



NORTHSIDE CHRISTIAN ACADEMY

2021-2022 Parent/Student Handbook

A ministry of Northside Baptist Church
Starke, Florida

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I. INTRODUCTION

- A. Philosophy:** Northside Christian Academy's educational philosophy is rooted in Deuteronomy 6:5-7, "Love the Lord your God with all your heart and with all your soul and with all your strength. 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 Biblical mandate is clear. Parents are to educate their children in the knowledge of Him. Therefore, NCA exists to partner with parents and assist them in fulfilling this Biblical mandate. We believe every subject should be Biblically integrated and point towards the gospel.
- B. Motto:** For Knowledge and For Kingdom
- C. Vision:** The vision of Northside Christian Academy is to properly train students in the knowledge of God and ensure they are equipped to advance the Kingdom of God.
- D. Mission Statement:** The mission of NCA is to partner with families to provide Biblically integrated education, so that students will be properly able to discern the call of God on their life.
- E. Biblical Principles:** One of the basic reasons why parents enroll their children in a private school is to obtain an education grounded in moral values. NCA uses Biblically based Abeka and Bob Jones University Press curriculum, which includes scripture memory passages and references to God. Northside Christian Academy's mission is to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the student's sense of responsibility and integrity.
- F. School Committee:** NCA is administered by the principal and is governed by the Northside Baptist Church School Committee. The committee is comprised of (7) elected church members. The Pastor may serve as the ex officio member of the Northside Baptist Church School Committee. The School Committee is accountable to the members of NBC. School Committee meetings are held monthly at a date and time determined by the committee. Parents are welcome to meet with the school committee at the beginning of each scheduled meeting. Please contact the school office to be placed on the meeting agenda if you wish to address the committee with concerns.
- G. Statement of Nondiscrimination:** NCA admits students of any race, color, national or ethnic origin. NCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and any school-administered programs.
- H. Affiliation and Accreditation:** Regarding accreditation, the State Department of Education has declared; "By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. In Florida, accreditation of schools/programs is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association." We, as a private school, will adhere to guidelines laid forth in the Florida Statutes (s.1002.42) as a ministry of Northside Baptist Church; NCA is accountable to the membership of Northside Baptist Church and must also meet certain standards as prescribed by ACSI. Northside Christian Academy is Accredited by the Florida League of Christian Schools (FLOCS).

II. ADMISSION POLICIES

- A. Admissions:**
1. NCA is a private institution and reserves the right to set and to maintain its own standards for student conduct, dress, academics, and all other matters.
 2. Admission is not determined on the basis of race, color, or creed.
 3. NCA maintains the right to refuse admittance or re-admittance to any student who fails to meet entrance requirements, and to suspend or expel any student who violates the standards set forth in the Parent/Student Handbook, or who have demonstrated disharmony (parent or student) regarding the mission, objectives, standards, policies, rules, or regulations of NCA.
 4. NCA may or may not admit any student who is suspected or known to be involved in immoral behavior, practices, or activities (as determined by NCA). Students who have been expelled or remanded to

alternative schools can only be admitted with the approval of the school committee. The student and parent(s) must meet with the NCA School Committee and a determination of acceptance will be made. NCA students who are suspected to be involved in such behavior, practices or activities are subject to expulsion from NCA.

5. Parents will be notified of the results of the admission within 48 hours of completing the online Gradelink application and completing an interview with the principal and/or administrator. Interviews for a new school year are typically conducted in late July and early August.
6. If a student fails to make acceptable academic progress, or does not adjust to the NCA program, the student may be required to go back a grade or to withdraw from NCA.
7. NCA reserves the right to expel students of parents who are uncooperative or non-supportive of our teacher, staff, and/or administration, or the purpose, objectives, standards, policies, rules, or regulations of this school.
8. Students entering kindergarten must be at least five (5) years old prior to September 1 of the current year or have written permission from the principal.
9. Students who will be twenty years of age at any point throughout the school year will not be considered for admission or re-admission without the approval of the School Committee.
10. All new students, Kindergarten-5th grade, are required to take an admittance exam to determine proper placement and create a baseline of the student's prior knowledge. Failure to do so can lead to refusal of admittance. For grades 6th-12th student placement will be based on grades and/or the number of earned credit hours previously earned.
11. NCA uses a 4.0 grading scale, therefore; all students must earn a 59.5% (D) in order to receive credit for the class. State Standards and College acceptance requires a 59.5% (D), therefore, NCA requires the same.

B. Enrollment Procedures: Enrollment will be finalized upon completion of the following:

1. Submission of a properly completed application for enrollment form
2. Payment of a non-refundable Registration Fee.
3. Submitting to a formal interview. At least one parent (but preferably both parents) and the student must be present. The following information must be brought to the interview or provided to NCA prior to the interview process:
 - a. The student's most recent report card.
 - b. The student's most recent achievement test results.
 - c. The student's discipline records.
 - d. The student's attendance records.
4. Submission of a physical exam report if the student will be entering a Florida school or kindergarten for the first time.
5. Submission of an up-to-date immunization records is required prior to the first week of school. Students will not be admitted to class until the documents are received as per Bradford County Health Department regulations.
6. Submission of a copy of the student's Certificate of Live Birth.
7. Submission of completed Permission to Treat a Minor form (found on Gradelink). This form allows for minors under the care of NCA to receive medical attention if needed. This form must be notarized.
8. Submission of a certified copy of any court order of final judgement if parents are divorced or separated.
9. Submission of a transcript request signed by the parent for the student's complete transcripts from the previous school attended.
10. Acceptance by the Administrator or School Committee as per admission policies.

C. Re-enrollment: NCA reserves the right to refuse re-enrollment to any student for any reason. Current NCA students who wish to re-enroll must:

1. Be in compliance with the NCA admissions policy.
2. Complete Re-Enrollment process on Gradelink
3. Pay a non-refundable Registration Fee.
4. Complete an updated Permission to Treat a Minor form (on Gradelink).
5. Pay all outstanding account balances.
6. Be accepted by the Administrator or NCA School Committee.

D. Transfer Students: Students who are transferring from other schools will be considered for admission by completing the following steps:

- Take an entrance exam (K-5th grade)

- Submit transcripts
- Submit behavioral records
- Submit attendance records
- Complete an Administration Interview

Should the student's accomplishments (as shown by the test or records) be on the grade level to which he/she has been promoted, he/she will then be admitted to that grade. Should the student's accomplishments (as shown by test or records) be on a lower level, he/she will then be placed in the grade best suited for his/her achievement. Academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and credits earned.

- E. Orientation:** Orientation is mandatory. All students must have at least one parent or guardian present for Orientation. Orientation is required whether you are a new or returning student. There are two opportunities to attend Orientation, one evening and one morning, the week prior to school starting. Orientation will begin in the Northside Baptist Church sanctuary. Attendance will be taken in your child's homeroom class during Orientation to ensure that all students are represented. There is a penalty of \$25 per student who is not represented. (A family with three children would be charged \$75.) Students may not attend their first day of class until either a parent has attended Orientation, or the \$25 penalty has been paid. Those families who miss Orientation two or more years may be subject to dismissal.
- F. Withdrawal:** A student is not considered withdrawn from school merely because the student is no longer attending. No academic records or information will be released until all outstanding accounts are paid in full and all NCA property returned. A student will be considered withdrawn from NCA when:
1. The student is no longer attending classes at NCA, and
 2. A parent submits a Withdrawal Form and Exit Survey to the School Office.

III. FINANCIAL INFORMATION

A. Tuition:

1. A current tuition and fee schedule may be obtained from the school office and is contained within this handbook.
2. Tuition may be paid in ten (10), eleven (11), or twelve (12) monthly payments beginning on the 1st day in June, July, or August. The final monthly payment for the school year shall be due and payable on or before the 1st day of May. Although tuition may be paid in installments, this does not mean that the amount paid for a given month is computed on the number of school days in that month. Since the tuition is based on an annual rate, the monthly payments are the same regardless of the number of school days in a given month. A student who is still enrolled on the first day of the month (or the first school day if the 1st falls on a weekend or holiday) will owe that month's tuition payment.
3. **Scholarships:**
 - a. The Florida Tax Credit Scholarship, Florida Empowerment Scholarship, and Gardiner Scholarship - Apply online at www.stepupforstudents.org
 - b. The John McKay Scholarship – Apply online at www.floridaschoolchoice.org
 - c. All scholarship checks must be endorsed by a parent/guardian within 30 days. Failure of endorsement will result in a fee incurred, as the parent/guardian's responsibility to pay.
4. All tuition payments are due on or before the 1st day of each month. It is imperative that we receive your tuition payment on time so that we, in turn, can promptly fulfill our financial responsibilities. If payment is not received by the 15th day of the month the student may be subject to removal from NCA in addition to paying a late fee of \$25.00.
5. A \$25.00 fee will be assessed for checks returned for non-sufficient funds, for closed accounts, and for any checks on which there was a stop payment. A second returned check will be assessed a \$30.00 fee and then only cash or money order will be accepted.
6. No school records, including health records or graduation diploma, will be released or forwarded for any student when there is a balance owed on the student's account or NCA property (i.e., books, sports uniforms) has not been returned.
7. No student will be permitted to graduate until all tuition and fees are paid up to date.
8. Lunch Program: NCA provides lunches each day through the hot lunch program. Students wishing to purchase lunches must pre-order and pre-pay. Order online at <https://ncastarke.ahotlunch.com/login> Menus are available for view and pre-order bi-weekly. Additional food items are available through a la carte service. Parents are responsible for the cost of hot lunch and a la carte items. A la carte meal cards

can be purchased in \$25.00 increments in the finance office. Students may also bring a lunch from home; however, microwaves are available on a limited basis.

