

Elementary Parent-Student Handbook



NOTICE OF NON-DISCRIMINATION

Northland Christian School will not discriminate on the basis of race, color, creed, or biological sex in the educational programs or activities that it operates, including the matter of employment therein. It shall be the duty of the head of school to coordinate the Christian school's effort to comply with and carry out its responsibilities under the Civil Rights statutes and under Title IX of the Education Amendment of 1972. The head of school shall provide, through established grievance procedures, prompt and equitable resolution of complaints.

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Administration

Head of School – David Pruett
Preschool Director – Rachel Partin
Elementary Principal – Monica Lewis
Secondary Principal – Cliff Kraner
HS Assistant Principal – Chris Norwood
MS Assistant Principal - Brad Helm
Director of International Admissions – Daniel Woods
Director of Foundation and Development – Kristin Lewis
Director of Technology – Vicki Louden
Chief Financial Officer – Shyanne Meekins
Athletic Director – James Van Hook

Introduction

1.0 Final Authority for Matters of Belief and Conduct

Our philosophy, mission statement, and listed biblical principles do not exhaust the full extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northland Christian School's faith, doctrine, practice, policy, and discipline, our head of school and board of directors are Northland's final interpretive authority on the Bible's meaning and application.

1.1 Philosophy

It is the focus of Northland Christian School (NCS) that all students receive a quality academic education encapsulated in a thorough knowledge of our Biblical heritage. The goal of our Administration, faculty, and staff is to guide each student into an awareness of his or her individual worth and an appreciation for the worth and individuality of others. We believe that every student deserves the opportunity to develop to his or her fullest potential in all areas of learning and at a rate suited to individual ability. We accept students of various racial, ethnic, and economic backgrounds. This emphasis is reflected in the curriculum and in our admissions policies.

At NCS, we encourage our students to grow in an understanding of their spiritual nature and their moral responsibilities. We teach them to accept accountability for their actions and attitudes, both on campus and in the community. We train them, as loyal citizens of our country, to appreciate both their rights and their responsibilities as active participants in this complex society. These goals are rooted in our belief that each person is made in the image of God and therefore worthy of dignity and respect.

Believing that Christianity promotes the highest ideals, develops the strongest character and holds the greatest promise of any way of life, NCS centers its entire program around Biblical principles. Our emphasis is to provide education in a wholesome, spiritual environment with teachers who hold the highest Christian ideals.

The guiding principles of Christianity are incorporated into a curriculum designed to teach the whole child - mentally, physically, spiritually and socially. These goals are achieved by helping each student attain academic excellence, physical soundness, high moral standards and civic responsibility. A statement attributed to James Monroe sums up the philosophy of NCS: "The question to be asked at the end of an educational step is not what has the child learned, but what has the child become?"

1.2 Mission Statement

The mission of Northland Christian School is to provide academic excellence in a Christian environment enabling children to grow spiritually, intellectually, physically and socially for the glory of God.

1.3 Goals for Student Growth

We pledge to help each student grow in:

- Personal and social development
- Belief in God as the creator, and the bible as his inspired word
- A well-adjusted personality
- The capacity for self-discipline
- An attitude of responsibility
- A commitment to Christ-like morals and values
- Appreciation of aesthetic values
- Intellectual development
- Competence in basic skills
- Ability to solve problems
- Capacity for self-appraisal, goal setting and decision-making

- Citizenship commitment
- Understanding of social, political and economic philosophies
- Understanding and commitment to ideals of freedom
- An attitude of responsibility
- Understanding the process for initiating change in the political and social systems
- Biblical manhood/womanhood
- Developing good health and physical fitness
- Using leisure time wisely
- Developing understanding of man and his universe and the protection of the environment and natural resources
- Occupational and economic competence
- Developing a positive attitude toward work
- Developing awareness of skills required for a wide range of occupations
- Developing a marketable skill
- Developing competence in the management of personal affairs

1.4 Biblical Principles to Guide Christian Behavior

- “Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.” [I Timothy 4:12]
- Modesty - God commands His children to be modest in dress and behavior - I Timothy 1:9 and Titus 3:2
- Obedience - “to God, to parents, to elders to authorities.” - Acts 5:29, Ephesians 6:1-2, Hebrews 13:17, Romans 13:1
- Moderation - “Let your moderation be known to all men.” - Philippians 4:5
- Love - “Love the Lord above all and your neighbor as yourself.” “Love doth not behave itself unseemly.” - Mark 12:30-31, I Corinthians 13:5-6

Glorify God - “Do all to the glory of God.” “Whatever is true whatever is honest, whatever is lovely, whatever is of good report, think on these things.” - I Corinthians 10:31, Philippians 4:8

1.5 Handbook Policy Exceptions

This *Parent-Student Handbook* is an effort to detail the policies that will govern the operation of NCS on a day-to-day basis. While it is impossible to write policies that will govern all situations, this document is a good-faith attempt to include policies that will apply to most school-related happenings. The NCS administration does, however, reserve the right to make exceptions to the policies in this document as an individual situation might warrant. In the very difficult task of managing individual behavior within a group context, we reserve the right to consider the needs of the individual and the greater good of the entire school, while maintaining adherence to biblical principles.

1.6 Changes in Policy

This *Handbook* supersedes all previous Parent-Student Handbooks.

While every effort is made to keep the contents of this document current, NCS reserves the right to modify, suspend, or terminate any of the policies, and/or procedures described in the *Handbook* with or without prior notice to parents and students.

2 Policies and Procedures

2.1 Accelerated Reader

Students in 1st, 2nd, 3rd, 4th, and 5th grade: The student may read the book or have a teacher or parent read to them. Most children, by this time, are already reading and should require little or no assistance in reading the test questions.

2.2 Accidents and Emergencies

Accidents and emergencies must be reported immediately to the elementary administrative office. A record of every accident/clinic visit will be recorded in the student's medical record on *ParentsWeb*. Parents will be notified of all visits to the clinic via email. In the event of an emergency, parents will be called immediately. It is the responsibility of each parent to keep NCS informed of all current contact information (home, work, cell, address and email) and emergency contact designees. Changes in this information should be reported to the elementary administrative office.

2.3 Admissions

Students desiring admission to NCS must meet all entrance requirements as detailed in *Appendix B* of this *Handbook* and in the application information brochure published annually.

2.4 Afternoon Dismissal / Early Dismissal

Early dismissal is highly discouraged and needs to be kept to a minimum in order for every child to gain the greatest benefit from our academic programs. We understand that situations do occur that require students to need to leave early. These would include:

- Medical appointments
- Illness
- Family emergencies
- Severe weather conditions

If there are other extenuating circumstances that would require early dismissal, it needs to be communicated in writing to the elementary administrative office. There will be no early dismissals after 3:00 p.m.

Beginning at 3:30 P.M. daily, carpool riders will be dismissed to walk to the north carpool lane to meet their carpool.

Elementary students will not be allowed to leave the classroom until:

1. Carpool riders are dismissed (or)
2. An adult arrives at the classroom door to accompany them. The student must stay with the adult who comes for them.

No children will be allowed to roam and run through the building unattended after school. All students picked up by their parent must remain with their parent while on campus. Students not in our extended care program are not allowed to play on the playgrounds after school due to playgrounds being reserved for that program.

All children must be picked up promptly. Students who have not been picked up by 3:45 will be checked into the Extended Care program.

Extended Care: Elementary students arriving 6:30-7:30 A.M. will be signed in for morning extended care. Students who are not picked up by 3:45 P.M. will be signed in for afternoon extended care. There is a charge for this service. Afternoon extended care ends promptly at 6:30 p.m., with a penalty for late pick up.

2.5 Athletic Play-Off Release Time

Due to the success of many of our athletic teams, and because we believe that it is important that we support these student athletes in these endeavors, it will be our general policy that students will be dismissed to attend major team, state tournament events: baseball, basketball, football, soccer, softball and volleyball. Absences to attend semi-final and final games will be excused by parent permission.

2.6 Attendance and Absences

A student must be in attendance a minimum of 90 percent of the academic days each semester. This includes excused and unexcused absences. If the student is not in attendance a minimum of 90 percent of the semester's days, he/she may not receive credit for the semester's work. If extenuating circumstances exist, parents may appeal to the attendance committee.

Students signing in after 11:30 a.m., or signing out before 11:30 a.m., will be counted absent for the entire day. Students must be in class, participating, to be counted present. Students who come to school ill, and sit in the nurse's office all morning, will not be counted present. Students must be in class a minimum of three and one-half hours to be counted present for a day.

NCS Excused – Any absence that is a result of an NCS sponsored event will be considered an excused absence. All assignments that would normally be due during any missed class will be considered late if not submitted on or prior to the given due date. Students must obtain assignments that are distributed during the missed class period prior to returning to the next class.

Personal Business - We request that students are not check-out to leave school early for personal matters or family-related business (errands, haircuts, clothes, personal convenience, etc.) as these types of things should be taken care of after school or on weekends.

Parents must sign their students in and out at the elementary welcome desk if they arrive after the beginning of school or if they leave before the end of school. Students are expected to be in school except in cases of emergency or for reasons as explained below.

Excused Absence - This includes parent, doctor, and principal excuses. Make-up work will be permitted. Please note that family vacation trips generally qualify as excused absences. However, for non-emergency absences (vacations, etc.), it will not be the responsibility of the teacher to tutor students in concepts missed during such absences.

Unexcused Absence - This includes anything that is not covered by a parent note, doctor's excuse, principal's excuse, or an NCS function. Make-up work will not be allowed, nor will teachers be responsible for tutoring unexcused students in concepts missed.

