uniform, sportsmanship and instructor's classroom guidelines.

Excused absences include medical reasons with a doctor's note or an excused absence from school. Students excused due to injury must still attend class. Unexcused absences include non-participation without a doctor's note. Three unexcused absences may result in a failing grade.

### **Required Credits for Graduation**

The minimum number of credits required to graduate is 27:

Bible 4	History 4	Math 4	PE 1	
English 4	Science 3	Health .5	Fine Art 1	Electives 6-10

College/University experts are recommending that students take as many sciences, history and math credits as possible while in high school.

### **High School Transcripts**

High school quarter grades are averaged into semesters for their transcripts. The student's transcript will record what classes have been completed to meet graduation requirements and can be viewed by parents anytime.

### **Grading and Report Cards**

Report cards are issued after every quarter. First and second quarter report cards will be picked up by parents at school during their scheduled parent/teacher conferences. Third and fourth quarter report cards will be mailed; fourth quarter mailing will include a copy of the annual Stanford 10 achievement test for grades 3-11. High school students will receive quarter grades to let them know where they stand at the middle and end of each semester. High school transcripts reflect semester grades only.

Families will access attendance and grades on the TADS Educate Support system.

**Kindergarten – 2<sup>nd</sup> Grade Scale:**  
O = Outstanding  
S+ = Commendable  
S = Satisfactory  
S- = Below Average  
N = Needs Improvement

**3<sup>rd</sup> – 12<sup>th</sup> Grade Grading System:**  
A = 100 – 90%  
B = 89 – 80%  
C = 79 – 70%  
D = 69 – 60%  
F = 59% & Below  
  
“A” Honor Roll: 90 – 100%  
“B” Honor Roll: 80 – 89%

### **Progress/Mid-Term Reports**

Reports will be distributed to parents at the mid-term of each quarter for parents to review, sign, and return to the school. Parents may request more frequent progress reports if needed for behavior or academic needs.

### **Parent/Teacher Conferences**

We require a conference with every parent after the 1<sup>st</sup> and 2<sup>nd</sup> quarter. Conferences are held on two consecutive evenings; please check the school calendar for dates. Parents will be asked to sign up for an appointment through the school office.

### **Homework**

Please log on to each teacher’s website for current assignments.

Late work policy, grades 5-12:  
1 day – given 75% of grade  
2 days – given 50% of grade  
3+ days – given zero; however, students are still required to turn in work.

### **Make-up Work**

Students with excused absences will be allowed to make up work within a reasonable length of time (one to five class days, depending on circumstances). Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. For normal two to three day illnesses, all work must be made up within five class days after returning to school. If the student receives an incomplete on a report card, the work must be completed within five class days after returning to school. It is the student’s responsibility to ask for missed assignments and submit them to the teacher as the teacher requests.

### **Standardized Testing**

Grades K-11 take the Stanford 10 standardized achievement tests each spring. The tests are scored and official reports are mailed to parents at the end of the school year. A copy is placed in the student’s cumulative file.

11-12<sup>th</sup> graders considering college must independently make arrangements to take ACT and SAT tests at an area testing location.

### **Extra-Curricular Activities**

We are an incredibly active school! At NCS, we believe that activities outside of the desk and chair of the classroom are important to a well-rounded education. We strive to provide our students a variety of musical, theatrical, physical and spiritual opportunities for growth.

Athletic teams are available as enrollment allows. Additions to our athletics program are evaluated regularly. Sports involvement requires a sports physical. Participation in athletics is conditional, based upon physical and academic eligibility.

### **Field Trips**

Each class takes field trips throughout the year. Parental permission slips must be signed for each student going on each field trip; the teachers will file each student's permission slip. A field trip fee may be charged.

Parents often assist with field trips by providing transportation and supervision. If you as a parent are planning to help with field trips, please submit the following to the office: 1) a copy of your current Minnesota State Driver's License, and 2) a copy of your proof of insurance coverage. Drivers must have working seat belts for each child in their vehicle and booster seats for those younger than 8 years old, or who are shorter than 4'9" per MN state law. Booster seats are generally brought to school by each student on field trip days.