- B. Fees:** There are other fees, in addition to tuition, that will be charged as required or upon participation in various NCA activities. These fees are laid out on the *Fee Structure and Schedule* form as well as online.
- C. Refunds:** The registration fee and book fees are non-refundable. Tuition is non-refundable once it is due. There are no refunds on any fees or tuition for early withdrawals or for expulsions, regardless of what day the student withdraws or is expelled. Tuition will not be prorated. The exception to this policy is when monies have been paid in advance and the student withdraws or is expelled before the monies are actually due.

IV. DISCIPLINE

A. Philosophy of Discipline

1. Set Boundaries: NCA believes firmly that discipline is absolutely necessary for effective teaching and learning. Classes run more efficiently when students know what is expected of them. The discipline policy in effect is an endeavor to set boundaries and to help create an environment and atmosphere in which both the teaching and learning processes can be more effective and efficient.
2. Develop Self-Discipline: NCA believes that good discipline involves self-discipline and self-control. This is best achieved when the school and the parent(s) work together. NCA will attempt to instill self-discipline and self-control in our students by using external regimen, structure, guidelines, and through the teachings in God's Word. Here at Northside Christian Academy, we believe in preventive as well as corrective discipline. This includes positive incentives as well as punitive correction measures.
3. Corrective Procedures: When there are discipline problems, they will be met with a standard of correctional procedures. If these steps are not productive in correcting the student's behavior and the parent(s) cannot correct the child's behavior; the student may be expelled from school after a meeting with the parent(s). NCA uses a variety of different correctional methods, which includes, but is not limited to:
 - ◆ Detention
 - ◆ Revoking of Privileges
 - ◆ Removal of student from the classroom
 - ◆ In-School Suspension
 - ◆ Out-of-School Suspension
 - ◆ Corporal Punishment
 - ◆ Expulsion

NCA believes that corporal punishment is an effective means of disciplining a child. Should the need arise for corporal discipline; the principal will call the parent and inform them of the situation. The parent(s) may come and witness the punishment. Parents will be expected to discipline their children appropriately and consistently when the situation requires.

Any discipline that is administered is done FOR the child and not TO the child. Discipline is meant to correct a problem. We are here to work with the parent, but not to take the place of the parent(s). NCA maintains high standards and expectations that provide an environment that is conducive to learning in a safe and non-threatening environment, while ultimately directing and instructing children to live the Christian character attributes evidenced by their daily actions, attitudes, and behaviors.

B. Discipline Policies

NCA uses progressive and assertive discipline principles that place the responsibility for behavior on the student. We believe that there are acceptable and unacceptable forms of behavior. We also believe that there are moral absolutes that children must be taught. In an assertive discipline program, children are presented with a set of rules and consequences if those rules are violated. This places the responsibility for behavior on the student. Although some methods of discipline would vary according to student's age and maturity level, our goal would be to provide outward controls until self-control could be taught and then become an integral part of a child's character.

We at NCA believe that students should be taught to respect authority in the school, home and in society. We must all learn to respect the persons and rights of other people, and to respect ourselves as well. Students will be recognized in the classroom for good work and good behavior. The teacher will use a variety of methods and rewards to accomplish this. Discipline is an effort to steer students in the desired direction. Good discipline is ordained of God. "Train up a child in the way he should go and when he is old, he will not depart from it."

An outline of the NCA discipline procedures are as follows:

ELEMENTARY DISCIPLINE PLAN (Grades K-5th)

LEVEL ONE: Level One Infractions are those that are infrequent and primarily impact only the individual student. These situations are under the control of the teacher and can usually be handled without outside intervention. On this level, the parents may be contacted by the teacher in writing or by phone if needed.

A. GUIDELINES FOR LEVEL ONE:

1. Discipline will be under the control of the teacher on duty.
2. Behaviors may include, *but not limited to*, being unprepared for class, off task, not completing classwork/assignments, eating gum/candy, etc.
3. Each teacher will submit a classroom discipline plan to be approved by the administration. A hierarchy will be established with specific consequences of each level of response.
4. The final consequence from each classroom will be elevated from Level 1 to Level 2.
5. Discipline consequences may include, *but not limited to*:
 - a. Time out
 - b. Moving Seat
 - c. Loss of Privilege
 - d. Physical activity (jumping jacks, running laps, etc.), appropriate for their age group
 - e. Elevation to Level 2

LEVEL TWO: Level two infractions are those that are infrequent, yet serious enough, to warrant the possible intervention of an administrator. These behaviors are chronic Level 1 infractions and/or interfere with the educational environment. On this level, parents are expected to be closely involved through verbal and written communication and conferences.

B. GUIDELINES FOR LEVEL TWO:

1. Discipline is under control of the teacher on duty.
2. Behaviors may include, *but not limited to*, disrespectful behavior, disruptive talking, inappropriate language, disruptive noises, throwing things, cheating, lying, not keeping hands, feet, and object to yourself, etc.
3. A hierarchy will be established with specific consequences of each level of response.
4. The final consequence from each classroom will become a discipline notice or referral to the principal's office and then will become a Level Three infraction.
5. Discipline consequences may include, *but not limited to*:
 - a. Parent Contact, note home, phone call, etc.
 - b. Writing lines, apology letter, extra work, essay
 - c. Silent lunch, loss of privilege
 - d. Discussion with administrator
 - e. Elevation to Level 3

LEVEL THREE: Level Three Infractions can be chronic Level Two Infractions and those that interfere with the educational environment. These infractions may also put others at risk or harm. This level *requires* administrator involvement.

C. GUIDELINES FOR LEVEL THREE:

1. Discipline is under the control of an administrator
2. Behaviors may include, *but not limited to*, weapons, drugs, tobacco and/or vaping, vaping/tobacco paraphernalia, vandalism, inappropriate or discriminatory language, verbal/non-verbal intimidation, leaving the building without permission, threats to students or staff, sexual language or harassment, fighting, spitting, biting or other behaviors that may be deemed unsafe/illegal.
3. Discipline consequence may include, *but not limited to*:

- a. Administrator referral
- b. Parent contact
- c. In-school suspension (ISS) is disciplinary action in which students are temporarily isolated from the general student population. Students who are being disciplined in this manner will continue to attend school during normal hours and will be required to complete all normal scholastic requirements during the period of the suspension but will be restricted to a special room, which is used for ISS.
- d. Out-of-school suspension (OSS) is disciplinary action in which students are temporarily excluded from the general student population, during normal school hours. Students will not be permitted to attend school during the period of suspension. Students will receive a zero on assigned work and homework while out of school. Major tests, quizzes and projects will be permitted, but will receive a one-letter grade penalty.
- e. Parents required to escort students at school events
- f. Paddling – Corporal punishment will consist of 1 to 3 swats as determined by the principal. The principal will administer the punishment for all students. Corporal punishment will not be administered without first talking with the parent via phone or in person.
 1. Paddling is done, not to demean the child, but as a last resort to correct the negative behavior of the children.
 2. Northside Christian Academy will paddle only with written permission given by parents/guardians at time of enrollment. If permission is not granted, each parent agrees that, should the need arise, he/she would be available to paddle their child.
 3. No child will receive more than 3 swats at any one time.
 4. Paddling will always be done with one other adult NCA staff person to serve as a witness. A female staff will be present when a female student is paddled.
 5. Parents will be notified, via phone or in person, before paddling is done.
 - a. If parent refuses to allow the student to be paddled (by administrator or by parent), then the student will be suspended.
- g. Loss of privilege and/or field trip
- h. Extended silent lunch
- i. Expulsion

The following Discipline Policy is in effect at the discretion of the administrators.

1. All office referrals must be signed by the parents and returned to the school.
2. At a maximum of 3 trips to the office, the teacher will set up a conference with the child’s parents, and administrator. The record will be reviewed, and a warning letter or ISS or OSS will be issued.
3. At a maximum, of 5 trips to the office, the student is eligible for at least one-day suspension and the student’s enrolment for the year may be in jeopardy.
4. At 7 trips to the office, the student is eligible of 3-5-day suspension, or expulsion based on the offense. At this point, the records and recommendations will be referred to the administration for final approval and recommendations.
5. Any single serious offense (determined by the administration) could immediately categorize the student for any of the above steps.
6. Refusal to serve an assigned suspension is cause for expulsion.

MIDDLE AND HIGH SCHOOL DISCIPLINE PLAN (Grades 6th-12th)

The Middle and High school discipline plan will be based on tiered schedule. Level 1-5 offenses are assigned, depending on the gravity of the offense.

Level 1: Level 1 offenses are forms of misconduct that will be handled by the teacher in the form of warnings, parent contact, detention, and other actions deemed appropriate for the misconduct.

Number	Offense
1	Van misconduct (to and from the school, games, or field trips)
2	Disrupting class (includes talking in class without permission)
3	Disobedience/Failure to obey authority after being warned
4	Unprepared for class
5	Sleeping in class or chapel

Level 2: Level 2 offenses receive a written referral and parent contact by the teacher. On the third Level 2 offense acquired during a 9-week grading period, the student will accrue 1 day of ISS (in school suspension).

Number	Offense
6	Van misconduct (to and from the school, games, or field trips)
7	Dress code violation (Concurrent with p.11 B1.1)
8	Disobedience/Failure to obey authority after being warned
9	Abuse of lockers, including breaking the lock(s), graffiti, etc.
10	Inappropriate contact or conduct with another student, including physical, verbal, written, or horseplay (running, playing on class furniture, etc.)
11	Use of Apple (or smart) watches or tablets
12	Any other inappropriate behavior determined by faculty/administration that would warrant a written warning

Level 3: Level 3 offenses will result in an automatic one day of ISS (in-school-suspension). The Dean of Students will assign dates and contact parent(s)/guardian(s). Failure to follow the rules in ISS may result in additional days of ISS or OSS (out-of-school suspension). On the third ISS, students will result in OSS (1-3 days).