Steps to Follow When Absent:

1. Parent or guardian should phone NCS to inform the elementary administrative office of the absence.
2. If your child has visited a doctor, a doctor's note is required.
3. Parent or guardian must write an excuse giving name, date, and day(s) of absence, reason for absence, and his/her signature.
4. Student must present his/her excuse to the elementary welcome desk on the day of his/her return. Excuses not presented within three (3) school days will result in the assignment of an unexcused absence.
5. Student and parents must accept responsibility for obtaining make-up work from teachers.

2.7 Background Checks

In a continuing effort to provide a safe and secure environment for our students we ask that all parents wishing to participate in field trips or any other class activity submit to a criminal background check. Forms are available in the business office or the NCS website/forms.

2.8 Bible Class

Every student will have a Bible lesson each day. It is our belief that the Bible is the inspired Word of God and is "useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly

equipped for every good work". (II Tim. 3:16) The knowledge and application of God's Word is vital to the whole education of our children.

2.9 Carpool

An updated map and directions for carpool procedure will be provided. Each family that plans to use carpool will be given an official hang tag. Call the elementary administrative office to obtain a hang tag. Display it from your rear view mirror while in the carpool lane. **Please do not stop to load or unload children at any entrance except the designated carpool area. Red curbs are fire lanes and no parking is allowed. Children may not be dropped off at the east main entrance. Parents who choose not to use the carpool entrance must park in the east parking lot and escort their children inside.**

2.10 Chapel

Each Thursday, an assembly will be held in the chapel for first through fifth grade classes of elementary students (the combined kindergarten and LEAP classes hold chapel separately on Wednesday). A brief drama of a Bible story or application story will be presented by a class or selected speaker for chapel. Other activities of educational value, which contribute to the total program of Christian education, will occasionally be included during the chapel program.

2.11 Chewing Gum, Food and Drink

Students are not allowed to chew gum on the campus. No food or drinks are allowed on the carpeted areas of the building unless the teacher has scheduled a special activity with the Principal's approval. At lunchtime, students/parents are asked to refrain from bringing donuts/cookies/other foods to share with other students. Students are to eat the lunch/snack ordered or prepared by the parent. Birthday cakes or cupcakes during lunch are an exception to this rule with prior approval of the homeroom teacher.

2.12 Child Custody

All students (families) who are under court ordered Custody Implementation Plans will be required to present original documentation to NCS for information purposes. NCS will copy these documents and maintain strict confidentiality as to their contents. NCS will work within the ordered structure in cooperating with specific family needs.

2.13 Classroom Visits

All parents are asked to not go with their child to his/her classroom in the morning before school begins, unless scheduled with the teacher. Visits to the classroom during the school day must be scheduled with the teacher. In the afternoon, parents are to remain in the cafeteria until the dismissal bell rings, at which time they may then go to their child's door.

2.14 Code Of Ethics

Elementary students of NCS must agree to:

- Try to have a Christ-like attitude
- Behave with respect and commitment to God, country and neighbors
- Try to behave with dignity and responsibility
- Dress neatly and modestly
- Do my very best in my classroom
- Show a spirit of service and loyalty to NCS

2.15 Complaint and Appeals Process

The education process is an emotional journey, therefore it is important that we establish a framework for conflict resolution. The purpose of this policy is to establish a process for the timely and orderly resolution of student and/or parent concerns, questions or appeals. As exemplified in Matthew 18, it is NCS's intent that all disagreements be resolved at the source (teacher, coach, sponsor, etc.). If this is not possible, then resolution should take place at the lowest possible level. Throughout the appeal process, all parties should demonstrate mutual respect, ensuring that the dignity of all parties involved is preserved. The focus of discussions should be on

problem resolution which is mutually acceptable rather than an adversarial win-lose conclusion. Reprisals or retaliation of any kind will not be taken against a student or parent for utilizing this procedure.

Appeal Process Steps:

1. Attempt to resolve the problem with the person most directly involved with the situation. In most cases, that person will be the teacher.
2. If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with Elementary Principal.
3. Discuss the situation with the NCS head of school.
4. Request that the NCS head of school schedule a meeting of the board appeals review committee. This request must be made in writing.

2.16 Communicable Disease

NCS reserves the right to deny service to any student who contracts a communicable disease if, in the sole discretion of the administration, this denial is necessary to protect the best interests or welfare of the students and staff members of NCS. In the event of student exposure to a communicable disease, parents will be notified by letter about the nature of the exposure. Due to the parent privacy act and HIPPA regulations, the identity of the student who contracted the communicable disease will remain confidential. A student may be readmitted to class when NCS administration or a medical doctor has cleared her or him.

2.17 Communication

NCS communicates with parents and students in a timely and efficient way via ParentsWeb (detailed elsewhere in this *Handbook* and the NCS webpage (www.northlandchristian.org))

With *ParentsWeb* as an integral part of our communication abilities, parents and students will have the ability to monitor academic progress on a regular basis. It will be our general policy that teachers will notify parents when major academic changes occur. The guidelines that will govern how this is to be handled will be different at each grade level and will be communicated to teachers and parents by the elementary principal.

Please note that parents are integral to this process. We encourage each parent to remain actively involved in monitoring student progress on a regular basis.

2.18 Crisis Response

The NCS faculty, staff, and administration are committed to protecting our students as if they were our own. A contingency plan is in place to protect the children “on site”. In all circumstances, we will evaluate the data available from all media sources and from the National Office of Homeland Security. Using this data, we will make the best decision(s) possible for the protection of the entire NCS family.

In the event of a crisis situation a command center will be established on each campus. The NCS head of school will direct operations on the secondary campus and the elementary principal will direct our response at the elementary campus. Additionally, we will:

1. Assess the situation to determine the need to either “shelter in place” or to “evacuate”.
2. Contact parents as soon as is reasonable and possible. This contact might include local media if communication services are disrupted.
3. Establish supervision priorities per existing emergency management plans, making adjustments as unique circumstances might dictate.
4. Comfort, encourage and serve our students until each can be released to his/her parents.
5. Continually monitor all available data to ensure that we are doing everything possible to protect our students. Parents can participate in this process by ensuring that we have updated contact numbers (home, work, and cell). If any numbers change during the year, please contact the appropriate school office, or email these changes to the administrative coordinator in building 1. We print copies of these contact numbers to place in emergency response kits and in the hands of our teachers to ensure our ability to communicate with you.

2.19 Discipline

The NCS elementary discipline plan is focused on training and reinforcing positive and appropriate attitudes and behaviors. We believe a unified plan is important because it helps in communication, consistency, and bringing a focus to common expectations and standards.

Classroom Expectations - One of the ways that we praise / worship the Lord is by the way we live our day.

Prayerful In All Things - (1 Thessalonians 5:17) Pray continually.

Respect For Authority - (1 Thessalonians 5:12) Brothers and sisters, we ask you to show appreciation to those who are working hard among you and those who are your leaders as they guide and instruct you in the Lord—*they are priceless.*

Always Do Your Best - (Colossians 3:23) Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.

Integrity - (Psalms 25:21) May integrity and honesty protect me, for I put my hope in you.

Speak Life - (Proverbs 18:21) The tongue can bring death or life; those who love to talk will reap the consequences.

Everlasting Love - (1 Corinthians 13:4-8) Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance.

Being at NCS is a privilege not a right. In keeping with this privilege, NCS has set basic rules and regulations as appropriate standards of behavior. Infractions of some rules are considered more serious than others. It should be noted that off-campus, after-hours behavior which negatively impacts the reputation of NCS (for example - negative publicity in newspapers or TV news reports; inappropriate postings in student-generated web sites; social networking sites; or the hosting of any party where illegal contraband is available, used, or consumed) may result in disciplinary action at school.

2.19.1 Discipline Plan Overview

This system will be used throughout the elementary school to address inappropriate, non-academic behavior. This discipline system will not be used to address work habits. (i.e. lack of homework done, incomplete class work)

- Each class will have a yardstick that is painted with the appropriate colors, based on grade level
- The yardstick will be hung inside the classroom to be seen by that class only
- The yardstick will also have clips attached to it that indicates which color each student is on at any given time
- If a class switches classrooms then the teacher is responsible for exchanging the yardstick with the next teacher that will have that class or communicating any color changes to the homeroom teacher so he/she can move the student's clip as needed
- The teacher based on the behaviors listed below will make color changes
- Any teacher that feels that a student is consistently abusing the color system by getting to a critical point every day and then stopping, may discuss the problem with the principal who may remove one of the colors from the color progression for that student

2.19.2 Communication and Documentation

- Kindergarten through 2nd grade students will have a take home folder that will have a calendar in it that indicates what color the child was on for the day. The color change and reason for the change will be entered into Parents Web.
- 3rd through 5th graders, color changes will be entered into Parents Web and an email will be sent home indicating the color change and why the student's color was changed
- Each grade level teacher will explain any other expectation required
- Parents are encouraged to periodically check Parents Web for updates

- Any student that has consistent color changes or gets to the red level should have a phone call home to discuss with the parents the problems seen in class

2.19.3 Citizenship/Conduct Grade Guidelines

Color changes will be entered into ParentsWeb/Discipline for documentation. The following guidelines will be used for determining the citizenship / conduct grade every 9 weeks:

Deductions for Color Changes	Kinder/LEAP	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Green	0	0	0	0	0	0
Yellow	1	1	2	2	2	2
Orange	2	2	xxx	xxx	xxx	xxx
Purple	3	3	xxx	xxx	xxx	xxx
Red	5	5	5	5	10	10
Black	10	10	10	10	20	20

Conduct Grading Scale	Kindergarten LEAP	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade	5 th Grade
E	0-5	0-3	0-3	0-4	0-4	0-4
E-	6-10	4-5	XXX	XXX	XXX	XXX
S+	11-15	6-7	XXX	XXX	XXX	XXX
S	16-20	8-9	5-8	5-8	5-8	5-8
S-	21-25	10-11	XXX	XXX	XXX	XXX
N	26-30	12-13	9-16	9-16	9-16	9-16
U	31+	14+	17+	17+	17+	17+