### **Missions and School Trips**

5-8th Grades: Camp Forest Springs

7-12th Grades: Spring US History/Science Trip every other year (families will be notified in the fall if a trip is scheduled)

7-12th grades: Community Service projects throughout the school year

### **Chapel**

Each week, NCS students attend a mandatory chapel service. During chapel we focus on worship and the Word of God. Teachers and special guests share testimonies, lessons and insights from scripture, and students are encouraged to grow in Godly character. Students are to come expecting God to speak to them. Middle and high school students are encouraged to become involved in worship team, sound ministry, and drama opportunities. Parents are welcome to attend (see "Visitor Policies" on page 10).

### **Concerts and Programs**

NCS students will perform in several programs and concerts throughout the year. Student attendance at concerts and programs is required in order for students to receive credit in music. We greatly encourage parents to support their students by attending all of their student's events.

<b>BEHAVIORAL GUIDELINES</b>
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Behavior conforming to Godliness is expected. We are most concerned that students demonstrate obedience toward and respect for all those in authority. It is the school's desire to provide an environment that is conducive to maximum learning and which maintains a secure/safe atmosphere for helping all students make wise individual and community decisions based on God's Word and our community's guiding principles. In the event that a student behaves in a manner inconsistent with our school principles, staff members will work with the student to ensure he/she understands the consequences of his/her actions or words. The manner and type of discipline will include both positive and negative measures that the individual classroom teachers will be trusted to administer where minor offenses are concerned. More serious offenses, especially where the student's previous record has included a history of such offenses, will require more standardized and severe disciplinary responses.

## Appropriate Behavior

Appropriate behavior is expected in the classrooms, hallways, bathrooms, lunchroom and playground.

- Be responsible: be on time, enter classroom quietly, take seat, have all materials, and turn off electronics.
- Be respectful of others: both physically and verbally to adults and peers
- Be respectful of property: both the schools and other's property.
- Be courteous: help others, take turns in both speech and activity, and keep your hands/feet to yourself.
- Be a good listener: don't interrupt adults or peers, follow directions, engage in lessons, and take correction.
- Cooperate: follow directions, participate in lessons, and self-regulate in classwork.
- Be quiet in class: raise your hand and wait to be recognized to speak or to leave your seat.
- Use self-control: follow class rules and wait until your teacher dismisses you before leaving the room or ending classroom work.

## Inappropriate Behavior

<u>Behavior</u>	<u>Minor Offenses</u>	<u>Major Offenses</u> (3 incidents of committing minor offenses)
Attendance:	Unexcused lateness to school/class Total of 180 minutes = 1 day absence	Time for tardy = 1+ hours Cutting class or leaving campus without permission
Conduct:	Disregard classroom rules Disregard overall school rules Poor attitude: facial, posture, voice Lack of courtesy toward another Hallway: running, playing, fighting Arguing with adult or peer	Defiance, disrespect and willful disobedience Willful cheating, lying, stealing, plagiarism Willful extortion, swearing, using obscenities Commit serious breach of conduct (poor testimony) Derogatory comments about adult or peer Willful arguing or use of intimidating speech
Academic:	Late or refusal to do assignments Lack of class cooperation	3 late assignments Willful refusal to work in class
Dress code:	Disregard for dress guidelines	Dress is profane or immodest
Harassment:	Meddling with other's property Physical: i.e. hitting or kicking Verbal: i.e. comments/name calling	Abuse of school or other's property Bullying: physical, verbal, threats, or cyber Possession of weapons/endangering others
Immorality:	Minor dishonesty/corrupt action	Clear violation of other's rights (morally) Deliberate impugning of school's moral/spiritual values Sexual immorality/obscenities
Substance:	Chewing gum or eating without permission	Use/possession: tobacco, alcohol, illicit drugs
Electronic:	Misuse of electronic devices Disobedience of electronic policies	Tampering with safety devices, arson, false alarms

## Discipline Procedures

The manner and type of discipline (both positive and negative measures) shall fit the behavior and be age-appropriate. The classroom teacher shall administer discipline where minor offenses are concerned. The teacher will fill out a Disciplinary Report Form (DRF) and a copy will be signed by the Principal and put in the student's permanent cumulative file in the school office. The severity of the major disciplinary response shall be scaled according to the seriousness of the offense and the student's previous record. The parent will be contacted and expected to respond as soon as possible.

Certain behaviors can result in immediate action being taken without the normal classroom procedures for discipline being followed. These include: a challenge to authority, purposeful bodily harm (another student, staff or him/herself), profanity, vandalism, and possession of weapons, pornography, drugs or tobacco.

