

Secondary Parent-Student Handbook



2023-2024

NOTICE OF NON-DISCRIMINATION

Northland Christian School will not discriminate on the basis of race, color, 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 - Bill Lakin
PK/Elementary Principal - Monica Lewis
Secondary Principal - Kelli Diers
Secondary Assistant Principal - Ed Bemiller
Director of Student Activities/ Alumni Relations - Cliff Kraner
International Program Director - Elizabeth Chavez
Director of Technology - Vicki Loudon
Chief Financial Officer - Shyanne Meekins
Athletic Directors - Tamika Newman and Eric Allen
School Counselors - Shannon Hardy and Kelly Hill
Registrar - Melanie Owens

1. 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 all 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 God created human beings in His image, and created male and female as complementary persons to reflect that image (Gen. 1:27), and that therefore all human beings, created in God's image, are 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
- Physical and environmental health and ecological balance
- Developing good health and physical fitness
- Using leisure time wisely
- Biblical manhood/womanhood
- 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

- Example - 1 Timothy 4:12 Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.
- Modesty - I Corinthians 6:19-20 Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. I Peter 3:3-4 Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious.
- Obedience - Acts 5:29 But Peter and the apostles answered, “We must obey God rather than men.” Ephesians 6:1-2 Children, obey your parents in the Lord, for this is right. “Honor your father and mother” (this is the first commandment with a promise). Romans 13:1 Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Hebrews 13:17 Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you

- Self Discipline/Self Control - Galatians 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Romans 12:1-2 I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.
- Love - Mark 12:30-31 And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these. I Corinthians 13:4-6 Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth.
- Acknowledging/Glorifying God-1 Corinthians 10:31 So, whether you eat or drink, or whatever you do, do all to the glory of God. Philippians 4:8 Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.

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 .

1.5.1 Changes in Policy

This NCS 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 NCS Handbook with or without prior notice to parents and students.

2. Policies and Procedures

2.1 Academic Probation (new students)

All new students will be subject to academic review during the first year of attendance at NCS. A minimum average of 75 in each course is expected. Students not meeting the minimum average requirement may be placed on academic probation and/or a planned remediation program may be required.

2.2 Accidents and Emergencies

Accidents and emergencies must be reported immediately to the secondary principal or student services office. Emergency contact information must be on file for all families. Changes in this information should be reported to the administrative coordinator in building 8 as they occur.

2.21 Accommodations (Academic)

Academic accommodations requested for use during the school day and/or for standardized testing must be supported by the administration of educational diagnostic assessments. Academic learning impairments must be assessed by a qualified professional using an appropriate battery of tests that can assess and determine educational needs. The specific diagnosis must be stated and appropriate recommendations supported. Recommended accommodations that are accepted by Northland and may be implemented in the classroom include preferential seating, and oral clarification, all other accommodations will be provided upon enrollment to the Cougar Center for Success. Diagnostic documentation is reviewed at the beginning of each school year and must remain current/updated within three (3) academic years. Modification of curriculum is not available. All diagnostic evaluations must be submitted to the Counseling Office for approval.

2.3 ACT/SAT Exams

It is strongly recommended that all NCS students take the ACT and/or SAT exam prior to the end of their junior academic year. All high school students are encouraged to take the ACT and/or SAT exam at least once annually.

2.4 After-Hours Policy

Normal secondary campus hours are from 7:00 a.m. - 5:00 p.m. Offices will be open from 7:30 a.m. - 4:00 p.m. On numerous occasions, the campus is open earlier or later due to co-curricular activities. For the safety and security of both our students and our property, any student on campus after hours (without permission or supervision) may receive disciplinary consequences.

2.5 After-Hours Supervision

Each afternoon from 3:30 to 6:00 p.m. NCS offers an area of supervision for any secondary student who cannot be picked up immediately after school. Extended Care can be scheduled by contacting the NCS Business Office. Additionally, students who are on campus unsupervised after 3:30 p.m. will be required to check-in to Extended Care and the daily rate of \$35 will be charged to their FACTS account, or the parent may choose to have an annual plan for \$1,600 per student for the school year.

2.6 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 policy that absences to attend semi-final and final games will be excused by parent permission.

2.7 Attendance and Absences

Absent School Functions – 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, unless prior arrangements have been made with the classroom teacher. It is the responsibility of the student to obtain assignments that are distributed during the missed class period in a timely fashion.

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.

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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.

Excessive Absences – A student must be in attendance a minimum of 90 percent of the academic days each semester in each class taken. Absences include both excused and unexcused absences, but absent school functions and college visit days are not included in the minimum attendance requirement. 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.

In addition to loss of credit for excessive absences, students who accumulate more than 8 absences (10% of the academic semester) in any one class may be restricted as follows:

- Students will not be allowed to miss school for co-curricular activities for any reason (athletics, drama, choir, field trips, etc.). Students will be allowed to participate, but may not do so while school is in session. This restriction will include travel time and playoffs.
- Loss of college day(s) visiting privileges (juniors & seniors only)
- Loss of semester exam exemptions after eight absences (applies to high school credit classes only)
- Any unexcused absences will result in the loss of all exam exemptions (high school only)

Additional Time Served - Students will need to reconcile academic time lost when more than eight absences accumulate per semester. Time served will be arranged between the principal or assistant principal and the student. This time served may not count towards the required NCS community service hours.

Attendance Committee – The attendance committee will consist of designated faculty members and the secondary principal. Its purpose will be to review any appeals, exceptions or challenges to the attendance policy.

Steps to Follow When Absent -

1. Parent or guardian should phone NCS to inform the Student Services Office of the absence by emailing secondaryattendance@northlandchristian.org.
2. Parent or guardian must write an excuse giving name, date, and day(s) of absence, reason for absence, and his/her signature.
3. Student must present his/her excuse to the Student Services Office on the day of his/her return. Excuses not presented within three (3) school days will result in the assignment of an unexcused absence.
4. Student must accept responsibility for obtaining make-up work from teachers.

2.8 Award Letters (9th – 12th)

NCS will provide the initial "N" award letter to each high school student who "letters" in a sport, fine art, or other eligible activity. The "patch" which designates the actual activity for which the letter was awarded will be furnished by NCS for the first letter in each activity. Special honor patches (all-district, all-state, regional qualifier, etc.), when earned and verified by the appropriate sponsor, may be purchased by the individual at NCS's designated outlet. Students may purchase "letter jackets" only when approved by NCS after qualifying for the initial letter. Requirements for earning a "letter" are different for each sport, fine arts activity, or academic society and are defined by the individual coach and/or department head. Lettermen are given 3 opportunities per school year (Fall, Winter, Spring) to order jackets or loose patches. All jackets must be purchased at the approved school outlet.

2.9 Behavior Standards

NCS students involved in co-curricular activities must maintain Christ-like standards on and off campus. Any student failing to do so will be disciplined accordingly.

2.10 Bible

Northland Christian School upholds our biblical foundation; therefore, Bible class is required each semester for each student.

2.11 Bullying / Hazing

Bullying will not be tolerated whether it comes from a student, faculty member, or parent directed at another student, faculty member, or parent. For purposes of this *Handbook*, bullying is defined as hitting, kicking, teasing, threatening, taunting, assaulting, or any form of written, verbal, physical, or electronic (cyber bullying) harassment or taunting toward another person. Should students feel as though they are victims of bullying, it is imperative that a teacher, counselor, or administrator be notified immediately. Any act of bullying will be evaluated for appropriate consequences. The content of social media posts or emails directed at an NCS student, an NCS faculty member, or an NCS parent that contains inappropriate language (whether written or implied) or inappropriate visuals will be addressed accordingly.