2.19.4 Guidelines for Color Change

BEHAVIOR THAT WOULD WARRANT MOVING A STUDENT FROM HIS/HER CURRENT COLOR:

- Disrupting others
- Off-task behavior
- Excessive talking
- Unauthorized area (Classroom)
- Not respecting other's property
- Unkind behavior or talk
- Running in the halls or cafeteria
- Not following directions

BEHAVIOR THAT WOULD WARRANT AN IMMEDIATE CHANGE OF COLOR TO BLACK AND VISIT TO THE PRINCIPAL:

- Fighting
- Vandalism
- Cheating
- Profanity
- Theft
- Lewd Behavior
- Lying
- Bullying (verbal or physical abuse / threats)
- Refusing to obey an instruction or request by a staff member (insubordination)
- Disrespect to a staff member (i.e. talking back)
- Inappropriate body contact with another student (i.e. choking)

2.19.5 Consequences Related to Color Change

KINDERGARTEN - 1st GRADE

Green	Start
Yellow	5-minute time out from recess (students receive a warning before the initial color change to yellow)
Orange	5 minutes time out from recess
Purple	10 minutes time out from recess
Red	Lunch detention / phone call to parents / e-mail to parents
Black	Send to the Principal

2nd - 5TH GRADE

Green	Start
Yellow	10 minutes time out from recess (students receive a warning before the initial color change to yellow)
Red	Lunch detention / phone call to parents / e-mail to parents
Black	Send to the Principal

2.19.6 Consequences Related To Being Sent To See the Principal

All situations that result in a student being sent to the principal for disciplinary reasons will result in a parent conference with the principal and the student will be subject to the following consequences from the principal.

IMMEDIATE ONE-DAY SUSPENSION FROM SCHOOL AND PLACEMENT ON DISCIPLINARY PROBATION

- Fighting
- Vandalism

IMMEDIATE PLACEMENT IN IN-SCHOOL SUSPENSION AND MAY LEAD TO DISCIPLINARY PROBATION

- Cheating
- Bullying
- Disrespect to staff member
- Insubordination
- Theft
- Lying
- Profanity
- Lewd Behavior
- Inappropriate contact such as – choking, kicking, biting, hitting

THE FOLLOWING OFFENSES WILL RECEIVE CONSEQUENCES BASED ON THE FOLLOWING PROGRESSION (as determined by offense):

- Disrupting other
- Not respecting other’s property
- Off-task behavior
- Unauthorized area (classroom)
- Excessive talking
- Running in halls or cafeteria
- Being unkind
- Not following directions

PROGRESSION:

1 st Visit	2 Days Lunch Detention
2 nd Visit	5 Days Lunch Detention
3 rd Visit	1 Day In-School Suspension
4 th Visit	2 Days In-School Suspension
5 th Visit	1 Day Suspension
6 th Visit	Recommendation for Expulsion

2.19.7 Explanations of Consequences

TIME OUT – The student will go with the class to recess but will be with the teacher and not allowed to participate for the defined amount of time.

LUNCH DETENTION – The student will be placed at a separate table during lunch and will not be allowed to talk or interact with other students as they eat and during the remainder of the lunch period.

IN-SCHOOL SUSPENSION – The student will be at school but will be in an isolated area away from all other students. The student will work through a prescribed lesson that will help the student identify the problem and solution. The student will also work on the current day’s work in each subject area. All work assigned for that day by his/her teacher will be due on the regular due dates. Any projects or assignments due the day the student is in ISS will be due that day. Credit will be given for class work completed and turned in by the end of the day.

SUSPENSION FROM SCHOOL – The student will not be at school. He/she is responsible for getting all class-work completed and turned in on the regular due dates.

PROBATION - The student and parent must sign a letter which indicates that if the behavior occurs again then the student will be expelled from NCS.

EXPULSION – The student is withdrawn from NCS.

2.20 Dress Code and Grooming

A person's character and relationship with God are reflected in all aspects of his/her life (including dress). Christians should especially be sensitive to MODESTY and appropriateness in attire. Sometimes, even Christian young people can be caught up in styles that represent philosophies and lifestyles that are not Christ-like. Therefore, we choose to require specific uniforms for all students enrolled in NCS. The use of male uniforms is to be limited for the sole use of biological males, and similarly, female uniforms for biological females.

Students at NCS are required to adhere to a dress code. The dress code accomplishes two things. First, it eliminates clothes as a popularity contest. There are no individuals getting attention from their peers for wearing an outrageous t-shirt, and there are no fashion trends to keep up with. Second, the dress code is designed to instill a sense of self-confidence. If you look good, you feel good. The school offers numerous outlets for individual expression – sports, music, and art – but clothing is not one of them.

Additionally, please note the following:

SCHOOL SPONSORED EVENTS - NCS students are expected to maintain standards of cleanliness, modesty, neatness, and good taste both on campus and when attending school events off campus. Dress code for all extracurricular activities prohibits the wearing of short shorts and the exposure of any midriff skin. On UNIFORM FREE DAYS, no spaghetti strap tops, tank tops, see-through jerseys, muscle shirts, t-shirts with inappropriate advertising or short shorts will be allowed.

DRESS CODE ENFORCEMENT - All dress code policies will be in effect during official school hours and on the entire campus (activity classes or special theme days will be the only exceptions). While it is understood that school events (such as athletic contests) are traditionally less formal in dress standards, NCS reserves the right to address (and punish if necessary) dress code extremes that are exhibited at NCS sponsored events.

PARENTS - are expected to model modest and appropriate dress while on the campuses of NCS. Our children live what they learn from us. It is the responsibility of adults to lead by example in these important areas. Parents are asked to adhere to the same standard that is expected of our students: No short shorts, strapless tops, bare mid-drifts.

All students, Kindergarten through fifth grade, at the elementary campus must wear the school uniform every day, unless instructed by the teacher to dress differently because of a special event or field trip. The purpose of the uniform code is to classify a standard of appearance that will encourage our students to bring glory to God (I Cor. 10:31). The uniform code is not intended to measure spirituality, but to serve as a tool to create an atmosphere free from distraction. The following are several other important reasons why a uniform is required at NCS:

- Safety: Visitors on campus are noticed and students are more easily monitored on field trips
- Economy measure for parents
- Enhance school spirit
- De-emphasize outward appearance and stress in its place the need for inner beauty and character development
- Discipline: teachers and administrators at NCS believe students are more self-controlled when in uniform

The cooperation of the student and the parent is necessary in maintaining the standards of the uniform code. A student's appearance is a family responsibility. Therefore, any actions taken by NCS to enforce the uniform code will be primarily directed toward the parent(s), though such actions will, by necessity, impact the student himself. Uniform violations may be viewed on *ParentsWeb* under "Discipline". Violations of the uniform code will be handled in the following manner:

- First three offenses – a written warning and an attempt will be made by NCS to provide appropriate clothing
- Fourth offense and thereafter - parent must come and correct violation
- If a student receives a hair violation, three school days will be allowed to correct it. If the correction is not made within three school days, ISS (In-school Suspension) will be assigned until the correction has been made

All uniform items must be purchased through the NCS Cougar Store located in building 1 on the secondary campus, 4363 Sylvanfield, 281-587-6412. Specific uniform requirements are available at the store and are posted on the NCS webpage.

2.20.1 Boy's Elementary Uniform Code

Monday/Tuesday/Wednesday/Thursday

- Black or khaki pants or shorts with NC logo
- Red, black or white NCS polo (short or long sleeves) / shirts must be tucked in during school hours
- Turtleneck with school logo / shirts must be tucked in during school hours
- White NCS oxford is optional

Friday

- Spirit clothes purchased through the Cougar Store
- Approved uniform items for other days of the week / Shirts must be tucked in during school hours

- Secondary PE shirt is not for spirit wear

Accessories

- Socks are required each day
- Closed-toe, rubber soled shoes are required each day
- A conservative belt must be worn every day except Friday

Outerwear

NCS logo outerwear (including sweatshirts, black fleece jacket) purchased through the Cougar Store may be worn indoors on cold days over regular uniform clothing. When the temperature is below 40 degrees F, a jacket or coat from home may be worn. However, when the temperature is above 40 degrees F, students must resume wearing NCS outerwear. Non-NCS sweatshirts are not acceptable.

Underclothing

- White or black short-sleeved t-shirts may be worn under uniform shirts

2.20.2 Girl's Elementary Uniform Code

Monday/Tuesday/Wednesday/Thursday (choose from the following)

- Khaki shorts or pants with NC logo
- Khaki or black skirt
- Plaid skirt, jumper, or culottes
- Red, black or white NCS polo (short or long sleeves) / shirts must be tucked in during school hours
- White or red turtleneck with school logo / shirts must be tucked in during school hours

Friday (choose from the following)

- Spirit clothes purchased through the Cougar Store / spirit shirts must be tucked in during school hours
- Cheerleading outfits purchased through the Cougar Store or Athletics on Wheels
- Approved uniform items for other days of the week / shirts must be tucked in during school hours
- Secondary PE shirt is not for spirit wear

Skirts and Shorts

Must measure no more than 3 inches above the knee from the floor when kneeling. Black or white tights or black leggings only, may be worn on cold days.

Accessories

- Socks are required each day
- Closed-toe, rubber soled shoes are required each day
- A conservative belt must be worn every day except Friday

Outerwear

NCS logo outerwear (including sweatshirts, black fleece jacket, red cardigan) purchased through the Cougar Store may be worn indoors on cold days over regular uniform clothing. When the temperature is below 40 degrees F, a jacket or coat from home may be worn. However, when the temperature is above 40 degrees F, students must resume wearing NCS outerwear. Non-NCS sweatshirts are not acceptable.

Underclothing

White or black short-sleeved t-shirts may be worn under uniform shirts.