### **Suggested Disciplinary Action for Minor Offenses**

#### **First Minor Action**

- ✓ Redirect attention from misconduct to proper conduct
- ✓ Separation from group/activity – hallway, another classroom, office
- ✓ Recess or other privilege removed
- ✓ Child restatement of the rules either verbally or written
- ✓ Character/Scripture writing project

#### **Second Minor Action**

- ✓ Correspondence with parents
- ✓ After school detention with teacher administering the detention
- ✓ Cleaning of classroom or hallway or bathroom or lunchroom

#### **Third Minor Action**

- ✓ Repeated minor offenses will follow the “major offense” disciplinary actions

### **Suggested Disciplinary Action for Major Offenses**

#### **First Major Action**

Disciplinary Report Form (DRF) filled out and an immediate conference with parent or responsible guardian and NCS administration before child can be allowed to return to class

- ✓ Behavioral Contract – written behavior expectation signed by parent/guardian, student, teacher and principal
- ✓ Probation – following a pattern of inappropriate behaviors; probation will be communicated before the student can enter class. Under probation, if additional violations are reported the student may be expelled from school. If a student satisfactorily reaches the end of a probation period, the contract will end.

#### **Second Major Action**

After first DRF - parents will be alerted that the next step is being taken:

- ✓ In-House Suspension – Child will be separated from the class and on campus under NCS supervision
- ✓ Short-Term Suspension – ranges from one class period up to one, two or three days of school
- ✓ Long-Term Suspension – ranges from one week to the rest of the quarter or school year

#### **Third Major Action**

If behavior(s) continue with no change:

- ✓ The parents will be notified that their student is being permanently expelled from the school program.
- ✓ It is the parents’ responsibility to develop a plan for finding and solving the underlying problem which has resulted in expulsion. NCS recommends seeking pastoral guidance, psychological evaluation and reassessing family life.
- ✓ The family will be responsible to enroll their child in another school to avoid truancy.

<b>BASIC DISCIPLINARY DEFINITIONS</b>
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### **Reconciliation Process**

The entire Bible teaches reconciliation. NCS’s administration reserves the right to evaluate situations regarding student issues on a case-by-case basis with a goal of reconciliation. It is our hope that through this disciplinary and restorative process, the student will grow and become more Christ-like.

### **Verbal Warning**

A teacher or school official will talk to a student or group of students regarding a particular problem.

### **Detention**

Detention is designed to correct “minor” behavior and attendance violations. Parents will be notified via email or phone if their student has been issued detention and a notice of detention will be sent home with the student. The student must return the notice of detention signed by a parent to school the following morning. Attendance at the assigned detention is mandatory. Detentions are usually held after school for one hour at the teacher’s discretion.

### **Parent Conferences for Behavioral Issues**

A parent conference will be scheduled for the parent, student and teacher, and may include the administrator, to resolve behavioral matters.

### **Probation**

NCS does not tolerate students who disrupt the school’s academic program. Any student can be placed on behavioral probation for habitual misconduct or any time that is deemed necessary in the best interest of the student and the school. The school administration will determine the length of the probationary period. A plan for improvement in the student’s behavior will be developed at a parent/student conference with the school administrator.

Behavioral probation may last for 30, 60 or 90 calendar days. The student and his/her parent must meet with the principal and agree to the conditions of probation before returning to school. Any violation of school rules during the period of probation that warrants suspension will automatically result in a review of the status of the terms of probation and may result in expulsion. A progress report will be issued following the initial conference and during each calendar period that the student is on probation.

If desired improvement is not apparent throughout the probationary period, the student may receive more severe disciplinary action, such as suspension or expulsion from school.

Any additional incident involving a student who has already been on a behavioral probation contract or behavior probation (including the preceding school year) that requires intervention by a school administrator may result in the student’s suspension or expulsion from the school.

### **Suspension (Short-Term, Long-Term)**

Suspension is the removal of a student from participation in the normal course of school activities. NCS considers suspension to be a serious disciplinary action, which is imposed only when other means of correction fail to bring about responsible behavior or when the student commits a major infraction that requires discipline measures beyond routine procedures.