2.12 Campus Visitors

Parents and other family members are welcome to visit NCS. Friends of NCS students are not allowed as visitors unless previously approved by Student Services. All visitors are required to register with Student Services in building 1 and must provide a valid State ID or driver's license. The ID will be scanned using the Raptor Visitor Management system. A temporary visitor's badge is produced and the visitor is expected to display the printed badge until he/she checks back out at Student Services.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, but such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Student visitors from other campuses are not allowed without obtaining advance permission from the principal. Trespassers are subject to prosecution.

2.13 Carpool and Student Drop-off Procedures

A secondary campus map showing traffic flow for morning and afternoon drop-off and pick-up can be found in Appendix F of this handbook. Parents or guardians picking up or dropping off students must enter through the "Enter" gate on Sylvanfield. At no time should a student be picked up or dropped-off on the street outside the fence of the campus. At no time should the student parking lot be used for drop-off or pick-up during carpool hours. Entrance or exit to buildings 1 and 2 from Sylvanfield is not permitted.

2.14 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.

2.15 Class/Schedule Changes

A student may neither add nor drop a class after the 10th academic day of any academic semester. A class dropped after this time may result in an “F” for the semester in that class. Exceptions to the scheduling policy can be made by the counseling staff and teacher recommendation (as approved by the principal).

2.16 Class Rank

Because of the strong academic profile of students in a small college preparatory school such as NCS, students are not numerically ranked. The state of Texas requires numeric ranking of students who compose the top 10% of each graduating class. A student must attend NCS during the entire junior and senior years of high school to be eligible for ranking in the top 10% of the class.

2.17 Closed Campus

Northland Christian School is a “*closed campus*” and students are to remain on campus from the time of arrival until the time of departure for home. As students progress through high school, certain privileges may come into play, including the option of senior off-campus lunch and late arrival/early dismissal with permission.

2.18 Club, Co-Curricular Activities and Class Officers

Students desiring to hold club or class officer positions must meet and maintain the following qualifications:

- A minimum academic grade average of 75 in all courses
- Satisfactory citizenship (no more than two 4’s and no 5’s) each semester
- Attendance at NCS for a minimum of one semester
- Students are limited to holding a maximum of three elected offices in school activities. A student can be president of only one school organization (this does not apply to appointed positions such as team captain, etc.)
- Elected officers must maintain an overall 75 average at the end of each grading period. If the officer’s average is below 75, he/she will be placed on probation. If the average falls below 75 a second time, he/she will be removed from office.

2.19 Co-Curricular Activities

Over 80 percent of our students participate in one or more co-curricular activities. Our athletic teams compete on the state level as members of the Texas Association of Private and Parochial Schools (TAPPS).

2.19.1 Available Athletics

Activity	6 th -8 th Boys	6 th – 8 th Girls	9 th -12 th Boys	9 th – 12 th Girls
Basketball	●	●	●	●
Baseball	●		●	
Cheerleading	●	●	●	●
Cross Country	●	●	●	●
Football	●		●	
Golf	●	●	●	●

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Soccer	●	●	●	●
Softball		●		●
Swimming			●	●
Tennis			●	●
Track	●	●	●	●
Volleyball		●		●

2.19.2 Available Fine Arts, Clubs, and Organizations

Club/Organization	6 th	7 th – 8 th	9 th – 12 th
Academic Meets	●	●	●
Arts	●	●	●
Choir	●	●	●
Debate	●	●	●
Drama	●	●	●
National Honor Society			● **
National Jr. Honor Society		● *	
Orchestra	●	●	●
Speech/Oratory	●	●	●
Student Government	●	●	●
Yearbook		●	●

* NJHS is comprised of 7th – 9th grade students.

** NHS is comprised of 10th – 12th grade students.

2.20 Co-Curricular Attendance Policies

Students must be present for one-half (1/2) of the school day to practice or participate in any co-curricular activity (co-curricular is defined as athletics, choir, orchestra, drama, speech, etc.). The principal may make exceptions to this policy if circumstances warrant. A student may not miss any class in which he/she has a failing grade to attend or participate in a school-sponsored function once eligibility has been officially checked.

2.21 College Visitation Days (Juniors & Seniors Only)

Juniors and seniors are allowed two college visitation days each year, which must be documented by a signed statement on college letterhead stating date(s) of the visit. College days are strongly encouraged to be taken before spring break.

2.22 Complaint and Appeals Process

The education process can be a challenging 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.). As a matter of course, face to face meetings are usually more productive in resolving issues quickly. However, if emails, messaging, or texts are utilized, they should only be exchanged between the parties actually involved and contain content that maintains respect and professionalism. Additionally, communication of concerns or conflict should stay within the confines of

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typical school day hours. If a mutually satisfactory resolution cannot be reached on the initial level, a specific process is in place to address issues and concerns. Throughout the process, all parties should demonstrate mutual respect, ensuring the dignity of all parties involved. The focus of the process should be on a resolution that is mutually acceptable rather than an adversarial win-lose conclusion.

Concerns and/or 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, coach, sponsor, etc.
2. If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the appropriate principal or supervisor.
3. Discuss the situation with the head of school.
4. Request that the head of school schedule a meeting of the Board Appeals Review Committee. This request must be made in writing.

2.23 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, a letter about the nature of the exposure will notify parents. 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 him or her.

2.24 Communication

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

With FACTS Family Portal 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.

In addition to the NCS webpage and FACTS Family Portal, communication also takes place through email and sometimes texts. As a common practice and in keeping with the spirit and values of Northland Christian School, all communication between students, parents, and NCS staff members, should reflect courteous and respectful boundaries. Attacking and threatening communications, whether written or verbal, do not meet the criteria of what NCS is about and will be addressed under the bullying section of the NCS Handbook.

2.25 Conduct Grades

Conduct grades will be based on:

- Punctuality
- Class participation
- Preparation for class
- Adherence to classroom rules and respect for the learning environment

Each student is given a conduct grade at the end of each grading period. Conduct grades are as follows:

1- Excellent, 2-Good, 3-Satisfactory, 4-Needs Improvement, 5-Unsatisfactory

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Each student will start at a three (3) and will either work up towards a one (1) or down towards a five (5). Any student receiving more than three fours (4's) or any fives (5's) will be placed on disciplinary probation in all co-curricular activities and parents/guardians will be required to meet with the assistant principal.

2.26 Crisis Response

The NCS faculty, staff, and administration is committed to protecting our students as if they are our own children. Continual evaluation of our emergency response and crisis management plans are ongoing and consistently reviewed. A contingency plan is in place to protect the children "on site". In all circumstances we will evaluate the data available from local law enforcement, 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 campus. The head of school, or designee, will direct operations on campus. Additionally, we will:

1. Assess the situation to determine the need to either "shelter in place" or "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 Plan, 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 contact information changes during the year, contact the administrative coordinator in building 8.

2.27 "Dead Days"

The day prior to midterms and finals will be designated as a "dead day". During this period, exam review and administration will take place. Teachers will not introduce new material nor will any other testing other than semester exams be allowed. Every effort will be made to restrict student activities to the minimum required by TAPPS scheduling requirements.