2.20.3 Belts and Jewelry – Girls and Boys

- Conservative in color and design
- No chains or pocket chains
- No earrings for boys
- No more than two earrings in each ear for girls
- Earrings must be worn on earlobes
- No ear cuffs

- No sunglasses, caps, hats or head coverings
- No body piercing

2.20.4 Grooming For Girls and Boys

- Hair must be neat, clean and well groomed
- No extreme cuts, shaved, sculpted designs or colors different from natural will be allowed
- Boys' hair must be above the eyebrows, above the middle of the ears, and above the top of the collar when combed straight down
- Facial hair is not permitted
- No extreme make-up, tattoos, decals, pencil or pen markings on the body or body piercing will be allowed
- Clothing must be clean, fit properly and be free of holes or tears
- All clothing must be properly hemmed. No cut-offs are permitted
- Sunglasses, head coverings, caps, hats, chains, safety pins and pocket chains are unacceptable NCS dress

2.21 Electronic Check Conversion

When you make payment by check, you authorize us to either use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account the same day we receive your payment, and you will not receive your check back from the bank. You agree to pay a fee of \$25 if your check is returned unpaid. Returned checks may be re-processed electronically.

2.22 Electronic Devices

Personal electronic equipment (i.e. ipads, DSIs, Ereaders, iTouches, tablets) is not permitted on the elementary school premises. Cell phones are permissible on school premises. However, they must be kept in the student's backpack while on campus and may only be used with the permission of school personnel in an emergency situation. If electronic equipment is confiscated, the parent will be called to come to the school office to claim.

2.23 Elevators

Students are not allowed to use the elevator without an adult present.

2.24 Emergency Drills

There will be unannounced fire, severe weather, lock- down and security evacuation drills throughout the year. When the alarm sounds, students should respond quickly and quietly as trained by the instructional staff.

2.25 Field Trips

The homeroom teachers will schedule several educational field trips each year. Students and teachers will ride on school owned vehicles or rented buses. In case of inclement weather, the Principal and Transportation Director will make the decision of whether or not to continue with field trip plans. Parents may keep their child home if they do not wish for the child to go on a field trip.

Each parent, at the beginning of each year will be required to sign a, "Field Trip Guidelines for Parents" agreement form. See Appendix "E" for details.

We always encourage the participation of parents at NCS. It is important for your child. It is equally important for your participation to be a positive experience for the whole group.

2.26 Financial Responsibility

All financial obligations must be satisfied before students may receive report cards, have records transferred, or participate in graduation ceremonies. Academic progress (grades) is communicated via ParentsWeb and we reserve the right to disable ParentsWeb accounts when accounts are not current.

In the event that a personal check is returned for insufficient funds, stop payment order or debit/credit card transaction returned for any reason, we reserve the right to require a cashier's check or money order to be brought to the business office. All returned checks incur a \$25 fee per occurrence. The business office will notify the parent of the returned transaction. If payment is not received within seven days of notification we reserve the

right to electronically debit your account for the principal amount of the check. We also reserve the right to generate a draft or electronically debit your account to collect the service fee amount due as allowed by law. Parents should notify FACTS of any changes to their bank/credit card accounts promptly. All payments made in the business office by credit card will incur an additional 2.5% convenience fee.

NCS reserves the right to withhold all records, including transcripts until all financial obligations have been met.

2.27 Fire Alarms

Any student setting off a false fire alarm may be suspended or expelled from NCS, and will be subject to criminal prosecution.

2.28 Flowers and Gifts

Flowers, balloons, cookie bouquets, and other gifts cannot be delivered to students in class. We will be happy to accept these items in the offices to be picked up at the end of the day.

2.29 Forced School Closure

The duties and obligations of NCS may be suspended immediately, without notice, during all periods that NCS is closed because of force majeure events including, but not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic, or any other event beyond our control. If such an event occurs, our duties and obligations may be suspended or postponed until such time as NCS, in its sole discretion may safely re-open. It is the policy of NCS that no portion of the tuition paid or to be paid in connection herewith shall be refunded, credited, abated, or otherwise excused in the event that NCS, for a length of time not to exceed 30 school days as a result of a casualty or other force majeure event, shall (a) postpone or cancel commencement of classes for the current academic year, or (b) disrupt instruction on or advancement of curriculum or other programs during the current academic year. Regardless of any such postponement, cancellation or disruption, parents agree to pay when due the tuition amounts required.

2.30 Fundraising Guidelines

Before any fundraising activity can commence it must be carefully considered for the impact to overall school fundraising and the appropriateness for student involvement. All fundraising activities must have prior approval of the NCS Administration. To begin the process a *Fundraiser Approval Form* must be completed and submitted to the elementary principal. The request will be reviewed for conflicts with any other activities in the planning stage or approved

Please note the following guidelines: fundraising on behalf of any outside entity is discouraged. Students will not be allowed to solicit funds or sell merchandise by passing thru crowds at any NCS school event. With prior approval a table can be setup at an event for this purpose.

For additional information and the *Fundraiser Approval Form* see *Appendix D* of this *Handbook*.

2.31 Grading

Correction Policy	
Kindergarten LEAP 1st Grade	None
2nd Grade	Students may retake any test/paper where they scored less than a 70. The replacement grade will be no higher than a 70.
3rd Grade 1 st Semester	Students may correct 3 total failing grades (below 70) per subject per 9 weeks during the 1st semester. The highest grade they can make is a 70.
3rd Grade 2 nd Semester	Students may correct 2 total failing grades (below 70) per subject per 9 weeks during the 2nd semester. The highest grade they can make is a 70.
4th Grade	Students may retake any test where they scored less than a 70. The replacement grade will be no higher than a 70.
5th Grade	Students may correct 1 paper per nine weeks in each subject. If a paper is corrected the highest grade the paper could earn would be a 70.

Grading Scale	
A = 90-100	E = Excellent
B = 80-89	S = Satisfactory
C = 75-79	N = Needs Improvement
D = 70-74	U = Unsatisfactory
I = Incomplete	

2.32 Grouping Policy

Students in grades 1st through 5th are not grouped according to ability when determining classroom placement. Kindergarten and LEAP students are grouped based on academic and developmental levels and needs.

2.33 Homework

Students at NCS elementary will be assigned homework from time to time. The purpose of homework is designed to extend the academic curriculum and create practice opportunities, which move students toward mastery. We will attempt to balance the volume of homework assigned with the age of the students involved. Generally, about (10) minutes of homework for each grade level as indicated in the guidelines established by the National PTA (10 minutes for 1st graders and 50 minutes for 5th graders). The actual amount of time required for homework will vary as students work at different rates and efficiency levels. Preparation for tests will obviously require additional time.

We will have a "No Non-Turn in Policy". The goal is to get the work completed so that students can learn from the assignment. Not bringing work or doing work is a behavioral issue and will be handled as such. Any homework assigned and not submitted upon request of the teacher will be considered late.

Kindergarten through 2nd Grade - If a student does not turn the assignment in on time he/she will be removed from recess or assigned detention during lunch or recess to eat and work until it is completed. Deductions will be made to the student's Work Habits grade for any late work.

3rd through 5th Grade - If a student does not turn the assignment in on time, he/she will be removed from recess or assigned detention during lunch or recess to eat and work until completed. Deductions will be made to the student's Work Habits grade for any late assignment. A deduction of 11 points will be made to the final grade for each day the assignment is late. After the 3rd day an assignment is late, a student can make corrections but the best grade he/she can make is a 69.

5th Grade – Beginning in January the highest grade late work can receive will be a 70. After two days, the highest grade possible will be a 60, and on the third day a zero will be recorded.

2.34 Honor Roll

In grades 1-5 all A's in academic subjects are required (each nine-weeks grading period) for the A's Honor Roll. The A and B Honor Roll requires no more than 3 B's during each nine-weeks grading period.

2.35 Illness and Exclusion Criteria

Any student who has an oral temperature of 100.4 degrees, uncontrolled diarrhea, vomiting illness (2 or more episodes in 24 hours) or other symptoms of illness, will not be admitted to class. If a student becomes ill at school, parents will be called to pick her/him up. Parents should have a back-up system in place in the event a parent is not available. If we are unable to contact the parents/legal guardians, we will contact the person/persons designated in ParentsWeb as emergency contacts. A student will be re-admitted when an oral temperature has been below 100.4 degrees, without the use of fever suppressing medication, for twenty-four hours. Therefore, if a student is sent home with a fever, he/she will not be eligible to attend class the following day.

2.36 Immunizations Required

NCS requires all students to follow the guidelines set by the state for childhood immunizations. Current immunizations must be provided at the time of enrollment and it is the parent's responsibility to keep these updated. Reminders will be sent home if immunizations are found not to be current.

2.37 Insurance - Medical

All NCS parents must carry adequate medical insurance on each enrolled student. It is not the responsibility of NCS to provide this coverage.

2.38 Leaving Campus

Elementary students may be picked up by a parent or responsible adult during the school day for appointments or emergencies. Parents should go to the welcome center where the student must be signed out and called from his/her classroom. Students will remain in class until the parent arrives to check the student out. The student must be signed back in when he/she returns. Due to the short amount of time allotted for lunch, we discourage parents from checking their child out for lunch. Students may not leave school for lunch with another child's parent.

2.39 Library

The library will be open after the first two weeks of the school year. Each class will visit the library weekly. Books may be checked out for two weeks and may be taken home. Teachers will remind students to bring their books before library day. A fee of five cents per school day will be charged for overdue books. In case of absence, one should return the book the first day he/she returns. A fee will be charged for damaged books and payment must be made for lost books. Report cards may be held for unpaid library fines. The library will close approximately 2 weeks prior to the last day of school so that inventory may begin.