Suspensions may be out-of-school or in-school, usually for a period of one to five school days. The school principal will determine the location and length of the suspension based upon the severity and frequency of the problem. All assigned work during the time of suspension must be completed in a timely manner and given to the teacher. Students handing in assignments after the due date as a result of suspension should anticipate receiving a lower (less than full credit) grade, including a zero grade, as determined by the teacher. The student is not allowed to participate in any school activities throughout the duration of the suspension. A student who is suspended may be placed on behavioral probation prior to returning to school.

### **Expulsion**

Expulsion represents the most extreme form of disciplinary action. Expulsion will occur when it becomes apparent that a student is not able to meet the requirements of the school or the student’s behavior is preventing classroom instruction. Expulsion is at the discretion of the Discipline Review Committee, which consists of the Principal, the teacher and one or more members of the school board. The Committee will interview the student/family faced with serious discipline issues and determine whether or not the student will remain in school. Depending on the severity of the misconduct, a student may be expelled from school whether or not there has been any prior misconduct of record. Expulsion is the final disciplinary action taken by the school for that school year.

A student who has been expelled from NCS may reapply for the following academic year, provided the student has successfully completed a semester of work in an approved program, complied with all conditions established by the Discipline Review Committee at the time of expulsion, met all standard requirements for admission and receives unanimous approval by the Discipline Review Committee.

## COMMUNICATION

NCS recognizes the importance of constant parent/school communication. It is our desire to keep parents informed of all situations concerning their students. This includes concerns as well as praises! All of the below-listed modes of communication are used to keep parents informed.

### **Appointments**

On occasion, parents may wish to meet with their child's teacher or the Principal. To do this, please contact the school office at least one day in advance to schedule a personal appointment. We would like to be available at any time, but our office and classroom schedules are very vigorous and structured, and an appointment is necessary in order for us to give you our uninterrupted attention during your visit.

### **Social Media**

NCS has a Facebook page. "Liking" our page is a great way to stay on top of various events and happenings around the school.

### **Email**

A weekly email, "In the Loop" is sent to all enrolled families and is a great way to keep families informed. Parents are encouraged to contact the NCS office if their email addresses changes. If grandparents or other family members would like to receive our "In the Loop" emails, simply have them contact the office.

### **Flyers**

Flyers are printed throughout the year to inform parents and students of specific events.

### **Classroom Websites and Teacher Email Communications**

Students and parents can monitor their classroom progress using their teacher's website. Teachers endeavor to post assignments, projects and notes regularly on their websites. Teachers of younger grades send regular emails in lieu of a classroom website.

### **School Website**

Visit our school website at [www.northsidemn.org](http://www.northsidemn.org) for all the most recent calendar updates, flyers, policy updates and general news about the school.

### **Report Cards**

A student's report card will address academic performance, behavior and grade point average.

### **Parent/Teacher Conferences**

It is essential for parents to be closely involved in their student's academic life through regular communication with their child's teacher during the school year. NCS provides two mandatory, scheduled parent/teacher conferences each year following the first and third quarters. NCS recommends that both parents attend these important conferences. Should parents become unable to attend their scheduled conference, advanced notice of cancellation is appreciated. Rescheduling is based upon the teacher's convenience.

### **Parent Concerns**

NCS desires to handle all parent concerns in a Biblical manner, through the principles of Matthew 18:15-17, Philippians 2:14 and 1 Timothy 5:13. Please help us handle concerns effectively and in a Christian manner by also following these scriptural guidelines. We want to satisfactorily handle each problem that arises, and we realize this can only happen through proper communication and support. When we follow these procedures, it effectively builds positive relationships and communication.

In the event of a concern, problem or misunderstanding, please follow these steps, in order:

1. All concerns should go directly to the teacher, coach or staff member involved. If the situation persists, approach that individual a second time, as sometimes issues and concerns need clarification and time.
2. If attempts to resolve the issue with the appropriate personnel are unsuccessful, contact the Principal to schedule a meeting with all parties involved.
3. The Principal bears ultimate responsibility for resolving conflicts that occur.

## MODEST DRESS POLICY

Northside Christian School desires to create an educational environment that honors God and minimizes distractions, thereby enhancing our students' learning experience.

Our dress code is based upon the following principles:

- Modest and clean (Romans 12:1; 1 Timothy 2:9; 4:12)
- Pleasing the Lord (1 Corinthians 6:20; 10:31; 14:26b)

To view our complete Modest Dress Policy, please visit our website at [www.northsidemn.org](http://www.northsidemn.org), click "In the Loop" then click "Policies and Procedures."