2.28 Discipline

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. On-campus, off-campus, during school hours, or after-hours behavior that negatively impacts the reputation of NCS or negatively targets NCS faculty, staff, or students can be considered for disciplinary actions.

Any student committing excessive major disciplinary violations during an academic year will be subject to the appropriate consequences as outlined below. A meeting will be scheduled with the student and his/her parents to discuss the terms of the discipline problem and appropriate consequences.

2.28.1 Explanation of Consequences

2.28.1.1 Confiscation

First offense cell phone confiscations will be given to the assistant principal or principal for return to the student at the end of the school day. For subsequent offenses, items will be given to the assistant principal and will be returned only to parents or guardians. Confiscated cell phones will be returned after a \$10 cash fine has been

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received by the assistant principal's office. Alternative disciplinary actions may be substituted in lieu of a \$10 cash fine if determined necessary between the administration and families. Any faculty member may confiscate items that are not allowed.

2.28.1.2 Detention

Detention will be served before school, during lunch, or after school, at the discretion of the principal or assistant principal. Failure to serve a detention will result in further consequences. Detentions may be assigned by any faculty or staff.

2.28.1.3 Additional Time Served

On occasion, additional time outside of school hours may be assigned as a disciplinary consequence. If this is deemed necessary by the principal or assistant principal, a \$50 fee will be charged to the student's FACTS account. Time served may not count towards the required NCS community service hours.

2.28.1.4 In-School Suspension (ISS)

Students may be isolated in an in-school setting for up to five school days. The assignment of these days is at the discretion of the assistant principal or principal. While in ISS, students may be required to complete a reflection activity. Students placed in ISS will not be eligible to attend school-sponsored co-curricular activities while they are in ISS. Additionally, students who have been placed in ISS could forfeit final exam exemption eligibility for the semester and educational field trip status for the remainder of the semester or a three-month time period (whichever is the longest) starting with the first day of the ISS assignment. ISS will be assigned through the assistant principal or principal.

2.28.1.5 Out of School Suspension (OSS)

Students may be sent home for up to five school days. The assignment of these days is at the discretion of the assistant principal or principal. Students are responsible for all work while at home, and work is to be turned in upon the first day back on campus. Late work will not be accepted. Students who are assigned OSS are prohibited from being on NCS property or attending any NCS activity until they have been readmitted to school. Therefore, students suspended on Friday will not be eligible to participate or attend school sponsored weekend events. Students placed on OSS may also forfeit any field trip or class trip opportunities for the remainder of the semester in which the offense occurs. Students will also be placed on disciplinary probation. OSS will be assigned through the assistant principal or principal.

2.28.1.6 Expulsion

Students may be expelled from NCS for a prescribed amount of time or indefinitely. Expelled students are prohibited from ever being on NCS property or at NCS sponsored events. Expelled students who violate their expulsion status will be considered as trespassing and the appropriate authorities will be contacted. If a student is permitted to return to NCS after expulsion, the student will return on disciplinary probation and remain on probation until the assistant principal determines the student may be removed from this status.

2.28.1.7 Disciplinary Probation

Students are placed on disciplinary probation for any Class 'A' or 'B' infraction. Multiple Class 'C' or Class 'D' infractions could cause a student to also be placed on disciplinary probation. Any student placed on disciplinary probation is jeopardizing the privilege of remaining enrolled at NCS. The assistant principal or principal will determine who is placed on disciplinary probation. If a student is placed on disciplinary probation, the parents will be notified immediately and all parties will be required to sign a letter acknowledging the terms of the probation. Once disciplinary probation is deemed necessary, NCS administration will review the status of the probation at the end of each grading period. If sufficient correction of behavior is evident, the student may be removed from probation. If sufficient improvement in behavior has not occurred, the student will be subject to immediate

withdrawal from NCS. If a student is subject to multiple disciplinary actions during any one school year he/she is subject to not being allowed to enroll for the next school year.

2.28.2 Description of Class 'D' Offenses

Below are descriptions of listed offenses, which will result in disciplinary action. Consequences may change due to the severity and evidence of the misbehavior, which could result in a category change of discipline. While progressive discipline is used at NCS and zero-tolerance is not ideal, certain offenses may result in the removal of a student. At all times, efforts will be prioritized to maintain dignity and respect of all involved.

Students guilty of Class 'D' offenses on NCS property, within 1000 feet of NCS property, or while attending a school sponsored activity on or off NCS property are subject to after-school detention assignment(s) and/or time served outside of the school day. Multiple Class 'D' offenses could lead to assignment to In-School Suspension (ISS). Continued Class 'D' offenses could also lead to Out-of-School Suspension (OSS), probation, and ultimately, expulsion from NCS.

- **Blasphemy** – Any article of clothing, jewelry, art, graffiti, speech, or action employed for the purpose of defaming God.
- **Class Disruption** – Behavior that inhibits or disrupts the learning environment of the classroom.
- **Computer Gaming/Personal Use** – Using technology during the school day for the purpose of playing games or personal use inconsistent with instructional objectives or staff directions for school related assignments or projects.
- **Disrespect** – Not showing proper respect to others through words or actions.
- **Dress Code Violations- Not following dress code requirements.**
- **Electronic Devices** – Use or visibility of electronic devices outside of their normal educational use during school hours.
- **Gambling** – Playing for money or wagering on any activity is prohibited on school property.
- **Horseplay** – Rowdy, rough, and disruptive playing.
- **Leaving School Grounds Without Permission** – Leaving school grounds without first receiving parental or administrative permission and signing out at the attendance office.
- **Littering** – Polluting school grounds purposefully or neglectfully.
- **Lying** – Intentionally veiling the truth verbally or by omission.
- **Profanity** – Language, writing, and/or actions considered indecent, profane and/or obscene by the recipient or by a staff member.
- **Public Display of Affection** – Physical demonstration of affection on campus.
- **Truancy** – Being out of one's designated location without permission.

2.28.3 Description of Class 'C' Offenses

Students guilty of Class 'C' offenses on NCS property, within 1000 feet of NCS property, or while attending a school sponsored activity on or off NCS property are subject to placement in Saturday School and/or immediate placement in In-School Suspension (ISS) for up to five days. Succeeding class 'C' offense may lead to Out-of-School Suspension (OSS) or expulsion from NCS.

- **Cheating/Plagiarism/Inappropriate Use of AI Resources** – An attempt to improve one's performance or the performance of another through deceit or fraud including using material from another source without appropriate attribution. Cheating involves giving information as well as receiving it.
- **Computer/Tablet/SmartPhone Damage/Hacking** – Damaging and/or destroying and/or altering and/or viewing the hardware, software, or applications of another student by any method including, but not limited to, the use of viruses or other electronic means.