Number	Offense
13	Three unexcused tardies
14	Cheating: copying another student's homework or classwork, or sharing answers on homework/classwork
15	Oral or written crude or offensive language or inappropriate gestures
16	Excessive horseplay
17	Destruction or misuse of school or church property
18	Insubordination and/or disrespect to faculty/staff
19	Inappropriate item(s) on NCA campus
20	Acts to be determined rebellious in nature
21	Inappropriate physical contact between students like shoving or hitting, and public displays of affection
22	Lying, dishonesty, or deliberate deception
23	Written, typed, or oral use of profane language
24	Skipping and leaving class without permission, including going to parking lot
25	Shielding school mail from parent(s)/guardian(s)
26	Use of electronic devices such as cell phones without permission (1 st offense-see p. 14.L.)
27	Use of school, church, or athletic equipment without permission (copiers, computers, gym, gym equipment, etc.)
28	Any other inappropriate behavior determined by faculty/staff/administration that would warrant ISS

Level 4: Level 4 offenses will result in OSS (out-of-school suspension) (1-3 days). The Dean of Students will notify parent(s)/guardian(s) prior to OSS assignments. A parent conference between Dean of Students, parent(s)/guardian(s), and student will be scheduled.

Number	Offense
29	Physical abuse of another student including fighting, hitting, shoving, etc.
30	Cheating: Copying of quiz/test or plagiarism (A zero will be given for assignment)
31	Leaving campus without permission
32	Forging parent/guardian signature on school form, document, etc.
33	Written or verbal use of abusive language
34	Failure to appear to ISS without doctor's note or administration approval
35	Any action or attitude that is determined to be detrimental to the nature of a Christian school
36	Possession of pornography or sexually related materials, or access to such content on electronic devices or social media
37	Threats of physical abuse or harm to teacher, staff, students, or property
38	Blatant disrespect and/or disobedience towards faculty/staff
39	Sexual harassment, physical or verbal
40	Skipping school
41	Habitual non-conformity to rules

42	Stealing
43	Gambling
44	Possession and/or use of tobacco, vapes, e-cigarettes, and/or paraphernalia on or off campus or on social media posts
45	Reckless driving or inappropriate actions in personal vehicle in parking lot
46	Vandalism (Restitution of damages must be paid in full)
47	Possession of a weapon or any personal item considered a weapon
48	Any action that may warrant the Dean of Students or Administration to invoke OSS and/or expulsion

Level 5: Level 5 offenses mean automatic expulsion and possible notification of legal authorities. Any student expelled from NCA for disciplinary reasons will not be allowed to apply for re-enrollment until the beginning of the semester following one full year after the date of expulsion. The student must show evidence of repentance in order to be considered for re-admittance. Re-enrollment will be decided based upon the School Committee's recommendations.

Number	Offense
49	Any action by a student or parent/guardian that may seriously interfere with the school's ability to accomplish its spiritual and/or educational purposes
50	Serious violation(s) of the law, on or off campus
51	Sexual, immoral activity, on or off campus
52	Second offense of fighting on campus
53	Use of and/or threat with a weapon or any personal item considered to be a weapon
54	Possession and/or use of illegal drugs, on or off campus, including social media posts
55	Possession and/or use of alcohol, on or off campus, including social media posts
56	Any violation that transcends the scope of the above
57	Actions determined by Administration that merit expulsion

*Out-of-School Suspension: Students will receive a zero on assigned work and homework while out of school. Major tests, quizzes and projects will be permitted, but will receive a one-letter grade penalty. Discipline actions will be recorded in Gradelink.

C. Code of Conduct for ALL NCA Students (K-12th Grade)

- All NCA rules and policies are applicable while the student is on the NCA campus or involved in any NCA sponsored activity. Issues of morality are always applicable, in all places, including the students' homes.
- Chewing gum is not allowed on Northside Christian Academy property.
- Food and drink will not be consumed in the church. It will not be consumed in the classroom, hallways, or other areas designated as such by the administration, unless permitted by faculty or staff. Lunch will only be eaten inside the classroom under special circumstances. Students may have a spill-proof water bottle or cup or a bottle with a screw top lid on their desk.
- Students will not use profanity or off-color slang words at any time while on the school campus, at school events, or at school-sponsored events.
- Students will not engage in public displays of affection. This includes holding hands, kissing, sitting on laps, hugging, etc. The 6" rule should always be observed between students.
- Students will respect school property and will always be careful in its use. Vandalism will be dealt with severely and restitution will be made.
- Students will be in class on time and will not be out of class without permission.
- Students will respect the person and rights of other students and will refrain from behavior that endangers or threatens other people. This includes name-calling, negative statements, and ethnic slurs, pushing and shoving.
- Fighting is not tolerated at Northside Christian Academy. Disputes will be settled in ways other than using violence.
- Students will respect the authority of the teachers and administration at Northside Christian Academy and are expected to follow instructions when they are given.
- The classroom teacher has disciplinary discretion in the classroom, and students will follow classroom rules and procedures.
- Students will abide by the dress code as outlined in the Student Handbook.
- Weapons of any nature, including pocketknives, are prohibited at Northside Christian Academy, and will result in level 4 consequence. Threats or use of weapon will result in expulsion from the school (Level 5).
- Students will not use alcohol, or illegal drugs in any form, whether at school or away from school. Violation will result in expulsion.

15. Students will not use tobacco, e-cigarettes, vapes, or any other paraphernalia on campus or away from school. Violation will result in a level 4 consequence.
16. Students will not possess pornography, unsuitable reading materials, or other material judged by the administration to conflict with NCA standards. In cases of dispute, the decision of the principal will be final.
17. Students will not apply hair spray, cosmetics, perfume, etc. in the classroom or assembly areas. Such activity will be restricted to the rest room areas or outside the school building.
18. Earrings will not be permitted for male students.
19. Students will take responsibility to complete their school/homework assignments. Failure to complete assignments will result in loss of privileges.
20. Immoral acts, on or off campus, are in clear opposition to Northside Christian Academy Statement of Faith and its' Philosophy of Christian Education. Immoral acts include but are not limited to; sexual activity (both heterosexual and homosexual), "sexting" (sending or forwarding sexually explicit/pornographic images by cell phone or other electronic/digital formats), and sexual harassment. Immoral acts demand more stringent discipline measures including expulsion. Alternate lifestyles including homosexuality, lesbianism, bisexuality, trans-sexuality is in opposition to Northside Christian Academy Statement of Faith and its' Philosophy of Christian Education and represents a failure to cooperate or support these principles as agreed upon in the Pledge of Cooperation. As such, the student would be required to withdraw.
21. NCA reserves the right to dismiss any student whose behavior and morals do not reflect the standards of the school. This decision can be made regardless of grades and other consideration.
22. Northside Christian Academy reserves the right to dismiss any student(s) whose parent/guardian refuse to support the school in its policies and procedures. This action can be taken regardless of the student's grades or other considerations. *See Acceptable Parent Behavior Policy

V. DRESS CODE

- A. Purpose:** No aspect of a Christian's testimony is as readily available as the matter of appearance. We believe that Christians should present themselves in a manner that Jesus Christ would be pleased and honored. NCA has a student dress code for many reasons, including:
1. To aid students to appreciate the importance of modesty and decorum.
 2. To aid students to understand that self-image and self-worth do not depend on outward appearances or current fads and styles.
 3. To help eliminate distractions. Tight, revealing clothing, short skirts and dresses, loud, faddish, or eccentric clothing or hairstyles are often distracting. Removing such distractions will help students' better concentrate on their schoolwork.
 4. To establish each child on equal standings. Students do not need differences in economic standing to be an issue at school. Students are free to better interact and socialize if they are not preoccupied with dress.
- B. General Guidelines:**
1. All students are required to adhere to the NCA dress code, throughout the school week. At NCA every Friday (and on special occasions) is a dress down day, however, failure to meet our dress code standards will result in the following consequences:
 - a)1st Violation- Lose dress down privilege for that week.
 - b)2nd Violation- Lose dress down privilege for that month and wait in office until offense corrected
 - c)3rd Violation- Lose dress down privilege for the remainder of the semester, a parent contact, and serve one day of In School Suspension (ISS).
 - d)4th Violation- Lose dress down privilege for the remainder of the year, a parent conference, and serve one day of Out-of-School Suspension (OSS).
 2. Students are to be dressed in their proper school dress upon arrival at school. They are to remain in proper school dress until leaving school.
 3. Boys' and Girls' shirts may be untucked. The shirttails of the shirt must be long enough that when the student's arms are out to the side, parallel with the floor, the shirt should not rise above the belt line. Shirts must be properly buttoned at all times. Shirts are to be solid colored. It is not required that the PE uniform shirt be tucked in during PE.
 4. No ripped, torn, cut off, cargo or low-rise pants (pants that sit low on the hips) of any type will be allowed, this includes frayed holes, with patches on pants legs. Slacks are defined as dress pants. Carpenter pants, corduroy pants, cargo pants (pants with pockets on legs) are not allowed. Denim style pants that are brown, gray, black, khaki, or navy that look like dress pants, with regular or boot cut hems, will be allowed.
 5. Form fitting clothes are not permitted. Clothing must fit comfortably on the body. No leggings (except under skirts or skorts), jeggings, stretch pants, skinny jeans, and super skinny jeans.