## AWARDS

Awards are presented at a special Awards Chapel during the last week of school. This is a highlight of our year, and parents are encouraged to attend.

### **Perfect Attendance Award**

This award is given to students who attend every day throughout the school year and who have less than two tardies during the year.

### **Character Awards**

Each student will be given a character award that best represents them, as observed by their teachers throughout the school year.

- Grades 1-8 have two additional special awards given: "Citizenship" and "Faithful Servant."
- Grades 9-12 have three special awards given: "Caleb," "Jonathan" and "David."

## STUDENT LIFE

### **Electronic Devices: K – 6<sup>th</sup> Grades**

Cell phones, gaming and other devices *may not* be used on the school campus during the school day unless under the direction of the teacher for a class project or event.

Any electronic devices such as i-pods, video cameras, games or any other non-instructional devices will be confiscated by the teacher if used by a student without teacher authorization, and given to the Principal. Confiscated devices will only be released to the parent.

If your child walks or rides their bike to/from school and you feel they need a cell phone for safety, please contact the school office and complete a Cell Phone Safety Waiver to be kept in the student's permanent file. These students must store their cell phones in their backpacks or the phone will be confiscated by the teacher, as stated above.

### **Electronic Devices: 7<sup>th</sup> – 12<sup>th</sup> Grades**

Smart phones, electronic devices and laptops may be brought from home and used in the classroom. The student may use the device for the following: note-taking, organizing, presentations, photography, research, and anything else as directed by the teacher.

If the device is being used for unauthorized or inappropriate purposes, it will be confiscated by any staff person for the rest of the day.

If ongoing misuse occurs, the student may not bring the device for a probationary period as established by the school principal.

### **Library Policy**

Each class will attend a library orientation in September to be trained in our library's check-out system. Books may be checked out for a 2 week period and must be returned to the library (not to the classroom). Students are not to pass library books on to friends.

Students will receive a notice if books are overdue, and a 5 cents/day fine will be assessed for each book. If not returned by the second overdue notice, the book will be considered lost and the student will be billed for the replacement cost. If a child has more than one overdue book, he/she will lose his/her library privileges until the book is paid for or returned. Parents are welcome to check books out as well, during school hours.

### **Lost and Found**

In order to keep track of your personal items, please label your clothing and property with a permanent marker. Please note that the school is NOT responsible for lost or stolen articles. Our advice is that you do not bring valuable items to school. Lost and Found items are to be turned into the school office or placed in the hallway near the Sanctuary, toward the back of the building. If the items have not been claimed within two weeks, the item may be given to the person who found it or given to charity.

### **Snacks and Lunches**

Proper nutrition and dietary habits are essential for a youngster's growth and learning. During each school day, a time is set aside for eating a snack and lunch. We ask parents to provide nutritious foods in non-breakable containers, labeled with the child's name. We strongly discourage parents from sending soda and other drinks or food with a high sugar and/or caffeine content. Beverages with red dye are not allowed. All foods should be ready to eat, without requiring refrigeration or cooking. Students are not allowed to share lunches and encouraged to finish their food in the allotted time.

### **Parents in Prayer**

Each Wednesday, school parents gather to pray for the students and their families. This is a vital ministry of NCS! Contact the school office for more details.

### **Birthdays and Celebrations**

If your child has a birthday or other celebration or you would like to bring special treats or a meal for the class, please make arrangements with your child's teacher. If you are having a birthday or other celebration for your child, invitations may be handed out at school only if the entire class is invited to the party. For parties and celebrations not including the whole class, please handle those invitations outside of class (mail, email, and phone).

### **Student Telephone Use**

Telephones in the school office are for the use of the staff only. Students will not be permitted to use office phones to contact parents in the event of forgotten books, homework, field trip passes or lunches. Students will, however, be permitted to make emergency calls. If you need to get a message to your child during the school day, please call the school office and the message will be delivered to your child. If you wish to get in touch with your child's teacher, please call the office and leave a message. The teacher will return your call at their earliest convenience.

Please call the school office before 1:30 p.m. if there are to be any changes to your child's afternoon transportation; the office needs time to relay the message!