- **False Testimony** – Lying for the purpose of avoiding consequences for self or for others or lying for the purpose of getting self, others, or staff into trouble.
- **Inappropriate Use of Instructional Materials** – Using instructional materials for purposes other than for educational use. This policy includes but is not limited to computers and personal devices.
- **Insubordination** – Refusing to obey a request or instruction by a staff member.
- **Intimidation/Threat** – Frightening or tormenting another person physically or verbally (bullying).
- **Pornography Possession** – Possessing or viewing drawings, pictures, images, including Internet websites that are pornographic in nature.
- **Profanity Toward Staff Member** – Language, writing, and/or actions considered indecent, profane, and/or obscene directed at a NCS employee or volunteer.
- **Substantial Disruption** – Planning and/or organizing and/or instigating and/or participating in activity that causes a substantial disruption (significant detriment to the normal flow of the school day) to the educational purpose and program of NCS.
- **Theft and/or Accomplice to Theft** – Directly stealing, assisting in, encouraging and/or contributing to the possession of items without the owner’s consent.
- **Tobacco/Nicotine Use/Possession/Distribution** – Possession, use, or distribution of tobacco/nicotine products (including smokeless tobacco, CBD products and vaping devices/materials) on NCS school property or at an off-campus school related event..
- **Trespassing** – Any unauthorized presence or occupancy on campus after 4:00 p.m. while not under the direct supervision of a teacher, coach, or sponsor or not for the purpose of attending a school sponsored activity. Additionally, students who are suspended or expelled are prohibited from coming on campus until they have been readmitted to NCS. Trespassing in this manner may result in notification of the proper authorities.
- **Truancy** – Being out of one’s designated location during class time without permission.
- **Verbal Abuse** – Verbal threats and taunts. Use of offensive language directed at staff members or other students. This may include racial, ethnic, or sexual epithets or references used to degrade another person.

2.28.4 Description of Class ‘B’ Offenses

Students guilty of Class ‘B’ offenses on NCS property, within 1000 feet of NCS property, or while attending a school sponsored activity on or off NCS property are subject to immediate Out-of-School Suspension (OSS), subsequent In-School-Suspension (ISS), and placement on disciplinary probation. A second Class ‘B’ offense can lead to expulsion from NCS.

- **Drug Paraphernalia Possession** – Possession of any item that would be used in the context of the intake of drugs or other intoxicant. This policy also includes any article of clothing, jewelry, art, or graffiti that advertises or glamorizes the use of drugs, alcohol, or intoxicants.
- **Fighting** – When two or more participants engage in a physical confrontation. In a fight, all participants will be disciplined.

- **Inappropriate Contraband** – Possession of dangerous objects that could cause physical harm including (but not limited to) knives, clubs, and/or sticks. Possession of vaping materials and devices are also included in this category.
- **Possession of Explosive Devices/Firecrackers** – Having explosive devices, firecrackers, or smoke bombs while on school property.
- **Sexual Harassment** – Unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment can also occur through social media platforms as well.
- **Vandalism** – Destruction or defacement of any school property, facilities, and equipment. This includes any activity that requires extra cleaning attention beyond normal operation (i.e. senior pranks). All persons involved in “senior pranks” may forfeit their senior trip privilege or walking at graduation.

2.28.5 Description of Class ‘A’ Offenses

Students guilty of Class ‘A’ offenses on NCS property, within 1000 feet of NCS property, or while attending a school sponsored activity on or off NCS property are subject to immediate out of school suspension (OSS) and recommendation for expulsion for a prescribed amount of time or indefinitely from NCS as well as notification of the proper authorities. In addition, students who engage in any conduct punishable as a felony, are convicted of, or receive deferred adjudication for conduct defined in the Texas Penal Code as a Class B misdemeanor (or more serious offense), or students who cause the head of school or designee to have reasonable belief that the student has engaged in conduct defined as a felony whether on or off NCS property (not related to a school sponsored activity) will also be subject to immediate suspension and recommended for expulsion. The Class ‘A’ Offenses are:

- **Alcohol or drug use/possession/distribution** – Possession, use, or distribution of alcohol, drugs, or other intoxicants on school property or off school property at a school related event.
- **Altering Records/Computer Tampering/Computer Damage** – Tampering with, gaining access to, changing, or altering records or documents by any method, including, but not limited to, computer access or other electronic means or damaging and/or destroying and/or altering the hardware or software of NCS by any method including, but not limited to, the use of computer software viruses or other electronic means.
- **Arson** – Setting or helping to set any fire on school grounds.
- **Bomb/Facsimile Possession or Bomb Threat** – Possession of a bomb or a bomb-like device, bomb threat or false information concerning the placement of explosives or destructive substances.
- **Dangerous Weapons** – Bringing any weapon or potentially dangerous item on NCS school property or to a school related event.
- **Explosive Devices/Firecrackers** – Igniting explosive devices, firecrackers, or smoke bombs while on school property.
- **Distribution of Intoxicants** – Selling or giving away drugs, placebos, or any other dangerous substance including prescription medications.
- **Extortion/Blackmail** – Attempt to obtain money or property through threat of harm (explicit or suggested).
- **False Fire Alarm** – Pulling the fire alarm without legitimate cause.
- **Physical Assault** – An unprovoked attack on an NCS staff member or student on school grounds or in conjunction with a school activity.
- **Sexual Offenses** – Physical sexual attacks; inappropriate behavior of a sexual nature including indecent exposure and other sexual activity not identified as sexual harassment.
 - **Terroristic Threat** – A terroristic threat is a crime generally involving a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. It may mean an offense against property or involving danger to another person that may include but is not limited to recklessly endangering another person, harassment, stalking, ethnic intimidation, and criminal mischief.
- **Violent Physical Attack on a Staff Member** – Any violent or physical attack on a staff member on school grounds, in conjunction with a school related activity, or as an act of retaliation off campus.

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2.29 Dress 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. Therefore, we choose to require specific uniforms for all students enrolled in NCS. All NCS dress code and uniform requirements are to be followed during the school day and on designated school trips such as athletic events, literary meets, and field trips where students represent NCS. Uniform items must be purchased through Sue Mills Uniforms. The use of male uniforms is to be limited for the sole use of biological males, and similarly, female uniforms for biological females. Detailed, specific, uniform requirements are explained below.

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.

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 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.

2.29.1 Girls Dress/Uniform Code

Monday through Thursday (choose from the following):

- Red, black, or white cotton or poly-wicking, unisex or ladies' cut, (short- or long-sleeved) Northland polo. Shirts must stay tucked in during day.
- Khaki or black shorts or pants. All shorts and pants must be purchased at Dennis Uniform and Mills.
- Plaid, khaki, or black modern or traditional skirt or khaki skirt. Skirts must measure no more than 3 inches above the knee when standing straight with back against a wall.
- Shorts or solid black leggings or tights must be worn under skirts.

Spirit Day Wear

- Regular "Monday – Thursday" dress or
- Solid blue, black, or khaki jeans (that are not frayed, not sagging, no embellishments, no chemical fading, no baggy legs, no low hip-huggers, no holes above the knee)
- No leggings, jeggings, or yoga pants
- NCS spirit shirts purchased from the Northland approved online stores or received through participation in NCS activities (sports, drama, debate, class shirt, etc.)
- Uggs or rubber soled boots can be worn with solid blue, black, or khaki jeans
- T-shirts must be in nice condition.

Outerwear

- Northland branded outerwear (ex. Sweatshirts, fleece jackets, hoodies) purchased online or obtained through participation in NCS activities (athletics, fine arts, clubs, etc)
- Hoods shall not be worn inside buildings during the school day.
- On severely cold days, students may wear a non-Northland coat when walking outside. This coat must be worn on top of Northland outerwear, not in lieu of Northland outerwear. Quarter zips, sweatshirts, and

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fleece tops do not fall under the guidelines of a jacket or coat. Girls may wear solid black leggings under their skirts during periods of cold weather. Sweatpants may not be worn under skirts or shorts. Uniform pants are always acceptable.