6. Belts are to be brown, gray, black, or the same color of pants being worn. They are not to have any studs, spikes or metal rings in them. K-2nd grade is NOT required to wear belts as part of the dress code to assist in bathroom issues.
7. Students may not write on their bodies (including their hands and arms) or clothing and may not have visible tattoos at any school related function. Students are not allowed to get new tattoos. If so, they will be subject to discipline up to dismissal from NCA.
8. Socks or stockings and proper undergarments must always be worn. Stockings or leggings may be white, navy, black, brown, and be worn under skirts or skorts.
9. Hats, caps, jacket hoods, and sunglasses are not to be worn inside any building. They will be allowed outside with administrative approval. (no sunglasses on top of head) (See discipline for dress code B.1.)
10. Students may wear shoes with closed toes and closed heels. Shoes may not have more than a two-inch heel. These shoes may not have excessive decorations, lights, wheels, or characters on them. Shoes with heels that will scuff the gym floor are not allowed to be worn.
11. Heavy outer coats, which are worn on cold days, will be removed upon entering the class and picked up at the end of the day for wearing home. Students will be authorized to wear jackets, hoodies, or sweaters of any color or style during school hours. Outerwear must be clean, neat, properly fitted, and present a Christ-like appearance. Any outerwear that is deemed inappropriate, at the discretion of administration, will not be allowed.
12. Dress down passes may be earned at various times throughout the year. Students who wish to use their dress down pass may wear an NCA t-shirt, jeans, and tennis shoes. Dress down passes are not allowed on chapel day. All students must wear closed-toed and closed-heel shoes.
13. Boys and girls personal hygiene and grooming are expected to present a neat, clean, and Christ-like appearance.
14. Although students attending NCA athletic events and activities as fans may not have to be fully within NCA dress code, they will be expected to show modesty and discretion in their dress. Clothing should not have any inappropriate messages or pictures and be the proper dress down attire. Visible body piercings will not be allowed. Boys should not have any piercings in.
15. Final decision on dress will be determined by the principal or his designee.
16. The school administration reserves the right to initiate policies on new fads and changes in styles throughout the school year.

C. Girls

1. Dresses, skirts, skorts, capris, and jumpers are to reach below the knee and be loose fitting. Slacks may also be worn. Stockings, tights, pantyhose, or leggings may be white, navy, black, brown, or appropriately colored (worn under skirts or skorts).
2. Spiked, unnatural color hairstyles, and eccentric or faddish hairstyles are not permitted. Hair must be clean and neatly groomed.
3. Earrings cannot be worn in other parts of the body, and other types of body piercing are not permitted (including, but not limited to gauges, eyebrows, tongues, lips, and noses). Girls may only have one visible earring in the lobe of each ear and can be no larger than one inch. Any other earrings must be a clear post. Students may not wear large choker-type necklaces.
4. Make-up and jewelry should not be worn in excess. This shall be determined by school administration.
5. Uniform choices:
 - a. Navy Blue, Olive Green, Tan, Brown, Gray, and Black: pants, skorts, skirts, jumpers, capris (all must be below knee length).
 - b. Solid colored: Polo style shirts or button up front, collared knit blouses

D. Boys

1. Boys must maintain a clean and neat haircut that includes a neat trim (fairly close). Hair is to be neatly combed and cut above the collar, ears, and eyebrows. Rattails, bleached, braided, spiked, mohawks, and unnatural hair colors and styles, man buns and eccentric or faddish hairstyles are not permitted. Sideburns may not extend below the middle of the earlobe. Hair must be combed off the forehead in such a manner that it is not touching the eyebrows.
2. Young men in grades 6th-12th grade may have clean, neatly, groomed facial hair. This will be at the discretion of school administration.
3. Boys may not wear earrings or any type of body piercing.
4. Boys may not wear make-up or colored nail polish.
5. Boys may not wear headbands, unless participating in physical education (PE) or athletic activity.
6. Boys in K-5th grades may wear knee length uniform/dress shorts in addition to pants. Shorts or pants must not be the cargo or carpenter style.

7. Uniform choices:
 - a. Navy Blue, Olive Green, Tan, Brown, Gray, or Black slacks
 - b. Solid colored: Polo style shirts or button up front, collared dress shirts

E. P.E. uniforms:

1. Students 6th grade and up that are enrolled in a PE Class are required to purchase a PE uniform from the school office. Those students not taking PE are not required to purchase a uniform.

F. Chapel: All students are required to purchase an NCA embroidered polo style shirt to wear for chapel. No dress down passes may be used on Chapel Day. No game jerseys may be worn on Chapel Day.

VI. GENERAL INFORMATION

A. After-School Hours: Parents are required to pick up students promptly after school activities are over. It is against school policy for students to stay after school in the parking lot, on the school grounds, or in the area to attend an evening ball game or event. Parents must pick students up in the afternoon and return them for the evening event. NCA will not be held liable or responsible for 6th – 12th grade students that are left on campus after 3:00 pm. Student Athletes must be under the supervision of their coach or an adult approved by the school principal after 3:00 pm.

B. Chapel: Will be held weekly, with administration to determine dates and times. Each student must wear his or her NCA polo shirt.

C. Clinic: Students will be considered sick if the following is present, but not limited to: having temperature of 100 degrees or higher, diarrhea, vomiting, a productive cough (a cough in which sputum is expectorated), a draining nose, red or draining eyes, suspicious lesions resembling impetigo or chicken pox, etc. Students who are sick should not be brought to school.

PLEASE KEEP CHILDREN AT HOME IF THEY HAVE ONE OR MORE OF THE FOLLOWING:

1. Flu like symptoms: fever, body aches, severe cold symptoms
2. Fever in the past 24 hrs. (a temperature of 100 degree F or greater)
3. Vomiting or diarrhea in the past 24 hrs.
4. Severe cough
5. Strep or Staph infections (strep throat, impetigo)- may return 24 hours after the first dose of antibiotics. Must be fever free.
6. Eye Infections (conjunctivitis)- may return 24 hours after the first dose of antibiotics, and no eye drainage present
7. Severe cold symptoms

If it is determined that a student is sick, parents will be notified to pick up their child as soon as possible. If a student sustains an injury requiring medical attention or is involved in an accident, parents will be notified immediately.

D. Medications: School personnel will not dispense prescription and non-prescription drugs unless it is brought in by the parent with written instructions for administering. All medication must be in the properly labeled original container. Only parents may bring in medication, and when doing so, the parent must verify the count of the medication brought in. This will be verified by an NCA staff person. No student should have any type of over the counter or prescription medication in pockets, book bags, lunch boxes, etc. Parents are to bring in any over-the-counter medication that their children can take. NCA will not provide medicine for students. Each time a student goes to the clinic complaining of illness or requesting medication parents will be notified. Students who are given over-the-counter medication will be given a clinic pass to be signed by the parent. No further medication will be dispensed until the clinic pass is signed by the parent and returned to the office. Students may have cough drops on their person with a note from parent explaining the need.

E. Head Lice: If a student is found to have head lice (active and/or nits) parents will be called to pick up the student. Before returning to school, the parent must provide either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof. NCA conducts monthly head checks for lice for K-5th grades and on an as needed basis for 6th-12th grades. For information on prevention and treatment you may access the CDC website at www.cdc.gov/parasites/lice/head/schools

- F. Extended Care:** Extended care is designed and offered to assist working NCA parents by providing after school supervision in a structured environment with planned activities for K-5th grades. Refer to the fee schedule for pricing.
1. Availability: Extended care is available from dismissal of school until 6:00 p.m.
 2. Enrollment: Extended care is required for all students who remain on campus 15 minutes past the time school is dismissed.
 3. Payment: Payment for services rendered for after school care will be paid directly to NCA.
 4. Before school care is also available from 6:30 a.m. – 7:50 a.m. for parents who must drop their children off early for school.
 5. Parents who are habitually late picking up students will be assessed an extra charge. On the third late pick-up, unless unusual circumstances deemed by staff, the parent will be charged \$1 per minute per child after 6:00 pm.
- G. Extracurricular Activities:** Students that wish to participate in extracurricular activities must meet certain academic requirements for all extracurricular activities (yearbook, sports, etc.) such as:
1. Academic eligibility will be reviewed every three weeks of a grading quarter. For a student to be deemed eligible, he/she must carry a minimum of a 2.0 Grade Point Average in core academic classes (to include Bible) on a 4.0 scale the previous quarter.
 2. At the end of every three weeks, any student who receives two F's, one F and two D's, or four D's, will be placed on academic probation. This probationary status will require that the student correct the study habit deficits and show significant improvement in grades. While on probation, the grades will be checked each week. When student raises grades to satisfy grading criteria, he/she will resume eligibility. Failure to demonstrate improvement will require a parent conference with the academic director during the next grading period. Academic probation will impact athletic and extra-curricular eligibility. When a student has, in the opinion of the faculty, academic director, Dean of Students, and/or principal, shown no improvement academically (i.e. refusal to complete homework, study for tests, work on projects, etc.), the school may choose to recommend prohibition of athletic participation, withdrawal or prevention of reenrollment of the student.
 3. Must be in attendance for at least 90% of scheduled school days (this only allows for 5 unexcused absences in a 9-week period).
 4. Principal Discretion: The Principal has the right to declare any student eligible or ineligible based upon circumstances. Should the Principal feel that a student is falling behind in his/her work in the off-season, a review of the student's grades and progress will be conducted. This review could result in ineligibility status for that student if progress is not consistent throughout the course of the school year. This will be determined by the Principal, Athletic Director, or Dean of Students.
- H. Field Trips:** Each class will be permitted up to 2 field trips a year. A *Field Trip* form will be sent home to notify parents of costs and details for each trip. Parents may be asked to assist on field trips.
1. Dress Code: Unless otherwise stated in writing, the NCA dress code is to be observed on all field trips (the administration reserves the right to approve and alternate appropriate dress for the occasion). Students not in compliance with the dress code requirements will not be permitted to go on the field trip. Parents accompanying on any field trip are asked to refrain from smoking, swearing and must dress appropriately (no shorts, halter tops, midriiffs, or tank tops; no torn, tattered, frayed, or tight clothing, no two-piece bathing suits). It is suggested that the parents also purchase an NCA logo shirt for such trips. The principal may make changes to the dress code. The changes will be explained in the individual field trip information. If jeans are allowed on a trip, they must not be torn or tattered in any way. They must not be form-fitting.
 2. Personal Belongings: Students are not to take electronic devices on field trips, unless permitted by the teacher or staff. Only suggested items pertaining to the particular trip should be brought, as NCA cannot be responsible for damaged or lost personal items. Any of these devices will be confiscated and returned at the end of the field trip to the parents. Cameras may be brought on field trips.
 3. Non-Participation: Because field trips are designed to be educational and affordable, all students are expected to participate. NCA will not force any student to attend a field trip, however, the student will be required to be in school in place of the trip and schoolwork will be planned for them. Failure to attend school or complete assignments on a field trip day will be counted as an unexcused absence, as well as resulting in a zero "0" being factored into the student's grades unless a note is provided stating that the student was sick.
- I. Emergency and disaster drills - Implementation.** Each public and nonpublic school shall conduct fire, tornado, and other emergency or disaster drills, including lockdown drills. 15.1-06-12.