2.40 Lost and Found

Items may be reclaimed in the lost and found area located on each campus. Items will be donated to charity after a reasonable time has passed for them to be claimed.

2.41 Lunch and Lunchroom

No food or drink may be delivered to students for lunch by outside vendors unless specifically approved by an administrator or teacher/sponsor. Class and club sponsors may order-in food for selected meetings as approved by the Administration.

As security concerns in schools escalate, it is imperative that parents respect our need to restrict traffic flow during these difficult supervision periods. We discourage parents from bringing lunch to students unless eating with them

or in special (emergency) situations. Parents choosing to eat lunch with students should follow visitor procedures as established on each campus.

The NCS lunch program, at all school levels, is a pre-order program. Our lunch program is out-sourced to *Healthy Lunch Box* and all payments are made directly to them through their payment management service. All questions about lunch accounts should be sent directly to *Healthy Lunch Box* at: Customer Service 281-444-8444 or fax 281-444-8462. The NCS business office will not have information on individual lunch accounts.

Children are expected to use the same courteous manners in the school lunchroom that they use at home and follow the directions of the supervisor:

- Students should speak softly and be excused before leaving the table
- Students must walk quietly in and through the lunchroom at all times . . . NO RUNNING!
- After eating, students should clean their area when directed to do so by the teacher
- Students are not allowed to use snack/soft drink machines during the school day
- Students are not to “play with” or throw food
- Microwave ovens are not available to students
- Appropriate language and topics of discussion are expected
- Students and/or visiting parents may not “share” or give food to other students
- Arrangements for birthday cakes or cupcakes for the whole class at lunch time must be planned in advance with the teacher
- If a parent visits and eats lunch with his/her child, the student may invite one guest to join them

► **Students causing DISRUPTIONS will be assigned to lunch detention and he or she will have a color change.**

2.42 Make Up Work

A student will be expected to make up all reports, assignments, tests, projects, etc. which are missed due to excused absences. A student will have the number of days absent plus one day in which to turn in the make-up work. A zero will be given for all make-up work not turned in within the required time, unless the teacher waives assignments. All make-up work assignments will be the responsibility of the student and not the teacher. Teachers will not prepare assignments in advance for “family trips” in which the student will be absent for an extended time. Assignments may be made up when the student returns to school.

2.43 Medication

Students must bring needed medication from home (including pain relievers and cough drops) in the original container and labeled with the child’s name. Medications will be stored and dispense from the clinic according to the parent’s/doctor’s instructions. Parents must sign a permission form that allows office staff to dispense medicine. The clinic may provide over-the-counter medications (such as Tylenol; itch cream; etc.) in emergency situations.

2.44 Moral Code

Established in 1974 upon Biblical standards, NCS continues to embrace these principles as guidelines for its students. Realizing that mistakes are an essential part of growth, NCS tries to deal with individual disciplinary situations in a Christ-like manner. However, repeated violations of Godly, moral principles cannot be tolerated in the NCS environment. Consequently, any student who consistently makes poor choices in light of his/her Christian witness will be held accountable by NCS for these actions and will be disciplined according to school policy.

2.45 Music Classes

Students in grades 3-5 may choose either music class/choir or Suzuki string orchestra (the cello, violin, or viola). The only additional costs for the orchestra class are the rental of the instrument and orchestra music book (to be arranged through the orchestra teacher). All other students in kindergarten-5th are assigned to music class, which becomes a choir at performance times.

2.46 Office Visits

The elementary principal reserves the right to call students to the Principal's office for counsel and information gathering regarding discipline issues.

2.47 Online Media Policy

NCS recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including our students and parents, faculty and staff utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with NCS activities presents many opportunities for enhancing the experience of our students and their families. We must recognize, however, that without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). We must also acknowledge that the nature of social networking sites leaves open the possibility of abuse and misuse (including our students and their parents), necessitating the following standards of conduct for all individuals connected with NCS.

Ethics and Responsibility

When an individual is using online social media (of any variety) and identify themselves as a student, parent, faculty or staff member of NCS, that individual must always bear in mind that the material he or she posts reflects upon the school. As a consequence, it is imperative that all students, parents, faculty and staff conduct themselves in an ethical and responsible manner when using online social media.

- Students and parents may not use school logos, or reproduce any school logos without express written permission from the Director of Admissions and Communications. Parents and students should not publish or post school information. (For more information see the NCS Branding Policy).
- Students, parents, faculty and staff should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Never post content that has the potential to be a source of embarrassment for NCS. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, or to other students, parents, staff or faculty.
- When an individual is using online social media (of any variety) and identifies themselves as a student, parent, faculty or staff member of NCS, that individual should make it clear on those personal sites that the views expressed there are his or hers alone and do not necessarily reflect the views of the school. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Northland Christian School."

Photographs and Videos

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the NCS that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to the school.

NCS has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to NCS school activities, please respect the privacy of NCS families before posting or tagging images that include other NCS students.

2.48 Parent/Volunteer Background Checks

In a continuing effort to provide a safe and secure environment for our students we ask that all parents wishing to participate in field trips or any other class activity submit to a criminal background check. Background checks must be cleared before participation. Forms are available in the business office or the NCS website/forms.

2.49 ParentsWeb

NCS provides to students and parents a web-based service called *ParentsWeb*. This service enables parents and students to receive academic information such as grades, assignments and special teacher communications on a regular and timely basis by logging onto a password-protected, personal account. Each parent and student has different passwords, enabling teachers to communicate privately with parents.

2.50 Parent-Teacher Conferences

Attendance at parent-teacher conference day is expected of all parents/guardians of NCS students. Following this meeting, conferences can and should be called by either the teacher or parent as the need arises. The faculty will appreciate making appointments for conferences. Impromptu conferences are likely to be very unsatisfactory to all concerned, whereas, one that can be scheduled for a special time and planned more carefully is likely to be very helpful. Please call the office at 281-440-1060, or email the teacher directly, to arrange a conference.

2.51 Parking Lot – Traffic Flow

Due to the crowded conditions that exist during the beginning and ending of school each day, it is imperative that parents observe the following policies:

- Be courteous – school personnel will direct you for the good of the entire NCS family. Please respect their right and responsibility to do so.
- Obey the traffic speed limit of 15 miles per hour while driving through campus
- Under no conditions should cars be parked in any driveways, bus parking areas, specially reserved parking spots (Black and Gold Gala auction spot), unmarked parking areas, or handicapped parking spots, unless you have a placard or handicapped license plate.
- Traffic flow should never be blocked while waiting for students in carpool. If your student(s) are not present when you arrive, please re-circulate through the traffic pattern.

Specific instructions can be found in the “Carpool” section of this *Handbook*.

2.52 Parties

Approximately five homeroom parties will be held each year: Stone Soup (Thanksgiving), Christmas, Valentine’s Day, Easter and an on-campus end of the year celebration. All parties will be limited to a maximum of two hours in length. All parties must be coordinated through the grade level teachers. Reservations of school facilities must be made through the office at least two weeks prior to the event. 5th grade has first priority for use of the cafeteria. There will be no off-campus end of school parties during school hours. Water sports and skating are not allowed as a field trip or school sponsored party during school hours. Treats for individual students’ birthdays should be coordinated with the homeroom teacher and should be celebrated at lunch or recess. Party invitations for private parties may not be passed out at school unless every child in the classroom receives an invitation. Invitations for smaller parties should be mailed or issued by phone. Please be considerate of other children’s feelings.

2.53 Photography Policy

Recognizing the importance of protecting the privacy of students, faculty and staff, NCS has adopted the following policy for photography and video on the NCS campus and during sanctioned school events. The NCS campus is private property. Students, faculty and staff have a right to conduct their business on campus freely, and the school must protect its physical space from being inappropriately photographed. Permission is required to videotape, film or photograph on the NCS campus for anything other than personal use (See Personal Use Guidelines below).

This policy applies to any type of photography: stills, video and film in any format.

- All photography of interior and exterior spaces on campus requires prior permission from the Office of Technology and Communications.
- NCS does not grant authority to third parties to sell images of NCS students, staff or faculty unless specifically contracted for and promoted by NCS (i.e. student portraits, sports team photos and prom). NCS will advertise these opportunities through school-sponsored communications.
- News photography on campus is conditionally permitted. News stories must pertain to either the School, or a member of the campus community. Permission must be granted from the Office of Technology and Communications before any news organizations are given access to the campus.

Personal Use Guidelines:

NCS encourages parents and family members to photograph their students at approved extracurricular events (sporting events, concerts, art exhibits, award ceremonies, etc.), where such photography will not interfere with those events. School activity photos and videos are a tradition for many families. NCS wants to ensure access to capturing those moments while protecting the safety and privacy of others. The school reserves the right to ask parents to refrain from taking flash photography at some events.

Please take care in the manner of publishing or distributing the images recorded of NCS students and families; specifically regarding the Internet, and in social networking environments. Identifying anyone in any type of online, electronic, or print publication should be done with caution.

Official School Use Guidelines:

NCS routinely photographs students, faculty and staff and carefully decides how those images are used. Photographs of students add color, life, and interest to materials and articles promoting school activities and initiatives in both electronic and print communications. This can increase student motivation, along with helping parents and local communities identify and celebrate the achievements of NCS. Primary use of photos will be on the NCS website, advertising materials, electronic communications, social media postings and media press releases.

In order to respect the rights of privacy for students and parents, along with potential child protection issues, the images that NCS records will be used in a responsible way. All parents are required to sign a photography and publicity waiver for each of their students, found in *the NCS Enrollment Contact*. This allows NCS to work with families to keep their student’s likenesses from appearing on the NCS web site, and other publications. In most instances, first and last names will not be used to identify individuals unless a particular honor or award has been received.

Commercial Photography Bid Solicitation:

NCS will solicit bids for our commercial photography needs (Homecoming, Prom, student portraits, etc.). The office of the head of school will be in charge of this process. Guidelines and Bid forms will be available from the office of the head of school.