P.E. Uniforms

- Required for P.E. classes and athletic practices
- NCS spirit shirt
- Modest black athletic shorts
- Socks and suitable athletic shoes must be worn

Belts

- Are required on Chapel Days
- Conservative in color and design, with no embellishments

Jewelry

- No ear cuffs or gauges
- No body piercing
- Excessive or distracting ear piercing are not allowed

Hair Grooming

- Hair must be neat, clean and well groomed.
- No extreme haircuts, distracting styles or colors (pink, blue, green, etc). Color different from natural colors will not be allowed.
- Any haircut deemed disruptive or distracting to the learning environment will not be allowed.
- Feathers in hair are not allowed

General Grooming

- No extreme make-up, tattoos, decal, pencil or pen markings on the body
- Clothing must be clean, properly fitting, and be free of holes or tears
- All clothing must be properly hemmed, no cut-offs permitted
- Sunglasses, head coverings, caps, hats, safety pins, and pocket chains are unacceptable accessories

Underclothing

- White (no other colors) camisole
- Short-sleeved (no long sleeves) t-shirt

Shoes

- Tennis shoes
- Dress shoes
- Leather sandals (no thong sandals, "Crocs," beach sandals, flip-flops, shower shoes, house shoes, high heels, or shoes with wheels)
- All shoes and sandals must have a back strap that secures the shoe to the heel.

2.29.2 Boys Dress/Uniform Code

Monday – Thursday (choose from the following):

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- Red, black, or white cotton or poly-wicking unisex (short- or long-sleeved) Northland polo. Shirts must be long enough to stay tucked into shorts and pants when both arms are raised. Shirts must stay tucked in during day.
- Khaki or black shorts or pants (pleated, flat front, or performance). All shorts and pants must be purchased through Dennis Uniform and Mills.

Spirit Day Wear

- Regular “Monday – Thursday” dress or
- Solid blue, black, or khaki jeans (that are not frayed, not sagging, no embellishments, no chemical fading, no baggy legs, no low hip-huggers, no holes above the knee)
- NCS spirit shirt purchased from the Northland approved online stores or received through participation in NCS activities (sports, drama, debate, class shirt, etc)
- Uggs or rubber soled boots can be worn with solid blue, black, or khaki jeans
- No P.E. shirts or excessively weathered t-shirts

Outerwear

- Northland branded outerwear (ex. Sweatshirts, fleece jackets, hoodies) purchased online or obtained through participation in NCS activities (athletics, fine arts, clubs, etc)
- Hoods shall not be worn during the school day.
- On severely cold days, students may wear a non-Northland coat when walking outside. This coat must be worn on top of Northland outerwear, not in lieu of Northland outerwear. Quarter zips, sweatshirts, and fleece tops do not fall under the guidelines of a jacket or coat.
- Uniform pants are always acceptable. However, when the temperature is above 40 degrees Fahrenheit, students must resume wearing NCS outerwear.

P.E. Uniforms

- Required for P.E. classes and athletic practices
- NCS spirit shirt
- Modest black athletic shorts
- Socks and suitable athletic shoes must be worn

Belts

- Are required and must be plain buckle
- Conservative in color and design, with no embellishments

Jewelry

- No earrings, ear cuffs or gauges
- No body piercing
- No chains or pocket chains

Hair Grooming

- Hair must be neat, clean and well groomed, above the eyebrows, above the middle of the ears and above the top of the collar.
- No extreme cuts or distracting shaved styles or patterns. Colors different from natural colors will not be allowed.
- Any haircut deemed disruptive or distracting to the learning environment will not be allowed.

General Grooming

- No make-up, tattoos, decal, pencil or pen markings on the body
- Clothing must be clean, properly fitting, and be free of holes or tears
- All clothing must be properly hemmed, no cut-offs permitted.
- No sunglasses, head coverings, caps, hats, or safety pins
- No facial hair is permitted. You need to shave in the comfort of your own home. If you are told to shave, you will be sent to Student Services. A disposable razor and shaving cream will be provided and you will be expected to shave with those items.

Shoes

- Tennis shoes
- Dress shoes
- Leather sandals (no thong sandals, "Crocs," beach sandals, flip-flops, shower shoes, house shoes, or shoes with wheels)
- All shoes and sandals must have a back strap that secures shoe to the heel

2.30 Drug Prevention

Drug dogs will be brought onto the secondary campus, on an unannounced basis, to search for illegal contraband. These dogs will search all areas of the campus, including cars in the NCS parking lot. All students caught in possession of illegal substances will be subject to disciplinary action and possible law enforcement involvement.

2.31 Drug Testing

Selected secondary students, chosen by random draw, will be tested for the presence of drugs in their systems, on an unannounced schedule. All students testing positive for the first time, will have parents notified and will be placed on disciplinary probation relative to substance abuse. A second positive test will result in expulsion from school. Effective with the implementation of this policy, NCS reserves the right to test any student(s) suspected of drug use at any time.

2.32 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.

2.33 Electronic Devices

Under no circumstance are electronic devices to disrupt the learning process. High school students may use phones during passing periods and during lunch. High school students are required to place their phones in the designated wall hangers during class time. High school students may wear smartwatches during the school day. However, when an assessment takes place in the classroom, smartwatches must be placed in the designated hangers. Students are not allowed to wear headphones during passing periods.

The use of cell phones by middle school students is prohibited at school during regular school hours. Middle school cell phones must be powered down and stored during the school day. Middle school students may not wear smartwatches at school.

Any cell phone confiscated from a student will be stored in the student services office. The first confiscation results in a warning. The second time, a cash fee of \$10 at the end of the school day will be required to have the phone returned to the student. Electronic devices may not be used for gaming during the school day. Persistent use of electronic devices may result in elevated disciplinary action.

2.34 Eligibility Standards [Co-Curricular Participation]

All students in grades 6 -12 involved in one or more co-curricular activities must meet eligibility standards in order to compete against other schools.

Co-curricular eligibility will include TAPPS academic requirements for high school students, and also will be determined as follows for all 6th-12 grade students:

- Grades (No F's)
- Attendance (Must be present 90% of the semester)
- Conduct (No more than two 4's and no 5's in conduct)
- Must be present at least half the day on day of participation

When a student is determined to be ineligible, the following standards will apply:

- Ineligibility will be in effect for a minimum of two weeks beginning on the day student services designates at the end of each quarter.
- Student will remain ineligible until all grades, conduct, and attendance are satisfactory.
- Student may not participate in games or performances while ineligible.

Eligibility will be checked approximately at the end-of-quarter dates. Spring semester grades and conduct may affect summer and fall participation.

2.35 English Department Curriculum Statement (9th – 12th)

The NCS English Department realizes that a legitimate study of literature, whether it is organized by genre or in a chronological survey, may include selections that describe behavior or ideas that do not represent a Christian worldview. The purpose of the curriculum is not to endorse offending views, to weaken religious faith, or to undermine moral values. Instead the NCS English curriculum, presented by Christian teachers, requires students to evaluate the literature, its ideas and themes in the context of a Christian perspective.

2.36 Field Trips

A variety of field trip experiences designed to extend the curriculum will be offered to NCS students. Most of these will be academic in nature and will take place during the regular school day. Some developmentally and age-appropriate field trips involving travel (to include foreign countries) will be offered. Generally, these will be elective and non-graded.