Please see the "Electronic Devices" section on pages 24-25 for cell phone usage policies.

### **Textbooks / Materials / Facilities / School Property**

The materials and facilities at NCS are dedicated to God and His service. Each individual is responsible for what he or she is issued. The child's family must pay for any misuse of the school's building, equipment and lost/damaged books or materials. Textbooks are loaned to the students and must be treated with care. Students are required to cover hardbound textbooks. Students will be financially responsible for replacement of any books that are lost, stolen or returned in unusable condition. If a non-returning student leaves NCS with a balance on his/her account, a letter of debt will be sent to the new school when their file is requested.

### **Volunteers**

NCS's Volunteer Program is designed to aid parents in becoming more involved at the school. Not only does your child benefit by your involvement, but tuition costs are kept lower when services needed are regularly performed by parents. Therefore we encourage each family to volunteer wherever/whenever possible throughout the school year.

### **Yearbooks**

An annual yearbook is a wonderful, life-long keepsake filled with stories, memories and blessings. The tradition of signing yearbooks is an important part of student life.

### **Student/Parent Back-to-School Night**

Prior to the first day of school and during the first week of school, two Student/Parent Back-to-School nights are offered. The first is a great opportunity for you and your child to meet his/her teacher and to socialize with classmates and other parents. It's also a perfect opportunity for your child to drop off his/her school supplies (and it doesn't hurt that we usually have ice cream!).

The second parents will hear from school administrators the details about the events that are planned for the upcoming school year. Parents are also invited to visit their student's classroom and hear from the teacher what will be taught in that grade.

No childcare is provided at these events.

## **SCHOOL CALENDAR**

1. **School Calendar**: Classes are offered September through the first week of June. A school calendar will be given to families at the beginning of the school year for home reference throughout the year. Parents may also check NCS's website: [www.northsidemn.org](http://www.northsidemn.org) for the calendar and a list of upcoming events. We encourage you to please mark the 'NO SCHOOL' days on your personal calendar.
2. **Holidays Observed**: NCS is closed for the following Holidays:
  - Labor Day
  - Thanksgiving Break (3 days)
  - Christmas – New Year's Break (1 ½ to 2 weeks)
  - Martin Luther King Jr. Day
  - Presidents Day
  - Good Friday
  - Memorial Day
3. **No School Days**: These days are clearly marked on NCS's calendar and include such days as:
  - ASCI Teacher's Convention
  - Staff Planning Days
  - Winter/Spring Break
  - Summer Break (June – August)
  - Please see the "Other School Policies" section of this handbook for school closing policies due to bad weather (page 11).

4. **Special Events:** Families are invited to be a part of all school events such as:
- a. **Fundraising Activities:** Fundraising is vital to our school. All families are encouraged to join in our 2-3 fundraisers each year to help our school meet its budget.
  - b. **Christmas & Spring Concert Programs:** Students will have choir practice at least once a week and will perform at least two scheduled music programs during the school year. The spring program is combined with either the Festival of Nations or the Science Fair. The program dates are listed on the school calendar and are performed in the evenings so that parents and other relatives can attend.
  - c. **Last Day of School:** The last day of school each June is a full day that includes a morning NCS Student Character Awards Chapel and an afternoon game day for all grades. Flyers and emails with details of this event will be sent out in May.
  - d. **Other Events:** Be watching for flyers and emails that will inform you of all the great activities happening in our school. These valuable emails will go to every family who has disclosed their email address during the application process.

<b>FINAL THOUGHTS</b>
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When you enroll your child at Northside Christian School, you can feel confident that we as a staff understand how important this decision is for you. And we know how important your child is to you!

Let us work together to meet your child's needs. We pledge to love and respect your child and help him/her grow spiritually, emotionally, socially, physically and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and we will present a planned program to provide a beneficial educational experience.

We at NCS often paint the picture of a three-legged stool. The legs of this stool are family, church and school. We stand together with parents and churches to form this three-legged stool in order to give students a solid foundation for their lives. This firm foundation gives our students the courage to exceed the world's expectations, both academically and spiritually. In a world of outward appearances, we aim at training the heart.

In short, our goal is to provide an excellent education coupled with excellent quality care in an atmosphere of love and respect which will foster growth in your child's academic, moral and spiritual life.

Thank you for sharing your child with us - we are excited to be on this educational journey with you!