2.54 Playground Guidelines

- Play in the designated areas only
- Follow the directions of the supervisor
- Play games that are considered safe by the supervisor
- Use equipment safely
- Exhibit good behavior and cooperation with others
- Leave rocks/pebbles and sticks on the ground

2.55 Programs/Events

Children must stay with parents in order to be supervised during all school programs (except when the student is performing and is under the supervision of his/her teacher). Children may not go upstairs or into a classroom unaccompanied by parents during school programs/events. During receptions after programs students are not allowed to run and play among the guests.

2.56 Progress Reports

Progress Reports will be available on *ParentsWeb* on a weekly basis. It is each parent's responsibility to track student progress using this available technology.

2.57 Respect for Property

All teacher property (desks, grade books, computers, file cabinets, etc.) is off-limits to students and is reserved for use by teachers only.

2.58 School Hours

6:30 a.m. – 7:30 a.m.	Extended Care Available for an additional fee
7:30 a.m. – 8:00 a.m.	Students arriving during this time will be supervised in the cafeteria area at no charge
8:00 a.m.	First Bell Rings – students dismissed to classrooms
8:10 a.m.	Tardy Bell Rings
3:30 p.m.	Dismissal bell rings
3:45 p.m.	Students not picked up are sent to extended care – additional fee required
3:45 p.m. – 6:30 p.m.	Extended care available for an additional fee

Any change from this schedule will be announced in advance. The NCS board, administration, and staff are not responsible for students who are left on campus after school hours unsupervised. Parents need to make arrangements to transport their children to another location after school hours or enroll them in our *Extended Care* program.

2.59 Search And Seizure

School personnel reserve the right to search student work areas and belongings when there is suspicion of theft or possession of illegal contraband.

2.60 Security Measures

Protection of our students is of utmost importance and because security concerns have escalated dramatically in recent years, we have instituted the following policies to ensure our preparedness:

- An armed security guard will be on campus to monitor and enforce the safety of our families and staff
- All doors to the building will remain locked throughout the school day. During the day, entry into the building will be admitted through a magnetic locked door at the far right of the east main entrance. All parents, guardians or visitors must exit through the east main entrance.
- Parents or guardians will enter through the east main entrance between 6:30 a.m. and 8:15 a.m. to drop off students and between the hours of 2:30 p.m. and 6:30 p.m. to pick up students.
- Parents and guardians visiting between the hours of 8:15 a.m. and 3:00 p.m. must sign in at the Welcome Center, have state I.D. scanned, and receive a visitor's badge to wear while on campus. Upon exiting the building, the parent or guardian will sign out and return the badge to the attendant.
- Any visitor entering the building between the hours of 6:30 a.m. and 6:30 p.m. will be required to scan their driver's license at the Welcome Center to receive a visitor's badge. Upon exiting the building, the visitor will sign out at the Welcome Center and return the badge to the attendant.
- All parents will be required to sign a *Security Guidelines Agreement* each year before the first day of school. The agreement specifies other security measures that parents agree to support and abide by. See *Appendix "F"* for details.
- For the safety of our students, all faculty and staff are required to wear ID badges during school hours
- Emergency Response procedures are in writing and the NCS faculty and staff is receiving continuing training in these procedures. Students will be drilled on these procedures throughout the school year.
- As a general rule, school will not be dismissed because of threatened violence. Every effort will be made to ensure security. If our ability to inspect and secure our facilities is compromised (time constraints, etc.), and if reasonable security cannot be ensured, then parents will be notified via the local media as to necessary adjustments in attendance patterns.

- In all cases where school is dismissed for security threats, class time missed will be made up. These make up days will be at the discretion of the NCS Administration and will take place on Saturday, during holiday breaks, or at the end of the school year in May/June.
- NCS will respect each parent's right and responsibility to determine your student(s)' attendance during periods where security has been threatened. In general, absences will be excused if students are kept at home (but will be recorded as absences). Students who elect to use these periods for recreation time away from home (mall shopping, movie excursions, etc.) will be assigned unexcused absences and are subject to additional disciplinary action.
- Every effort will be made to keep parents informed about security issues. As we respect parents' rights to make decisions about their own children, we also expect parents to respect our knowledge of the facts involved and the proper timing for notification of parents (and media). We will work with local law enforcement agencies on all threats, and will collectively decide the best steps to follow in responding to security concerns.

2.61 Spirit Wear (Logo Protection)

In order to build spirit on our campuses and to build upon the NCS image and traditions, the following guideline will govern the design and wear of all spirit wear bearing an NCS official logo:

- All spirit wear must be approved by and ordered through the Cougar Store
- All shirts or other printed clothing ordered for spirit wear must use one of the approved NCS logos; either the cross, cougar head or NC logos.
- All spirit wear should refrain from graphics or words which could be viewed as promiscuous. The appropriate Principal will have final approval authority of questionable designs.

2.62 Student Activity Sponsorship

Because sponsors must accept responsibility for ensuring that all activities contribute to the purpose and objectives of NCS, students must work with and through sponsors in the planning and conducting of all activities. No decision will be made and/or communicated without the expressed consent and approval of the Elementary Principal.

2.63 Student Fundraising

All fundraising events must be approved by the NCS head of school, as it is the NCS philosophy that fundraising be limited to those events with educational value and designed to produce the greatest results for the effort expended. It is the NCS goal to avoid those projects which "nickel and dime" our parents and the extended NCS family and stakeholders. For additional information please see the *Fundraising Guidelines* in this handbook.

2.64 Student Residence

All students must be residing with a parent, legal guardian, or responsible adult while attending NCS.

2.65 Sunday and Wednesday Night Activities

NCS will not participate in school activities on Sundays or Wednesday nights unless required by TAPPS to meet district or state mandates or deadlines. The NCS head of school must approve any exception to this policy. During special events requiring travel, (cheerleader camps, basketball camps, play-offs, etc.), great care will be taken to provide appropriate worship opportunities.

Practices, rehearsals, or other NCS sponsored activities will not be scheduled on Sundays. The NCS head of school must approve any exception to this policy.

2.66 Tardiness

Students may arrive between 7:30 - 8:00 a.m., at no charge, where a staff member will supervise them in the cafeteria. Students arriving before 7:30 a.m. should be checked-in to *before school extended care*. Teachers will pick up their students from the lunch area at 8:00 a.m. and escort the students to the classroom. Parents are asked **not** to go with their child to their classroom. The tardy bell rings at 8:10 a.m. Any student not in the classroom by

8:10 a.m. will be considered tardy. All tardies are considered unexcused unless the principal deems that an extenuating circumstance was unavoidable (i.e. traffic accident on FM 1960 that backed up traffic, severe weather, etc...) A tardy may also be excused if an original, signed doctor's note, that indicates the day and time of the appointment is submitted to the Welcome Center. The note should be submitted the day of the appointment. If a note is not submitted within three days, the tardy will be counted as unexcused. Tardy students must sign in with Student Services at the Welcome Center, with a parent escort, to receive a tardy slip. Daily promptness is essential and young children are dependent on adults to be on time. Tardiness is disruptive and detrimental to the learning process.

The first three tardies during each quarter are free. On the third tardy, student services will notify the parent / guardian of the third tardy and will also communicate that on the fourth tardy, the student will serve one day of lunch detention. Beginning with the fourth tardy, the student will receive one day of lunch detention for each day he / she is tardy. The tardy count will start over at the beginning of each quarter. Students that have 8 or more tardies during a quarter will be placed on probation the following quarter. If tardies continue to be excessive after being placed on probation, the student is subject to not being allowed to return to NCS the following semester.

2.67 Technology Use Agreement

Each 3rd through 5th grade student will be required to sign a technology use agreement form that sets forth certain terms and conditions for the use of technology at NCS. See details in *Appendix "A"*.

2.68 Telephone Usage

Students are allowed to use only the phone in the elementary office. The office staff must grant permission. The phone lines need to be clear for school business. Unnecessary calls are a disruption to students, teachers, and office staff. Details of lunch and pick up time should be arranged before school.

2.69 Testing Process

The TerraNova Achievement Tests are administered every spring in kindergarten through fifth grade. A report showing specific areas of strength and weakness is provided to parents. In addition, the InView School Ability Test is given to students in grades 3, and 5. The InView measures abstract thinking and reasoning ability and is designed to reliably predict success in school. The KRT (Kindergarten Readiness Test) and the Gesell Test are administered to PK students to determine kindergarten readiness.

2.70 Textbooks

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Each student will be held monetarily responsible for any textbook that is lost or damaged. This fee must be cleared before any records will be released. A student who loses or excessively damages a textbook will be assessed the replacement cost of the book.

2.71 Transportation Guidelines

Student and driver safety is our foremost concern while students are being transported in NCS vehicles. The following guidelines for student behavior have been adopted to create the safest environment possible. Students are expected to follow these guidelines and respond respectfully to the driver's instructions and requests. Students failing to observe the guidelines and/or failing to cooperate with the driver will be reported to the campus Principal. Inappropriate behavior will result in the loss of the privilege of riding in NCS transportation.

- Students will remain seated at ALL times
- Students will keep hands, feet and objects to self
- Youngest students will sit near the front and the older students will sit toward the rear
- A student may choose his/her seat unless the driver has assigned a particular seat
- Students are not allowed to get off except at the regular stops.
- No eating or drinking or gum chewing in NCS transportation
- Students who are not picked up at their drop off location will be returned to their campus
- Drivers will intervene in student conflicts to ensure safety and protect both parties
- Students are expected to be courteous and respectful to each other as well as to the driver

- Students will be reported to the Principal and appropriate consequences will follow when and if the student:
 - Does not remain seated
 - Uses excessive volume
 - Shows disrespect toward driver
 - Interacts inappropriately with people outside
 - Puts hands and/or feet outside
 - Uses inappropriate language
 - Uses inappropriate gestures
 - Misbehaves in any way which could create an unsafe environment

Riding in an NCS vehicle is a privilege. Students who repeatedly violate the safety guidelines will lose the privilege of riding.