Students who are eligible may attend field trips. Eligibility will be based on academics, conduct, and attendance. Specifically, a student cannot have any Class 'A' or 'B' discipline violations, no 5's or no more than three 4's in conduct and cannot be failing any class (current grades and conduct in Parent's Web will be reviewed). Dress code is required for all field trips. 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 on the NCS website/forms.

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2.37 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 FACTS and we reserve the right to disable FACTS 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 cashiers' 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.

2.38 Fire Alarms

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

2.39 Fire, Tornado and Emergency Drills

There will be unannounced fire, tornado and emergency/evacuation drills throughout the year. In the event of tornado, hurricane, or flood warnings, or other announced threats, students will assemble in these areas:

Buildings 1-5 – the commons area of each building
Building 6 – athletic locker rooms
Building 8 – commons area downstairs

When the alarm sounds, students should respond quickly and quietly as trained by the instructional staff.

2.40 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 Student Services office.

2.41 Food, Drink, and Chewing Gum

Food, drink, and chewing gum should only be consumed in designated areas. Lunch is only to be eaten in the cafeteria or in the outdoor classroom behind building 7. Lunch should NOT be eaten in teacher classrooms unless a teacher has given permission for a short period of time and is present during the tutoring or activity that is underway.

2.42 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,

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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.

2.43 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. The request will be reviewed for conflicts with any other activities in the planning stage or approved. The request will then be reviewed by the Fundraising Approval Committee.

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 through crowds at any NCS school event. With prior approval, a table can be set up at an event for fundraising purposes.

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

2.44 Grade Computation Procedures

Grade computations for NCS secondary students will be based upon a weighted system. All grades earning high school credit will be calculated into the student's high school grade point average (GPA) with the exception of P.E./Athletics and courses taken in middle school which received high school credit. In all core classes (English, Math, Science, Social Studies, Bible, Foreign Language, etc.), the following percentages apply:

- 6th Grade: Major evaluative grades count for 50 percent of the quarter grade and minor grades count for 50 percent of the quarter grade.
- 7th and 8th Grades: Major evaluative grades count for 60 percent of the quarter grade and minor grades count for 40 percent of the quarter grade.
- High School and 8th grade students in high school credit classes: Major evaluative grades count for 65 percent of the quarter grade and minor grades count for 35 percent of the quarter grade.
- Advanced Placement courses: The weighting of major and minor grades is decided upon by the individual teacher and follows the recommendations of College Board.

In classes that are performance and/or participation based, these percentages may not apply.

- Each quarter counts as 40 percent of the semester average. Semester exams will carry a weight of 20 percent of the total semester grade in 9th -12th grades and 15 percent in 6th – 8th grades. Semester exams taken by Middle School students enrolled in a high school credit course (Algebra I, Mandarin I, Communication Applications, IPC or Spanish I) will carry a weight of 20 percent of the semester grade.

2.45 Grading Scale (See Appendix A for Specific Grade Point Values)

A = Excellent	90-100
B = Good	80-89
C = Average	75-79
D = Poor	70-74
F = Failing	Below 70

2.46 Graduation Requirements (9th – 12th) and Baccalaureate Ceremony

At NCS baccalaureate and graduation ceremonies are combined into one event. Because we are a Christian school, a spiritual emphasis will be prominent during this important ceremony. Dignity and decorum will be structured into the event. Parents, students, family members and friends are expected to respect these standards. All graduating seniors are expected to participate in graduation exercises.

Appendix D of this *Handbook* details requirements to receive a High School Diploma at NCS. These requirements meet the standards for the diploma tracks as established by the Texas Education Agency and NCS. Each high school student should coordinate with the counseling department to ensure that these requirements will satisfy the entrance requirements of each university or college to which he or she is planning to apply. A full senior year is required of all high school graduates.

To participate in the annual graduation ceremony, a graduating senior must:

- Meet all financial commitments to NCS prior to graduation
- Complete all make-up time
- Comply with the dress and grooming code for the graduation ceremony
- Not be lacking more than two (2) credits--proof of enrollment in a credit recovery program from an accredited educational institution must be in place before the graduation ceremony

All students are subject to removal from the graduation ceremony for inappropriate behavior before or during the ceremony. Diplomas will be held until the ceremony is satisfactorily completed.

2.47 Homebound/Independent Study Programs

At this time, Northland is unable to offer Homebound or Independent Study Programs. Consideration may be given for a medical emergency.

2.48 Homework

It is the general philosophy of NCS that homework (not to include test preparation), when effectively utilized, is designed to extend the academic curriculum and create practice opportunities that move students to mastery. Performance on homework assignments will be evaluated differently than major evaluative exercises (which measure individual performance) because performance on homework often is collaborative. NCS understands that students need time to be creative and free from structure. We will attempt to balance the volume of homework assigned with the age of the students involved. Generally, about ten (10) minutes of homework will be assigned for each grade level (for example; 10 minutes for 1st grade and 120 minutes for 12th grade). The actual amount of time required for homework will vary as students work at different rates and efficiency levels.

Homework Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Math	Math	Odd # Periods	Even # Periods	Math
English	English	Period 1	Period 2	English
Bible	Social Studies/History	Period 3	Period 4	Social Studies/History
Foreign Language	Science	Period 5	Period 6	Science
Fine Arts	Elective	Period 7	Period 8	Foreign Language

2.49 Homecoming Court (9th – 12th)

Nominees must have satisfactory grades, conduct, and attendance to be recommended by teachers.

2.50 Honor Code

In order to maintain trust, integrity, and academic honesty within the Northland Christian School community, student work presented in written, verbal, or digital form to faculty or peers will always be presented as the true work of that student. Work presented as original that is not will be in violation of the Northland Christian Honor Code. Violation of the NCS Honor Code can be brought to light by anyone within the NCS community.

Misrepresentation of work as original includes the following:

- Copying answers from another student's homework, assessment, or project on which a teacher does not specify that collaboration is expected or allowed
- Obtaining answers in advance using dishonesty, theft, or coercion
- Failing to cite or give credit to the original author or creator of material that is used in the learning process
- Turning in work in part or in whole that is not your own, including the use of artificial intelligence resources
- Making use of aids such as materials on digital devices or "cheat sheets" during assessments

2.51 Honor Graduates (9th – 12th)

Students must be enrolled at NCS for a minimum of two semesters to qualify for graduation with honors. The following grade average (including all courses except physical education and athletics) will qualify students as honor graduates:

- Cum Laude 90-92 (4.0-4.29)
- Magna Cum Laude 93-95 (4.3-4.59)
- Summa Cum Laude 96 and above (4.6 and above)

2.52 Honor Roll

To qualify academically for the honor roll, the following standards apply:

- Principal's Honor Roll – final semester average in all courses must be 90 or above;
- A/B Honor Roll – final semester average in at least three courses must be 80 or above, with the remainder of the course averages being 90 or above;
- All grades are included in the average except P.E. or athletics.

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Additionally, the following attendance and conduct standards will be considered:

- Conduct – no more than two 4's and no 5's;
- Attendance - must be in attendance a minimum of 90% of the semester

2.53 Honors and Advanced Placement Courses

NCS offers honors and advanced placement classes for increased rigor. Students enrolled in these courses work toward earning college credit while still in high school. Students who take honors and/or advanced placement classes and earn an "A," "B," or "C" will receive honor points toward their GPA according to the schedule in *Appendix B* of this document. Procedures for admission to honors/AP courses are detailed in *Appendix C* of this *Handbook*.