1. **Fire Drills:** Practice fire drills will be held monthly during the school year. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, walk out of the building in an orderly fashion in a straight line to a designated place. At the direction of the staff, the students may return to the building in the same orderly manner. Students must walk in line and are expected to refrain from talking, pushing, running, or crowding. Each teacher will be with his/her group.
 2. **Inclement Weather Drills:** Inclement weather drills will be held once each semester. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk to their classes' designated area. Students should get into a kneeling position facing the wall, their heads should be down, and hands should cover their heads with fingers interlocked. At the direction of the staff, students may return to their classes in the same orderly manner. Each teacher will be with his/her class.
 3. **Lockdown Drills:** A school lockdown confines all staff and students to the classroom due to a perceived or real threat; isolation of staff and students inside the school limits exposure to risk from outside sources: people, exposures or situations. The practice of lockdown drills acclimates both staff and students to the process and probability, and ultimately avoids unnecessary responses.
- K. Lost and Found:** NCA is not responsible for the theft of or loss of any items. Parents are encouraged to write the student's name in an inconspicuous place on all clothing and personal articles. NCA will keep Lost and Found items for a period of 30 days at the school office for parents/students to reclaim. All items not claimed after 30 days will be either disposed of, given to the needy, or another non-charitable organization.
- L. Electronic Devices:** Use of electronic devices are not permitted during school hours, 7:55 am to 2:50 pm. Cell phones should be turned off and put in the backpack before school begins. NCA telephones are for school use only and are available to students for emergencies. Should a parent need to contact their child in an emergency situation, the parent should call the school office. Students who are found with their cell phones out at unauthorized times will have their phones confiscated:
- 1st offense: phone will be given to Dean of Students, parent contact will be initiated for return of phone, and student will serve one day of ISS (in-school-suspension).
 - 2nd offense: phone will be given to the Dean of Students, a parent conference will be scheduled and student will serve one day of OSS (out-of-school suspension), receiving zeros for all class assignments.
 - 3rd offense: phone will be given to the principal, a parent conference will be scheduled, and student will serve one day of OSS (out-of-school suspension), receiving zeros for all class assignments on that day.
 - 4th offense: phone will be given to principal with parent conference scheduled to discuss remaining at NCA.
- M. Toys/Games/Etc.:** Toys are not permitted on campus. Possession of games and toys will be confiscated and returned to parents at the end of the day. Students are not permitted to have any type of laser pointers. This policy also applies during extended care. The extended care program will provide all activities for children in their care.
- N. Visitors:** Office hours are from 8 am – 3 pm, except when school is dismissed early. All parents are welcome on campus but must obtain approval from the school office before going to any classroom. All volunteers must wear a visitor badge. A visitor is considered anyone who is not "on the clock". This includes a previous staff member, substitute teachers not working, or staff family members. If admitted as a visitor, he/she must respect the authority of the teacher and leave any discipline to the teachers. If you wish to speak with your child's teacher, please make an appointment through the school office or send in a written note requesting a private conference. Do not detain a teacher from his/her responsibilities before, during, or after school. Only family members on the Authorized Pick-Up List may eat lunch with students. Lunches, homework, books, or other items may be dropped off at the school office and will be delivered by the staff to your child. For liability reasons, non-NCA students will not be permitted to play, eat lunch or otherwise hang out on the playground or other NCA property while waiting for NCA students.

- O. Solicitation:** Because NCA is a ministry of Northside Baptist Church, no flyers, advertisements, literature, posters, etc., are to be passed out or posted.
- P. Searches:** NCA is a ministry which seeks to maintain law, order, discipline, decorum and public safety during school and during authorized school functions; therefore, substances and/or objects that threaten these things are prohibited. Such material or objects include but are not limited to alcoholic beverages, illicit drugs, tobacco, vapes, e-cigarettes, and/or paraphernalia, stolen property, weapons – either restricted or prohibited by law, an object which may be used as a weapon or cause injury, hate literature, racist material, pornography, etc. Consequently, the Principal, Administrator, and/or Pastor is authorized, on the basis of reasonable grounds to conduct searches and, where necessary, to seize prohibited substances or objects of any student or visitor. NCA reserves the right to search items including, but not limited to, student automobiles, backpacks, purses, pockets, lockers, desks, and person. Such a search will be conducted by a staff member and without the student or parent's verbal permission. Enrollment of the student constitutes parental consent to such searches.
- Q. Van Transportation:** Transportation to and from Northside Christian Academy is available (within certain limits and at designated stops to be determined by the office) at the rate listed in the fee schedule. Van service charges are for ten months and are paid in advance beginning August 1st. Payment for van service for the first month must be made by August 1st to be eligible for transportation at the beginning of the school year. Students who want to add van service in succeeding months may do so only as space and time allows. All changes (including withdrawals) from van service must go through the transportation supervisor. Students riding the van one day or more of any month will owe the full month's van service charge.

Van schedules will be given out at Orientation night. After this information has been received, if you have a question regarding any van stop or you wish to make any changes regarding the schedule you have please call the office – (904) 964-7124 – immediately. Van change requests made less than two days before Orientation cannot be implemented by the beginning of school. It is understood that the van cannot wait at the morning stops for any student, as that would disrupt the time schedule, causing all the students on the van to be tardy. It will be necessary to bring your child to school if he/she misses the van.

A copy of our van safety regulations will be included with the van schedule. Please cooperate with the driver by teaching your child proper behavior on the van. We reserve the right to refuse transportation to anyone who violates van safety regulations. In such a case, parents will be notified and will be asked to transport their own children. Students are not to have electronic games or music devices on the van. Transportation may be cancelled on occasion if vehicles are needed for field trips, sporting events, or maintenance.

For the first week, students may arrive home a few minutes later than what is on the schedule as the driver gets into a good routine. By the second week, your child should arrive home promptly at the scheduled time.

Note: The transportation supervisor reserves the right at any time to set up stops and make any van route change to conform to our route guidelines, and Florida state law, both of which are designed for the maximum protection of your child.

- R. Student Drivers:** It is a privilege to be able to drive a car to school. In order to drive a personal vehicle to school, students must abide by the following requirements:
1. All student-driven vehicles are to be registered in the office immediately when the student begins driving to school by completing the Student Driver form.
 2. Drive carefully and slowly (5 mph) in designated areas. Be cautious of children – especially when driving though the covered walkway. Do not drive on the grass, spin your tires, or drive recklessly in any way.
 3. Do not transport any students off campus without written permission from those students' parents and with the knowledge of the NCA Administration.
 4. Do not allow another student to drive or move your car. In fact, it is recommended that you not give your keys to any student, for any reason.
 5. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses. Student drivers must remove anything they will need for the day from their vehicles. They will not be permitted to go out to their vehicles during the school day.
 6. Student drivers must be on time for school. If a driver has more than five unexcused tardies to school in a quarter, driving privileges will be suspended for the remainder of the quarter.
 7. A valid copy of the student's license to drive and insurance card must be on file in the school office. Failure to follow driving guidelines will result in suspension or revocation of driving privileges.

S. Social Networking and Open Forum Internet Sites: It is acceptable for NCA students and parents to have and use sites such as, but not limited to, Facebook, Twitter, Instagram, etc. It is, however, unacceptable for parents and/or students to post slanderous statements about Northside Baptist Church or Northside Christian Academy staff, volunteers, students or parents. It is also unacceptable for a student to have immoral pictures, sayings, comments, etc. posted on any social media site they are a member of. To do so is a violation of the NCA student Code of Conduct, the Acceptable Parent Behavior Policy, and the NCA Parent Cooperation Agreement. Not following these policies is considered grounds for dismissal from NCA. **As the NCA student represents the school at all times, on and off campus, it should be understood that conduct which brings discredit to the student, his/her family, the reputation and stature of the school and its community, or the Lord Jesus Christ may result in disciplinary action and expulsion by the school.** Please direct any concerns or questions to the principal.

T. Student Images and Promotion: Students will have their pictures taken at various times during the school year. Enrollment at Northside Christian Academy constitutes parental permission to use those images for advertising and promotional purposes, such as the yearbook, flyers, ads, and websites. Also, all athletic events may be livestreamed and students may be included on livestream.