2.72 Tuition Refund Policy

After a student has been in attendance for ten academic days during the school year, full tuition and all other fees are non-refundable. If the student withdraws or is otherwise dismissed from NCS, all payments shall be retained by NCS and, further, the remaining balance of tuition and all other fees shall be immediately due and payable. NCS reserves the right to withhold all records, including transcripts until all financial obligations have been met.

2.73 Vision And Hearing Screening

Vision and hearing screening is performed according to state regulations for all first-time entrants, ages four and older, as well as for all LEAP, Kindergarten, 1st, 3rd, and 5th grade students. Parents will be informed if the screening indicates a possible problem.

2.74 Visitors

NCS operates a closed campus. However, we welcome prospective students to visit. Students must receive permission in advance before bringing a visitor to NCS. All visitors must register in the elementary office and wear a designated *visitor's pass* while on campus.

2.75 Weather

In case of bad weather (such as hurricanes, flooding, icy streets, etc.) or in other crisis response situations, dismissal or delayed school schedules will be published on the NCS webpage at www.northlandchristian.org. In addition, a text message alert system will be used to communicate this information. Resumption of school also will be published in like manner.

Please note that web page access can be achieved even if electricity is off at your current location. For example:

- Make a telephone call to a relative or friend who would have internet access, regardless of where he or she might live
- Text message a friend or relative (texting will work even when signal strength is too weak for cellular service)
- Visit commercial establishments (Starbucks Coffee; Kinkos; etc.) which advertise internet access
- Access the web via cellular telephone

2.76 Work Habits

Work habits are those behaviors that we will teach, train and expect our students to demonstrate which will help them grow into responsible people. A *work habits* grade will be given each 9 weeks grading period to evaluate and communicate how a student performed in those skills during the grading period. Work habits will be located in the daily take home folder and documented on parents web under discipline for grades kindergarten through 2nd grade. For grades 3rd through 5th work habits will be documented on parents web under discipline. The guidelines below will be used for determining the *work habits* grade each nine weeks.

Work habits will include but are not limited to the following:

Student Responsibility	Home Report Legend	Deduction
Bring supplies to class	S	1 Point Deduction
Return homework on time	HW	2 Point Deduction per day present without it
Complete class work on time	CW	2 Point Deduction per day present
Put name on class work	N	1 Point Deduction
Return library book	LB	1 Point Deduction
Do warm-ups	WU	2 Point Deduction

K through 2 nd Grade Report Card Scale	
E	0 – 15 points deducted with a total of 0 – 5 late HW and /or CW occurrences
S	16 – 30 points deducted with a total of 6 – 10 late HW and /or CW occurrences
N	31 – 40 points deducted with a total of 11 - 15 late HW and /or CW occurrences
U	41 or more points deducted with a total of 16 or more HW and/or CW occurrences

3rd through 5th Grade Report Card Scale	
E	0 – 6 points deducted with a total of 0 – 2 late HW and/or CW occurrences
S+	7-12 points deducted with a total of 3 late HW and/or CW occurrences
S	13 – 16 points deducted with a total of 4 – 5 late HW and/or CW occurrences
S-	17 – 20 points deducted with a total of 6 – 7 late HW and/or CW occurrences
N	21 – 25 points deducted with a total of 8 - 9 late HW and/or CW occurrences
U	26 or more points deducted with a total of 10 or more HW and/or CW occurrences

2.77 Yearbook

In no case will NCS be responsible for furnishing yearbooks not claimed by January 1st of the following school year.

2.78 Zero Tolerance

Discipline matters at NCS are generally not treated with zero-tolerance as we use progressive discipline systems in most situations. However, each of the following is grounds for immediate expulsion from school:

- The possession or use of illegal substances of any kind on the campuses of NCS or at any school-sponsored activity
- The sale, or attempted sale, of any illegal substance(s) at any time, on campus or off

In addition to expulsion, these activities will be reported to the appropriate law-enforcement authorities. The option to return to school at any time will be subject to review by the admissions committee and the NCS head of school.

2.79

Appendix A - Technology Use Agreements

Elementary Student TECHNOLOGY USE AGREEMENT 2017-2018

This agreement is effective the ____ day of _____, 2017, by and between Northland Christian School (“Northland”), _____ (“Parent”), and _____ (“Student”), for the purpose of setting forth certain terms and conditions for the use of digital devices assigned to the Student as a tool in their classes.

The infusion of technology into classroom experiences represents an outstanding opportunity for NCS students and presents challenges for the faculty and administration as we continue these advances in the curriculum. Use of all Northland laptops must be in support of education and research and must be consistent with the goals and objectives of Northland Christian School. It is our goal to model and teach ethical and responsible use of technology.

It must be recognized that the development of school policy to govern technology will be a fluid and continual process. As policy is revised, it will be communicated to students for immediate implementation and will be added to this Agreement on an as-needed basis.

I. NCS-Owned Digital Devices

The NCS-owned digital devices will be the property of NCS and will be assigned to students for their use in a manner similar to textbooks and other resources and will be subject to the same restrictions.

II. Use of Digital Device

Use of all Northland digital devices must be in support of education and research, and must be consistent with the goals and criteria of NCS. It is our goal to teach ethical and respectful use of technology. Students are responsible for appropriate behavior on the digital devices and the school network just as they are in a classroom or anywhere on the school grounds. General school rules for behavior and communications apply. Students are personally responsible for their actions in accessing and utilizing the school’s technology resources. The students are expected to never access, keep, or send anything that they would not want their parents or teachers to see. **Privacy statement – Students and parents do not have a personal privacy right in any information, data or communications, including e-mail messages, created, transmitted, received, or stored on the laptops. Northland may access all laptops, at any time, whether or not the data or information relates to the school’s business. Thus, these systems should not be used for any personal communication, which you wish to remain private and confidential.**

Initials _____

Northland’s Internet system has not been established as a public access service or public forum. Therefore, the school has the right to place reasonable restrictions on the material students access or post through the system. All sites visited using Northland’s Internet resources must be in compliance with the criteria used to select material for the school and must be used for educational purposes only.

Northland will use its technology and staff for the filtering and monitoring of Internet access points, and may monitor student’s use while the students are on campus. This process will be limited by cost and manpower constraints, but will be adapted and prioritized on a continuing basis. Any attempt by students to bypass these systems is a violation of this agreement, and will be addressed as a disciplinary issue.

Inappropriate use of the Internet by any student will be handled as a discipline problem and appropriate punishment will be assigned. If a student is in doubt about the appropriateness of a website, the student should ask the supervising teacher immediately to avoid even the appearance of impropriety. Specific school discipline codes address consequences for inappropriate behaviors of this type.

Any attempt to use the technological facilities of Northland Christian School to infiltrate the administrative and accounting systems of the school is a violation of this agreement. In addition, such attempts may result in immediate and permanent dismissal from school.

Two areas in the NCS behavior code which specifically address responsible use are cheating and/or other types of dishonesty [Examples of cheating include plagiarism, copying or loaning homework, discussion of specific test or quiz content with another student, possession or perusal of teacher test keys or manuals, forgery; the use of electronic media to transmit test data or homework assignments to another student; etc.]

III. General

Northland does not warrant that the functions of the system will meet any specific requirements a student may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages such as lost data sustained or incurred in connection with the use, operation, or inability to use the system

In consideration for the student's participation in the digital device program, and the access and use of Northland's technology system, Parents and Student hereby release Northland, its faculty, staff, directors, officers, operators, and affiliates from any and all claims of any nature arising from the student's participation in the digital device program, specifically including, but not limited to the students ability, or inability to access or use the Internet, and any and all resulting consequences there from.

CERTIFICATION:

By our signatures hereon, we agree and accept all of the above stated policies and consequences, as well as all future directives, which may be communicated via email or written documentation given directly to the student.

Student

Parent

Date

Date

2.80 Appendix B – Admissions Policies

Applicants for admission to Northland Christian School must furnish evidence that they are physically and emotionally fit, of good moral character, and academically capable. All applicants must:

- Complete **all** of the **Application Procedures** detailed in the current **Application Information** brochure
- Be eligible for re-enrollment in all schools previously attended
- Have not been suspended or expelled from school during past 12 months
- Have no academic semester average lower than “C”
- Have acceptable conduct grades and work habits
- Score at or above the 50th percentile on the language/reading and math sections of the entrance examination, 1st grade students must also be reading at level “D”
- Be free of severe learning or behavioral problems
- Not be coming directly from any type of rehabilitation program (i.e.; drug, alcohol, behavior, mental, etc.)
- Agreed to comply with all policies in the *Parent-Student Handbook*

All new students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity and academic achievement.

The appropriate admissions committee will make any exception to the above stated policies after a prayerful and thorough review of any mitigating circumstances.

Entrance Testing

Entrance testing is an important tool used in the admissions process. As the typical Northland Christian student is well above average in intelligence and performance, this vehicle is used to ensure each applicant’s potential for success. Our staff administers all tests. These tests are designed to measure academic ability and current skills levels. These results are used as a part of each applicant’s profile in determining acceptance and/or placement.

Learning Differences

Northland Christian School is a college prep school with extremely high academic standards. Consequently, it is very difficult for students who have learning challenges to function academically at NCS. We realize that the name Christian does not imply or necessitate that we *become all things to all people* any more than a doctor who specializes in one type of surgery is expected to perform surgery for which he/she has not been trained. Therefore, it is our goal as a Christian school to assist every student who qualifies for admission to be successful. To accomplish this goal with students who have mild learning challenges, NCS reserves the right to require parents to arrange and fund remediation services to supplement classroom instruction when our professional staff identifies the need.