After students are enrolled in "honors" classes, they cannot withdraw from them unless recommended by the department head and teacher. Any time a student is allowed to withdraw from an "honors" class, he/she loses all honor point credit for that course. A student who takes one or more advanced placement courses will be charged a fee for the advanced placement exam(s).

Students transferring to NCS who took honors classes at their previous school will receive credit for those honors classes if they (the classes) meet the criteria for the NCS honors classes. [See *Appendix C* for honors' class selection criteria.]

2.53 Immunizations Required

NCS requires all students to be vaccinated following the guidelines set by the state of Texas for childhood vaccinations. Non-medical waivers will not be accepted. Current immunizations must be provided at the time of enrollment. It is the parent's responsibility to keep these records updated. Reminders will be sent home if immunization records are found not to be current.

2.55 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.

2.56 Junior/Senior Prom

The annual Junior/Senior Prom is an NCS sponsored event. The planning and conduct of the entire evening will be under the direction of the junior and senior class sponsors and must be approved by the high school principal. All NCS dress and behavior policies will apply to this event. The NCS administration reserves the right to approve prom attire in advance of the event.

2.57 Late Arrival To Campus

Students must sign in at the Student Services Office if they arrive after the tardy bell rings. Any student failing to sign in upon arriving late to school will be counted absent until that individual has gone to the Student Services Office and followed the proper procedures.

2.58 Late Work Policy

Middle School: Work not turned in by assigned class period will receive a grade no higher than 70. Work not turned in by the second missed class period will result in a 50. A grade of zero will be recorded if the assignment is not submitted by the third missed class period.

High School and High School Classes for 8th Grade: Work not turned in by assigned class period will receive a grade no higher than 70. A grade of zero will be recorded if the assignment is not submitted by the next class period.

2.59 Leaving Campus

Students must sign in and out in the Student Services Office if they arrive after the beginning of the school day or leave before the official end of the school day. A student who leaves campus without permission is subject to disciplinary consequences.

2.60 Locks

Locks for the lockers in the gym will be provided by NCS.

2.61 Lost and Found

NCS maintains an area for lost and found items in the area of Students Services in Building One. Students should check this area periodically to claim any lost clothing, books, notebooks, etc. Items considered valuable (i.e. jewelry) will be locked away until claimed. Any items not claimed by the end of the semester will be donated to charity. NCS strongly suggests that all clothing items be labeled with the student's name for easy identification.

2.62 Lunch

No food or drink may be delivered to students for lunch by outside vendors or delivery services 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.

Parents choosing to eat lunch with students should follow visitor procedures as established on each campus.

The NCS lunch program, at the PK or Elem levels, is a pre-order program, while the secondary students and staff may purchase without pre-order using funds on account through the Lunchtime system. Our lunch program is outsourced to Your Cuisine Chef and all funds can be added to the student accounts through their payment management service. Annual lunch plans can be purchased for a discounted lunch price. All questions about lunch accounts should be sent directly to Your Cuisine Chef at 281-587-6470. The NCS business office will not have information on individual lunch accounts.

2.63 Make-Up Work After Absences

Students who attend NCS functions during the school day are considered in attendance for the entire day of school and all assignments are due as though the student was in class. Assignments that are due the day the student is out of class because of an NCS function are considered late if not submitted on or prior to the due date. Late work grading procedures will apply.

When an absence meets the criteria for allowing make-up work the following procedures apply:

- For each class period missed, one class period will be allowed to make up missed assignments.

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- Teachers will inform students of the time allotted for completing make-up work after an absence. However the student is responsible for finding out about the assignments and for making up the work in the time assigned.
- Students who have extended excused absences for medical reasons (two consecutive weeks or longer) will be allowed to complete a minimal number of individualized assignments that will ensure their exposure to and mastery of the curriculum presented during the absence.

2.64 Male-Female Relationships

NCS provides opportunities for boys and girls to cultivate friends of the opposite sex who hold to Christian principles and reflect high morals. Public displays of affection are prohibited on campus. Relationships that lead to pregnancy may result in dismissal from NCS.

2.65 Medical Screening

All 6th and 8th graders are required by the state of Texas to be annually screened for scoliosis. A vision and hearing screening is required for all new NCS students from private and out-of-state schools as well as all current 7th and 9th grade students. Parents will be notified if a screening indicates a possible concern.

2.66 Medication

All medications should be brought to school by the parent or guardian and directly checked in to the nurse. A consent and permission to administer the medication should be completed by the parent and the nurse at the time it is checked in. Prescription medication should be current for the duration of the 2023-24 school year. Over the counter medication such as Tylenol, Advil, etc. should be in the original unopened container and cannot be expired. In order to ensure student safety medications that are not appropriate or not FDA approved for the pediatric population will not be administered. Please contact Olga Nelson BSN RN if you have any questions or concerns.

2.67 Mid-Semester Withdrawals

Students who must withdraw from NCS during a semester will withdraw with the grade average they have earned through the date of withdrawal. The withdrawing student will be responsible for finding an alternative accredited school where incomplete coursework may be completed and credits may be earned for the affected semester. Families must clear their finances with the business office. If the student applies for re-enrollment at NCS, appropriate documentation of credits earned must be provided prior to readmission.

2.68 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.

2.69 National Honor Society

The *National Junior Honor Society* recognizes outstanding 7th, 8th, and 9th grade students who have demonstrated the traits of scholarship, leadership, character, service, and citizenship.

The *National Honor Society* recognizes outstanding 10th, 11th, and 12th grade students who have demonstrated the traits of scholarship, leadership, character, service, and citizenship.

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The NCS National Junior Honor Society and National Honor Society follow the qualification criteria set forth in the Society Handbooks.

After election, if any of the above qualifications are not evidenced, a member will be placed on probation. One (1) semester will be allowed to correct the deficiency or membership will be terminated. Major discipline violations may result in removal from the National Honor Society. Once terminated, a student may not be reinstated.

2.70 Off-Campus Lunch

Seniors are allowed the PRIVILEGE of having the option of leaving campus during the lunch period. All students must turn in the *Off-Campus Release Form* to the Student Services Office BEFORE they are allowed to leave campus.

Seniors MUST return to campus and be back in their next period class BEFORE the tardy bell rings. A student consistently tardy from lunch can lose off-campus lunch privileges as assigned by the assistant principal or principal..

2.71 Online Media Policy & NCS Graphics Standards Policy

NCS recognizes that many different social platforms and applications exist. Millions of people, including our students, parents, faculty and staff utilize one or more of these platforms and applications 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.

Due to the popularity of social platforms and applications and the way they can facilitate effective and efficient communications between users, their use 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 available technology). We must also acknowledge that the nature of social platforms and applications 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 identifies 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 NCS staff member in charge of graphic design (For more information see the NCS Graphics Standards 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 NCS 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 reasonably 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 and are freely posted and passed along by users of 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 social media 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.

NCS Graphics Standards 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.

2.72 Parent Teacher Conferences

Parents are invited to attend Parent-Teacher Conference Day scheduled each fall on the official school calendar. Appointments for conferences will be made through the Student Services Office.

2.73 Parent/Volunteer Background Checks

In a continuing effort to provide a safe and secure environment for our students, we require 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.

2.74 FACTS Family Portal

NCS provides to students and parents a web-based service called FACTS Family Portal. 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.