VII. ATTENDANCE

A. School Hours: The school day for students' is from 8:00 am – 2:35 pm (K – 5th grade) and 8:00 am – 2:50 pm (6th – 12th grade). Students will be marked tardy if not in their seats or designated area when the 8:00 a.m. tardy bell rings. A warning bell will sound at 7:55 am to send students to class.

1. Children may be dropped off at school up to 15 minutes early (7:45 am) and picked up, up to 15 minutes late (2:45 pm) without paying an additional fee.
2. Extended Care is available from 6:30 am to 6:00 pm daily for kindergarten through 5th grade.
3. Attendance will be taken in the mornings for K-5th grade and each period for 6th – 12th grades.

Please do not take your child to his classroom. It is best to say goodbye at the outside doors. If you need to speak to your child's teacher, you must make an appointment.

B. Attendance Defined: Florida law (Florida Statute 1003.24) mandates regular school attendance for children of compulsory attendance age. Please strive to minimize absences or early dismissals from class for reasons other than serious illnesses or emergencies. Schedule doctor, dentist and any other appointments after school hours, whenever possible.

C. Absences: Absence means not being present either in school, class, assembly, program, event, or activity. Students in K-5th grade must be in school at least 3 ½ hours of a school day to be considered in attendance. Students in 6th-12th grade must be in class at least 30 minutes of a 50-minute period to be considered in attendance. Parents must telephone as soon as possible in the day or send a written note when it is necessary to take the child out of class for any reason. All students leaving early must go to the school office before leaving. Parents must sign their child out at the school office. **Absences are only excused if appropriate documentation is provided upon the day of return to school.**

1. **Excused Absences:** The following are considered excused absences.
 - a. Student Illness: A note from a health care provider or parent should indicate date(s) of illness. If the student is absent for three (3) consecutive days or more, a written note from a doctor is required for return of the student.
 - b. Medical Appointments: A note from the health care provider should indicate date(s) and time of appointment.
 - c. School Sponsored Activity: Any sporting event, field trip, or other activity approved by administration.
 - d. Death: Parent should provide documentation of date(s) needed for absence.
 - e. Court Appearance: Parent should provide documentation of date(s) of court appearance.
 - f. Parent Approval (Special circumstances determined by parent): A note provided by parent for absence(s) not considered an illness or requiring a doctor's visit, or any other days not covered by a-e, must be provided upon return of school. **These notes are not to exceed five (5) in a semester.**
 - h. Head Lice: Students who are found to have head lice (nits, eggs, etc.) must bring in either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof.

- i. Special Reasons: to be determined by administration2. Unexcused Absences: The following are considered unexcused absences.
- a. Any absence that does not meet the above criteria.
 - b. Any absence that does not have documentation, as described above, within three (3) days of return.
3. Reporting Absences: The following are acceptable methods of reporting absences. If parent/guardian does not provide documentation, the absence will be unexcused.
- a. Day of absence: Email the front office, stating name of student, parent/guardian name, and reason of the student's absence. If the parent does not submit documentation, the email counts as one parent note.
 - b. Day after absence: If email is not sent, then documentation must accompany student on the day the student returns to school. The student is responsible for giving to the teacher (K-5) or the front office (6-12).
4. Make-Up Work: Students will not be allowed to make up work (excluding tests and quizzes) missed during Unexcused absences. A grade of zero will be issued for work missed during unexcused absences. It is the responsibility of the parent and/or student to ensure all missed work is made up. Students who receive out-of-school suspension (OSS) will be given unexcused absences for each day of suspension. For an excused absence, students will have one day to make up missed class work for every day they are out, not including the day the student returns.
5. Excessive Absences:
For attendance counts, both excused and unexcused absences are included in the total. The only absences that are not included in the absent total are medical excuses with a doctor's note, court excuses or absences for school-related activities. The following are the absence totals for each semester (18-week grading period).
- 1-10 Absences: No penalty. All assignments missed for excused absences will receive full credit if they are made up within the appropriate time limits as defined herein.
- 11-20 Absences: Student will be required to demonstrate mastery by earning a passing grade on the course exam in order to receive credit. If this is not completed, a grade of 59% (F) will be given with the comment, "Course credit withheld due to excessive absences."
- 21+ Absences: Students will not earn credit in the course. A grade of 59% (F) or the grade earned in the course (whichever is lower) will be given and the comment, "Course credit withheld due to excessive absences."
- 24+ absences and/or 35 tardies/early dismissals in one year are considered excessive and may result in failure, dismissal, and/or non-reenrollment.
- Appeals: Students who have missed more than the maximum allowed absences to still receive credit may appeal to have the loss of credit waived with the principal of the school. The following guidelines will be utilized in the appeal process:

- The principal will consider the merits of the extenuating circumstances and may make special conditions of attendance in order to award credit.
- This appeal must be initiated before the end of the grading period in question.
- The conditions of the appeal will be written with signatures of the student, parent, and the principal.

D. Tardiness: Tardy is defined as: a student not being in the assigned classroom when the tardy bell rings. Early departure is defined as being signed out before the end of the school day when the departure does not meet the definition of an excused absence. In elementary, as in secondary, the grade of a subject can be impacted by tardiness and early departures. Tardiness and early departures can impact grades and attendance and will be addressed by the principal as needed. Your child will be considered late for school after 8:00 am. 6th – 12th graders will be considered late for each class once the tardy bell has rung for that period. Checking a student out early from school will also be considered a Tardy.

1. Excused Tardy – a tardy may be excused only if:
 - a. Another teacher, office staff, or the principal detained the student (for other than disciplinary reasons)
 - b. Court Appearance.
 - c. Illness of parent that prohibits transporting the student to school.
 - d. The student was detained by circumstances beyond his/her control, except as outlined herein.
 - e. A doctor's note is provided.
2. Unexcused Tardy:
 - a. Oversleeping
 - b. Traffic congestion (unless there was an accident or other unexpected delay beyond your control).

- c. Returning home for forgotten items.
 - d. Non-educational appointments other than doctor/dentist/etc.
3. Three unexcused tardies or early check-out in a quarter will carry the penalty of an unexcused absence and will count toward the student's attendance total. Students in 6th – 12th grades will receive consequences after the third unexcused tardy.
 4. Administration Discretion: The Principal and/or School Committee have the right to extend grace and/or mercy to excuse any absence or tardy based upon the circumstance.

E. Tardiness and Attendance Probation: A student with excessive absences will be placed on Attendance Probation. Students on Attendance Probation will not be allowed to participate in in-school activities for the duration of the probation. This includes appealed absences.

Excessive Absences (with or without notes):

- 6 or more absences within the 1st Quarter
- 10 or more absences within the 2nd Quarter
- 15 or more absences within the 3rd Quarter

Duration: At the end of the first quarter, students with excessive absences will be placed on probation from in-school activities for the duration of the following quarter. A list will be mailed to the teachers and staff.

F. Early Dismissal/Early Check-Out: Classroom attendance is valuable in every class.

1. Walk-up checkouts are not permitted after 2:05pm. (This includes student drivers/siblings.)
2. Any early check-out after 2:00pm is marked as an unexcused absence.
3. Three (3) unexcused early check-outs (prior to 2:05 pm) will result in one unexcused absence.
4. Excused early check-outs are permitted for doctor or dental appointment, academic appointments, school-related activities, emergencies or special considerations approved by administration.

VIII. ACADEMICS

- A. Curriculum:** ABeka, BJU, and other relevant curriculum is used in kindergarten through 12th grade. The curriculum chosen is built upon the firm foundation of Scriptural truth and is written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching.
- B. Academic Assistance:** Teachers will be available for individual attention in class, after class, or after school for students who may be experiencing academic difficulties.
 1. Guidance: Guidance is available to students for personal, academic, and spiritual needs. Students are urged to seek out Ministerial Staff, Faculty, or the principal for assistance in any of these areas.
 2. Tutoring: The school provides tutoring during school hours for students as needed. Various staff members may be available for individualized tutoring after school and during the summer months at a rate of \$20/hour.
- C. Student Planner/Agenda:** Every student, 1st – 12th grade, is issued a student planner each year. Student planners allow parents and school staff to stay informed on important matters such as punctuality, daily academic progress, required homework, as well as any minor correspondence. Major correspondence is to be handled through the Administration. Broken, lost, or defaced planners will be replaced at a cost of \$3.
- D. Student Information System:** We use a student information system to record attendance, discipline, grades, assignments. This system will also be used for communication purposes between students, parents, teachers, and administration.
- E. Calculators:** Students may not use calculators on their classwork or on tests unless specifically authorized by the teacher. The TI-30X IIS calculator (available at Wal-Mart for around \$10) is suggested for all students, 7th grade and up. Teachers will specify what model calculator needed.
- F. Dropping Classes:** Students may not drop any class without meeting each of the following requirements:
 1. Student and parent must meet with guidance counselor before any class changes are made. ****Notice:** Dropping any classes may affect potential college scholarships the student earns at graduation.
 2. Because credits are issued by whole and half credits, the class may not be dropped after the second week of class has finished. After this date, a student dropping a course will receive a grade of "F" in that course. The principal may issue a "W/D" (withdrawn) grade if circumstances warrant dropping the class after the deadline.