2.81 Appendix C - Book Selection Policy

Books selected for placement into the NCS library collection will meet the following criteria:

- Books dealing with adolescence issues will be deemed young adult and checked out only by fifth graders and older. These books deal with sensitive growing up issues. They may contain mild language. Obscene language will not be tolerated under any circumstances. Any book deemed offensive may be returned by the student.
- It is our belief that childhood should be maintained as long as possible and books dealing with adult issues should not be given to children. Children with higher reading levels will be introduced to the classic literature before popular culture.
- We screen all titles coming into the library but we cannot read hundreds of titles each year. If offensive matter is found after the book is checked out, we will review the book. If there are only a few inappropriate words, we will mark the words out of the book. If the subject matter is questionable, we will remove the title from the shelf. Sexual issues will not be addressed in elementary books. Alternative lifestyles will not be viewed as appropriate.
- Books glorifying the occult will not be in our circulation. This includes *Goosebumps* and *Fear Street* series. Any book that desensitizes violent acts will not be allowed. Occasionally, in children’s literature, there will be references to witches and the supernatural. It is up to the parent to censor such fantasy literature.

- It is not the intent of the NCS library to usurp parental authority in student reading selections. It is our purpose to filter inappropriate materials and guide students in their choices.

It is virtually impossible to dictate a uniform value system that will satisfy the beliefs and opinions of all parents and students. After applying the criteria detailed above, some books may still seem objectionable. This is where parental choice and responsibility is critical. NCS will not require reading (curricular or recreational) that is objectionable to parents. An alternative will be allowed.

Concerns about library materials should be addressed to the Elementary Principal.

2.81 Appendix D - Statement of Faith

1. Primary Doctrine.

The following is the foundation of beliefs on which Northland Christian School is based. They are also the essential elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine at Northland Christian School. Secondary or non-essential, divisive doctrines and issues will not be presented as primary doctrine.

- a. We believe the Bible to be the inspired, the only infallible, authoritative Word of God: absolute in its authority, complete in its revelation, final in its content, and completely inerrant in the original writings.
- b. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- c. We believe God created the universe by His Power and Word.
- d. We believe Jesus Christ is the Son of God and Son of man, was born of a virgin, and is Himself very God. We believe in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection from the dead in the same body that was laid to rest in the tomb, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- e. We believe that all men and women, apart from calling on the name of Christ to be saved, are lost and separated from God for eternity, and that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential. The Scriptures also declare the deity and personality of the Holy Spirit, and we believe in His present ministry, by whose indwelling the Christian is enabled to live a godly life.
- f. We believe water baptism, in its various forms, is an outward symbol of an inwardly changed heart, and is an act of obedience for all believers.
- g. We believe that true faith is accompanied by repentance and a turning from the old lifestyle, and that true Christians do not continue in willful, unrepentant lifestyles that are contrary to Holy Scripture.
- h. We believe that God wonderfully and immutably creates each person as male or female. These two, distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We further believe that true "marriage" is the union of one man and one woman in an exclusive union as delineated in Scripture.
- i. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth, including pre-born infants, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- j. We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life, and they that are lost, to the resurrection of damnation.

k. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

2. Secondary Doctrine Policy.

Secondary doctrines are those doctrinal issues which are not addressed in the Northland Christian School statement of faith. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. While teachers may state their personal positions on issues, they must be careful not to speak to the students in a manner that would cause offense to the parents. Presentation of all sides of an issue is encouraged. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

2.83 Appendix E - Fundraising and Special Projects Guidelines

BACKGROUND

Before establishing any new project, service or funding opportunity at Northland Christian School, please read the following material carefully to ascertain a project's potential for eligibility. A project deemed ineligible may not be tax deductible under the banner of Northland Christian School's 501(c) 3 status.

Annually, a budget is created and funds are allocated for various programs, services, activities and products that are deemed appropriate and vital to the overall success of NCS and/or its constituencies. Revenues for these expenses are generated by tuition and the previous year's Annual Fund.

Large-scale building projects and plans are financed by funds obtained during a Capital Campaign and are planned in the [long range plan] 2-10 years prior to their commencement.

Occasionally, a donor or constituent may wish to fund a special project not covered in the current budget and/or not planned for the immediate future.

The Administration and Business Office of NCS have been charged with the responsibility of reviewing and selecting qualified projects deemed both appropriate and necessary to the success of the school.

ELIGIBILITY CRITERIA

Any constituent may apply to Vicki Loudon,, Director of Technology and Communications of NCS for selection as a Special Project. "Constituent" means any parent, parent group, alum, alumni organization, student, student organization, staff, faculty member, friend, corporation, business or foundation currently associated with NCS in some fashion, who/which has a vested interest in the success of NCS and/or its students.

To be eligible for selection as an approved special project, the project must meet the following criteria:

- Suit an appropriate and reasonable need of NCS or its students
- Have established measurable goals or demonstrate a clear benefit to the school
- Provide suitable documentation clearly establishing the estimated cost of the special project
- Obtain funding entirely without the resources of any department at NCS
- Occur within a single fiscal year –or- provide a full report at the end of each fiscal year in order to obtain approval for subsequent years. This may require proof of secured funding for the following years

Applicant must be agreeable to stipulations listed below:

GOALS OF SERVICES

All potential outcomes or effects of approved special projects shall further or seek to implement the following goals:

Assist NCS and/or its agents in giving more attention to its students or staff in a personal, academic or social sense –or– seek to provide a clear benefit to NCS.

Attempt to decrease costs or other obstacles for NCS.

RESTRICTIONS

Applications will not be considered for eligibility if any of the following applies:

Benefit to the school or its constituents cannot be clearly ascertained.

The Special Project in question would cause NCS to incur any additional costs whatsoever (ex: a sculpture cost is covered, but the installation fees for the sculpture would fall to the school).

The Special Project in question has the potential to create any legal culpability.

The Special Project in question violates any ethical standards held by NCS.

OTHER STIPULATIONS

Applicant or applicant group must assume all direct and related costs associated with the special project.

Upon approval, applicant or applicant group agrees to raise all related funds in a private, non-intrusive manner without assistance from the administration of NCS.

Upon approval, applicant or applicant group agrees to raise all related funds by a predetermined date, prior to the approval of the budget for the fiscal year in which the project will take place.

In the event that 80% of the funds for a special project are not obtained by the predetermined deadline, all funds raised will default to the Annual Fund. Under no circumstances will donations be refunded.

In the event that 80-99% of the funds for a special project are obtained by the predetermined deadline, the project may be shelved for (1) calendar year, allowing the interested parties to continue to raise the necessary funds and enact the project the following year.

Applicant or applicant group agrees that prior to funding any special project, a gift to the Annual Fund in the amount* of

\$250

-Or-

20% of the donor's estimated contribution to the special project.

*Whichever ever is the lesser amount.

2.84 Appendix F – Field Trip Guidelines for Parents

Field trips are a privilege and blessing for our students at NCS. Each trip is designed to extend the education of our children beyond the four walls of the school. At times our parents have an opportunity to attend these field trips along with our students. We appreciate parents who volunteer to accompany our students and teachers. If a parent attends a field trip they go as a representative of the school. As with our students, we have guidelines that we ask our parents to follow while on our school-sponsored trips.

Field Trip Guidelines and Responsibilities

- All parents must have a current volunteer background check on file with the NCS business office. This form is available from the NCS elementary office or on the NCS website/forms.
- Be a positive role model: Parents should always obey any rules of the facilities they visit
- Provide positive support, care and encouragement for the children attending the field trip
- Not exhibit and/or display any behaviors, language and/or other practices that would, or even potentially could endanger the physical and/or emotional health, well-being and/or safety of the students, teachers or other parent chaperones.
- Be prepared to provide your own transportation. Due to insurance restrictions parents are not allowed to ride on school transportation
- Do not bring siblings
- Parents are not allowed to transport other students, besides their own to and from the field trip
- Refrain from the use of tobacco or alcohol
- Not purchase for their child food or any other items that all the other children do not have the opportunity to purchase
- Refrain from taking their child into the gift shop when the group is not allowed to enter the gift shop to make purchases
- When you accompany your child's class, be prepared to discipline your child. The same rules that apply in the classroom apply on the field trip. Don't place the teacher in the position of having to discipline your child for you when you are present.
- If you are assigned a group of kids to chaperone, stay with them at all times (example: take the whole group to the restroom or going with your own child leaving the rest of the group with no supervision)
- If a student is displaying inappropriate behavior please immediately notify the student's teacher so she/he can help correct the situation.

We always encourage the participation of parents at NCS. It is important for your child. It is equally important for your participation to be a positive experience for the whole group. Violation of these guidelines and responsibilities would possibly result in a parent not being allowed to attend further trips with the school for the remainder of the school year. Please sign the bottom of this form and return the bottom portion to your child's homeroom teacher.

(Please keep the top portion for your reference and return the bottom portion of this form to the homeroom teacher by Friday, August 25th)

Parent Field Trip Guidelines Agreement

Parent's Signature

Student's Name

2.85 NCS Branding Policy

NCS Branding Policy

Use of Northland Christian School Name, Logo, Images and Pictures:

To ensure that NCS presents a consistent image to its families and the public, we follow a Graphics Standards Policy approved by the NCS Board of Trustees. The administrative staff member in charge of graphic design must approve the use of our logos, images and pictures in all advertising, promotional products, uniforms, publications and other printed material, and in social media applications.

Furthermore, any product containing the use of our logos must be purchased through a vendor approved by the Cougar Store Manager. NCS logos should never be recreated. Electronic logos are available from the Cougar Store manager or the staff member in charge of graphic design for approved use.

The use of any NCS logo or graphic for personal use or profit is strictly prohibited.