G. Elective Classes:

1. **PE:** Physical Education will be offered two-three days each week. 6th -12th grade students will be expected to dress out in 9" inseam navy blue shorts and grey shirt and to participate in all activities to earn a passing grade. Archery classes are extensions of the Physical Education program.
2. **Art:** Organized Art will be offered at least once each week. Students may be required to provide a smock or old T-shirt to cover their clothing in order to prevent spills on their school clothes. Students/parents will be informed ahead of time when these will be needed for class.
3. **Music:** Music will be at least once each week. Students are expected and required to participate in all activities to earn a passing grade. Students may be required to attend and participate in a performance to earn a major part of their grade.
4. Other Electives that have been added are Drama, Praise Band, Chorus, Computer operations, Video production, Set design, and Journalism, as well as other electives available through Florida Virtual School/ Dual Enrollment.
5. Additional electives may be added as the need arises, the funds are available, and overall NCA program allows.

H. Grading:

1. Grading Scale:

90 – 100	A	60 – 69	D
80 – 89	B	59 & below	F
70 – 79	C		

2. Report Cards:
 - a. Grades: Grades will be determined based upon daily work, quizzes, tests, projects, attendance, behavior, and participation.
 - b. Grade of Incomplete: An incomplete "I" will be recorded on Progress Reports and Report Cards if the student has not completed all required work, tests, and quizzes.
 - c. Issuance: Report cards will be issued within one week of the quarter ending. Report cards will not be issued to students whose parents have overdue accounts with the school. The final report card can be picked up or will be mailed after the school year ends.
3. Honor Roll: Parents are encouraged to support their students' efforts to reach Honor Roll. Honor Roll requirements each quarter are as follows:

A Honor Roll Requirements: A's (or equivalent) in all subjects

A/B Honor Roll Requirements: A's and B's (or their equivalent) in all subjects. Must have at least one A, and may have nothing lower than a B.

Additionally, students must earn a Satisfactory (S) grade or higher in all conduct areas to be eligible for Honor Roll recognition.

- I. **Standardized Achievement Tests:** NCA will give a yearly standardized achievement test to determine the student's educational progress.

- J. **Dual Enrollment:** High school students may dually enroll in both NCA and Baptist College of Florida. Juniors will be allowed to take one dual enrollment class per semester, and Seniors will be allowed to take two classes per semester with tuition being paid by NCA. Books are being paid for by NCA curriculum fees and are property of NCA. Students may earn both high school and college credit upon successful completion of dual enrollment classes. Dual Enrollment classes will be weighted on the GPA by an additional .5 on the transcript. To be eligible for this, they must have the required grade point average (Juniors & Seniors-3.0 GPA), be recommended by a teacher and the principal, and earn college level scores on either the ACT, SAT, or PERT.

In order to continue taking courses through Dual enrollment, students must maintain a B average (all grades in college added together). If they receive a C in a class, they will be on probation, meaning they must make a B or better the next semester in all classes taken, if a C or less is made then they will NOT be allowed to take dual enrollment classes the following semester (i.e. semester 1 student receives a C in College Success. Semester 2 student receives a C in Int. Algebra, Semester 3 student is NOT ALLOWED to dual enroll). At the end of semester student will be reevaluated by Baptist college of Florida coordinator and

principal/guidance counselor at Northside to determine reenrollment. An F in any college class can result in removal from the dual enrollment program for the following semester at the principal's discretion.

K. Honors Classes: Honors classes may be offered in History, Science, or English. Eligibility is based on teacher recommendations and the previous year's grade of a B or higher in that subject.

L. Student Classification: High school students will be classified according to the number of credits they have earned by the first day of school or enrollment each year. Students on the high school level should endeavor to earn approximately 6 – 7 credits per school year.

9 th Grade	Freshman	0 – 5 Credits
10 th Grade	Sophomore	6 – 11 Credits earned
11 th Grade	Junior	12 – 17 Credits earned
12 th Grade	Senior	18 + Credits earned

M. Graduation: The current graduation requirements are found on page 25. All students are encouraged to pursue the highest level of academics possible. This will ensure preparedness for college and the ability to be competitive in the pursuit of scholarships. Parents desiring for their student to change their course of study must notify the school in writing. All students are encouraged to take either the ACT or SAT before graduation regardless of the student's post-high school plans.

- 1. Enrollment:** In order to graduate from Northside Christian Academy, students must meet all graduation requirements.
- 2. Credits:** Only half and whole credits are awarded and/or accepted. NCA uses a 4.0 scale in high school; therefore, only courses with a final letter grade of "D" (59.5%) or above earn credit toward graduation. Credits will be evaluated for ALL incoming students before admission is confirmed.
- 3. Honors Recognition:** Students wishing to receive Honors recognition during the graduation ceremony must meet the following requirements:
 - a. Honors:** Earn a 3.5 or higher on a 4.0 GPA scale. Student will wear a white cord at graduation.
 - b. Outstanding Honors:** Earn a 4.01 or higher on a 4.0 GPA scale. Student will wear a gold cord at graduation
- 4. Class Rank:** NCA will weight Honors courses and college level Dual Enrollment classes for the purpose of determining the Valedictorian and Salutatorian and for Honors Recognition.
- 5. Valedictorian and Salutatorian:** To be considered for the distinction of either Valedictorian or Salutatorian, a student must be a member of the senior class, have attended NCA for at least two consecutive years immediately preceding graduation and receive Honors Recognition. The student who meets these requirements with the highest weighted GPA will be named Valedictorian and the second highest will be named Salutatorian. Final averages for all awards will be based on grades/credits earned through the third quarter of the senior year. If there is a tie in the GPA calculation, numeric averages will be used to break the tie. Each will wear a gold stole at graduation and will give a speech.
- 6. Bright Futures Scholarship:** Students interested in the Bright Futures Scholarship must adhere to the requirements of the state of Florida.
- 7. Handbook for Graduation:** All graduates must use the graduation requirements as presented in the 2021-2022 Student Handbook or a more current revision. Northside Christian Academy will ensure that its minimum requirements for graduation will meet or exceed the graduation requirements as presented by the Florida Department of Education. Changes by the state could necessitate changes in our requirements.

N. Textbook Replacement: **Most** textbooks are included in the book fee and will be the property of the student at the end of the year. In some cases, a textbook will be the property of NCA and assigned to the student for the year/semester and is expected to be returned undamaged at the end of the year/semester. In the case of loss or damaged textbooks, students will be charged for the total price of replacement.

O. Cheating: Cheating is defined as anything that would give a student an unfair advantage over his peers. This could take place in many forms. Students who are found to have cheated overtly or covertly will be subject to suspension or expulsion. It is considered unethical for parents or students to have access to teacher guides or test/quiz answer key, this includes but is not limited to plagiarism and copying homework of another student. Use of these items will be considered cheating. More obvious examples of cheating would include – student viewing the test before it is given, student viewing or possession of test keys, and having answers to a test written down to look at while testing, and viewing a peer's test answers during the test.

P. Co-op program: We now have an elective co-op program that is offered to Juniors and Seniors only. The student should be on course for graduation, remain an employee in good standing and work 160 hours to receive 1.0 credit hours. Students wishing to participate in the co-op program will be required to complete a Co-op Agreement. If at any time the student is not in compliance with the terms of the agreement they will be removed immediately from the program. Student will be responsible to have evaluations completed by employer verifying hours worked and work ethic and return these evaluations to NCA by the 1st and 3rd Friday of every month.

Q. Transferring from Homeschool to NCA:

This is for students who are transferring from a homeschool program to become a full-time student at NCA. For students who wish to remain in a homeschool program and take classes (electives, core classes, sports or chapel) please see our Homeschool Inclusion Policy on pages 23-24.

1. Must provide copies of:

- Health forms (immunization and physical examination forms)
- Academic records which include a typed list of curriculums used. (Include textbook and resources used for each subject and grade listing the title, publisher information, and grade level used.)
- A record of any final grades received
- Copy of any standardized test results or copy of student portfolio with state certified teacher signature/number.
- Student must be in compliance with the Florida Homeschool Laws: Florida Statutes 1002.41

2. Must complete:

- An interview with the administration (or his designee) will be held before the final admissions process is complete. The student and a parent/guardian should be present at this administrative meeting.
- Agreement to abide by the school guidelines and policies as listed in the Parent-Student Handbook.
- Set up a Tuition Payment Plan with the Financial Office

*NOTE: NCA does not have the staff or resource options available to honor all suggested accommodations, specialized instruction, or related services that may be listed on an IEP or 504 Plan

IX. Parent Information

A. Acceptable Parent Behavior Policy

Northside Christian Academy is committed to providing its students with the very best educational experience possible, to ensuring the safety, and the overall well-being of all parents, students, faculty/ staff, and volunteers. To achieve this goal, the support of parents and a strong and positive relationship with the school is imperative. Therefore, ALL parents are expected to conduct themselves in a Christ-like manner consistent with the values of integrity, open communication, and mutual respect. Parents shall always model positive, responsible behavior and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the educational process. The Acceptable Parent Behavior Policy is designed to inform parents of behavioral expectations when visiting the school and/or when interacting with school personnel. The policy provides a description of a broad range of behavior considered to be detrimental to effective school/home relationships and/or which serve disrupt the educational process and are therefore inappropriate. The behaviors listed below are not all-inclusive. The parent/guardian(s) who display inappropriate behavior which disrupts the educational process will compel administrative action, which may lead to the expulsion of their child(ren) from Northside Christian Academy.

- Using behavior or comments which are profane, insulting, harassing, sexist, racist, or disrespectful.
- Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Cheating (This includes doing student's homework, coursework, etc.)
- Taking students out of the classroom or off school grounds without the permission of school personnel and/or the appropriate parent or guardian.

- Posting or distributing unauthorized materials on school grounds
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Using behavior or making unbecoming comments about Northside Christian Academy on social media and/or websites.

B. Parent Communication

1. **Teacher to Parent:** Teachers will attempt to communicate by phone, Gradelink, letters/note, text messages, or conferences with parents of all students in their class on a regular basis. The main form of communication will be Gradelink email and text messages.
 - a. **Discipline:** Notices will be sent home with your child for dress code violations, when the consequences of an offense have earned a loss of privilege (i.e., Friday Dress Down), detention, demerits and/or when there are recurring problems.
 - b. **Progress Reports:** Progress reports are available upon request (will be sent home with your child) at the mid-point of each quarter and more often if the teacher so chooses. Please sign the report and return it with your child within two (2) school days. If a hard copy is needed, please submit a request in writing to the office. All grades are on Gradelink at least weekly.
 - c. **Parent/Teacher Conferences:** Each teacher will schedule a meeting (in person or by phone) with parents of all students in their class within the first 9 weeks after school commences. Conferences will be scheduled as necessary throughout the school year in order to offer parents suggestions to help students to adjust to our routines, habits, discipline, academic work, and to discuss any other problems the student may be having. Conferences will typically take approximately 20-30 minutes.
2. **Parent to Teacher:** If you wish to speak or meet with your child's teacher, call the school to speak with the teacher or send written notice that you would like to speak with the teacher and at what number you can be reached.
 - a. **Outside Issues:** Many things go on outside of school that will affect a student's behavior in school. When we are aware of matters and situations that your child may be experiencing, we are in a better position to understand and to work with your child. Please help us help your child by keeping us informed concerning matters that may affect your child's behavior.
 - b. **Concerns/Questions/Problems:** If, at any time, you have questions or concerns about your child's education, we expect that you will not permit a problem to grow while waiting for a teacher to contact you. We expect for you to telephone the school to speak with the teacher or send in a note to schedule a parent/teacher conference.
 - c. **Contacting Principal or School Committee:** If you have spoken to the teacher and still believe the matter to be unresolved, telephone the school to speak with the principal or to schedule a conference with the principal. If you have spoken with the teacher and the principal and still believe the matter to be unresolved, call the school to obtain the contact number for the School Committee Chairman or designee, to schedule a conference with the School Committee. Please do not come on campus unannounced and expect a conference, and please do not attempt to speak with a teacher in between classes.

C. Parent Correctional Procedures: If your child comes home complaining about a policy or discipline, please follow the outlined procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the details or information.
3. Realize that the school has reasons for all rules and that they are formed without partiality.
4. Support the teachers and administration and call the school for all the facts.

D. Parent Involvement: Each class is permitted to have parents to assist the teacher on a volunteer basis.

1. **Selection:** The Administration and teachers will select parents based on willingness, availability, reputation, and Christian testimony and upon approval. Parents will be given advance notice of at least one week before his/her assistance is needed, time permitting.
2. **Duties:** Parents may not plan or undertake activities on their own. The exception to this rule is if the parents are planning something special for the teacher. Under the supervision of the homeroom teacher, parents may:
 - a. Assist the teacher in planning, supervising field trips and class parties.
 - b. Assist in the classroom during periods when the teacher may desire additional assistance.

- c. Telephone parents of class members to remind them of field trip requirements, school events, soliciting refreshments for events, and any other contacts with which the teacher may need assistance.

X. HOMESCHOOL INCLUSION POLICY:

Northside Christian Academy supports the school choice rights of parents. Part of that support is demonstrated through allowing home education students to participate in athletics, classes, and chapel at NCA. School choice is a right, but participation in athletics, classes, and chapel at NCA is a privilege. This privilege carries with it certain responsibilities and obligations. NCA will accept homeschool students as a part of our ministry on a case-by-case basis. Students who are homeschooling full-time, flex full-time, or county virtual through Florida Virtual School are ineligible for this ministry of inclusion, as a Florida Virtual School student is considered a full-time public school student, and eligible to participate in classes, sports and extracurriculars at the local public schools. This is not a wholesale policy of accepting all homeschoolers.

1. Must provide copies of:

- Health forms (immunization and physical examination forms)
- Academic records which include a typed list of curriculums used. (Include textbook and resources used for each subject and grade listing the title, publisher information, and grade level used.)
- A record of any final grades received
- Copy of any standardized test results and/or copy of student portfolio with state certified teacher signature/number.
- Student must be in compliance with the Florida Homeschool Laws: Florida Statutes 1002.41

2. Must complete:

- An interview with the administration (or his designee) will be held before the final admissions process is complete. The student and a parent/guardian should be present at this administrative meeting.
- Agreement and signature to abide by the school guidelines and policies as listed in the Parent-Student Handbook.
- Set up a Tuition Payment Plan with the Financial Office, initial registration fee must be paid before student can attend class, chapel, and sports activities. Homeschool Inclusion Policy Fee schedule available through Finance Secretary.

3. Procedural Guidelines for Homeschool Inclusion Students:

- Homeschool Students taking an academic class will arrive to campus 5 minutes prior to class/chapel and will check out to leave campus 5 minutes after class/chapel has ended.
- If a homeschool student is taking two classes, that encompasses lunch, they are able to attend lunch. They are not permitted to stay for lunch otherwise. Students must check out within the timeline notated above. Schedule of classes is approved by guidance/administration and in compliance with state graduation requirements.
- Field trips for specific classes pertaining to the content of that class (i.e., trip to aquarium for Sr. Marine Science Class) are permitted, general field trips for class grades (i.e., junior college road trip) are not permitted. Homeschool students attending a class specific field trip are required to pay all related field trip fees, in addition to homeschool student fees and abide by all standards set forth in the NCA Handbook.
- Homeschool students are included in the activities listed (classes, chapel, sports) but are excluded from full time NCA student privileges such as homecoming activities (skirts, parades, court, etc.) , yearbook, senior yearbook pages, as well as Full time NCA Senior privileges such as ceiling tile legacy, senior superlatives and awards, senior trip, senior class photos, video, and cap and gown photos with the group. Homeschool parents can provide cap and gown, have photos taken and purchase pictures through our photography studio, if they so choose.
- The principal reserves the right to make decisions on participation by home school students in all NCA events and activities., at his/her discretion.

4. Academic Requirements of Homeschool Inclusion Students

- In addition to the initial homeschool academic requirements (#1), students must submit quarterly academic reports to meet NCA standards for athletic participation. Please refer to the Extracurricular Participation Guidelines on Page 13 of the Parent/Student Handbook for these standards.

- Homeschool students who participate and are dual enrolled in any college program will need to provide proof of grades at the time NCA assigns quarterly Report Cards. Since most colleges only assign grades per semester (not per quarter), a dual enrollment student may log into their online college account. A printed copy of current grades should be submitted to NCA every quarter to be eligible to participate in sports.
- Homeschool students may walk during graduation, but parents must provide a cap and gown of a color different than the Navy-Blue gowns and caps, and gold tassels of a full time NCA graduate.
- Parents are responsible for supplying a Diploma or Certificate of Completion for the student to be presented at Graduation.

XI. RESERVATIONS:

- A. Determination:** NCA reserves the right to make final determinations and judgments regarding all matters covered herein concerning the school.
- B. Enforcement:** NCA reserves the right to enforce all policies.
- C. Enrollment:** NCA reserves the right to refuse enrollment or re-enrollment to any student for any reason.
- D. Revisions:** NCA reserves the right to update, change, or otherwise revise this manual at any time during the school year. If revisions are made a written notice of the change(s) will be sent home with the student.
- E. Retention/Promotion:** NCA reserves the right to retain/promote a student without parent consent based on the student's academic performance, maturity level (elementary), and/or standardized test scores.
- F. Standards:** NCA reserves the right to set and maintain standards for student conduct, dress, academics, and all other NCA matters as determined in accordance with NCA mission, beliefs, values, objectives, and understanding of Scripture.
- G. Standards:** NCA reserve the right to dismiss students who do not follow letter F above.

GRADUATION REQUIREMENTS

Twenty-four credits are required for graduation. Required credits are as follows:

<u>Subject</u>	<u>Credits Required</u>	<u>Subject</u>	<u>Credits Required</u>
Bible		Social Studies	3
Bible I	1	World History	1
Bible II	1	American History	1
Bible III	1	American Government.....	½
Bible IV	1	Economics	½
Math	4	Science	3
Algebra I.....	1	Physical Science	1
Algebra II.....	1	Biology	1
Geometry	1	Chemistry.....	1
Consumer Math/Pre-Calculus.....	1		
English	4	Other	6
English I	1	Practical or Performing Art	1
English II	1	Physical Education/Health.....	1
English III	1	Foreign Language (ASL)	2
English IV	1	Additional Electives/Online Course	2
Total Credits Required for Graduation	24		

Northside Christian Academy
Acknowledgment of Discipline Policy/Handbook

Students Name: _____

By signing below, I am stating that I have read and understand the Northside Christian Academy Handbook and Discipline Policy and fully support the contents and policies therein. I will support Northside Christian Academy in helping me to prepare my child mentally, emotionally, socially, and physically, and most of all spiritually to be successful in life. I also give permission for images of my child(ren) to be used for promotional and advertising purposes by Northside Christian Academy.

Parent Signature

Date

Parent Signature

Date

By signing below I am stating that I have read and understand the Northside Christian Academy Handbook and Discipline Policy and will follow all the procedures and rules as long as I am enrolled as a student. If a rule or policy is broken I understand the consequences.

Student Signature

Date

Parent please initial one choice:

_____ I give Northside Christian Academy permission to paddle my child, as per Northside Christian Academy policies should the need arise.

_____ I do not give Northside Christian Academy permission to paddle by child but will be available upon a moment's notice to come to the school and administer the paddling myself. If I do not paddle my child when asked to, I understand that my child will be suspended.