2.75 NCS Parking Lots

2.75.1 Student Driving

Students are expected to drive safely at all times. Failure to follow all parking and driving rules could result in the loss of campus parking privileges. Students cannot sit in or return to cars after their initial arrival to campus each day (this includes lunch). All students must leave the parking lot upon arrival to NCS. All cars driven regularly to NCS by students must be registered and must display the proper NCS parking permit. High school students must park in assigned places in the student (west) parking lot unless instructed differently by school officials. Parking in marked *handicapped* places is expressly prohibited.

2.75.2 Traffic Flow-Before and After School

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 community. Please respect their right and responsibility to do so.
- At no time is drop-off or pick-up to be executed on Sylvanfield drive
- Do not leave your car during drop-off. In the event you leave your car, park in a marked parking place.
- Under no conditions should cars be parked in any driveways or bus parking areas.
- Traffic flow should never be blocked while waiting for students to move to the parking lot areas. If your student(s) are not present when you arrive, please re-circulate through the traffic pattern.

2.76 Parties and Banquets

All school-sponsored parties and banquets must be planned with and approved by the principal. Parents may NOT reserve facilities in the name of NCS, nor may parents plan parties in the name of NCS unless approved by the principal and supervised by NCS staff. NCS staff must supervise all school-sponsored parties.

2.76a Parent Code of Conduct

As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, Northland Christian School expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

- A. If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school for discussion.
- B. All communications regarding issues with other parents, faculty or staff at the school or school events shall remain respectful. Yelling, taunting, threatening, abusive behavior, foul language, or derogatory remarks are not acceptable means of communication. This includes behavior through texting, social media and any other outlet. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others. If a satisfactory resolution is not reached, the parent shall proceed through the appropriate supervisory personnel at Northland Christian School, as necessary.

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2.77 Passing/Failing and Credit Requirements

6th– 8th

- A student's grade is computed on semester average in order to determine passing or failing.
- An average of 70 or above is passing. An average below 70 is failing.
- Passing for middle school courses is determined by the average of the two semesters.
- Middle school students must pass all courses and meet all course requirements as determined by the Texas Education Agency, NCS, and AdvancEd. NCS requires all courses be successfully completed each year.

9th – 12th

- A student's grade is computed on semester average in order to determine passing or failing. An average of 70 or above is passing. An average below 70 is failing.
- Only those grades earned at NCS may be considered for the averaging of two semesters in order to receive a full year's credit in any course. Averaging is only allowed if the 2nd semester is passed.
- 9th-12th grade students must pass all courses and meet all credit requirements as determined by the Texas Education Agency, NCS, and the Southern Association of Colleges and Schools.

2.78 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 Admissions 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 Admissions 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 on social media. Identifying anyone in any type of online, electronic, or print publication should be done with consent.

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

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initiatives in both electronic and print communications. These images can increase student motivation and help 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 not wishing to have images of their child used by NCS are required to sign a photography and publicity waiver for each of their students, found in *Appendix I* of this *Handbook*. The waiver allows NCS to work with families to keep their student's likenesses from appearing on the NCS website 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.

2.79 Physical Education

Students must wear designated uniforms in physical education classes. A written note is required from a physician if a student is unable to participate in physical education classes. If approved by the counselor and/or principal, a student may participate in off-campus physical education classes as follows:

- Documentation of enrollment must be presented to NCS at completion of the semester
- Minimum of five(5) hours of participation each week is required for high school students
- Minimum of fifteen (15) hours of participation each week is required for middle school students

2.80 Progress Reports

Progress reports will be available on a continuous basis through *FACTS*. Parents and students are given passwords and login instructions via email when initial enrollment is complete.

2.81 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.

2.82 Report Cards

Report cards are issued four times each year at the conclusion of each quarter via *FACTS*. Report cards may be held until all financial obligations are met (lost/damaged textbook fines, tuition, lunch and/or athletic equipment returns). Parents should print final Report Cards before July 1st. After this date all grades for the prior year are archived and no longer available online.

2.83 School Hours

- School hours are 7:55 a.m. to 3:15 p.m.
- Building #1 opens daily at 7:00 a.m. for student drop-off
- All students must be picked up by 3:30 p.m. unless they are participating in an extracurricular activity or school sponsored event. Any student unsupervised on the NCS Secondary campus after 3:30 pm will be required to sign-in to extended care.

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School opening and closing hours that vary from normal posted hours will be announced in advance. The NCS administration and staff are not responsible for students who are left on campus after school hours. Parents need to make arrangements to transport their children to another location after school hours or enroll them in our extended care program.

The tardy bell rings at 7:55 a.m. on Monday, Tuesday, Wednesday and Friday. The tardy bell rings at 8:40 a.m. on Thursday. The first bell of the day will ring 10 minutes prior to the scheduled tardy bell for that day. Students reporting to campus prior to the first bell of the day must report to the NAC in Building One before 7:30 and gym after 7:30 and wait until the first bell rings. Students not in the cafeteria must be in direct supervision of a coach, activity sponsor, faculty member or administrator. Students are never permitted to roam the campus unsupervised prior to the first bell.

Each afternoon beginning at 3:30 p.m. NCS offers an area of supervision for any secondary student who cannot be picked up immediately after school. This extended care can be scheduled by contacting the NCS Business Office. In addition, any student who is on campus unsupervised after 4:00 p.m. will be escorted to the after-school supervision room and the parents will be charged a daily fee of \$15. There are three payment options for this service: one payment of \$1500 for the school year, \$150 per month or \$15 per day.

2.84 Search and Seizure (At School, School-Sponsored Events, or In School Uniform)

The NCS Administration reserves the right to search a student's purse, locker, automobile, backpack, bag, or person. Questionable or prohibited items discovered during a search may be seized and the student subjected to disciplinary action.

2.85 Security

Because security concerns have escalated dramatically in recent years, we have instituted the following policies to ensure our preparedness:

- Entrance to NCS buildings and classrooms will be restricted by fencing and locked doors as appropriate.
- All visitors to campus must sign in and out and must wear a visitor's pass. Visitor's passes may be obtained from the security guards at the guard station or Student Services in Building 1. Parents should refer to the lunch policy when on campus to eat with students.
- Emergency response procedures are in writing and the NCS faculty and staff receive continued 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 through Renweb Parent Alert as to necessary adjustments in attendance patterns.
- In all cases where school is dismissed for security threats, class time missed will be made up. The make-up days will be at the discretion of the 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

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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. 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.

2.86 Semester Examinations

Semester examinations will be given in all middle school academic classes. The semester exam will carry a weight of 15 percent of the semester grade in 6th – 8th grade classes. Semester exams taken by Middle School students enrolled in a high school credit course (Algebra I, Chinese I, Communication Applications, IPC or Spanish I) will carry a weight of 20% of the semester grade.

Semester examinations will be given in all high school academic classes. The semester exam will carry a weight of 20 percent of the semester grade in 9th – 12th grade classes.

Students in 8th – 12th grade who meet all eligibility criteria may choose to exempt their spring semester exams based on the following:

- Students must have an 85 or better average in the course they wish to exempt
- No discipline violations of Class C or higher
- No more than 3 zeros on assignments
- Not more than 8 absences total (excused or unexcused) in the course wanting to exempt (two college visits and school-related absences will not count towards the total number of absences)
- An *Exam Exemption Request* form must be signed by the instructor for the course exam being exempted and submitted to the secondary principal by the published due date
- 12th grade – all spring semester examinations
- 11th grade – 3 spring semester examinations
- 10th grade – 2 spring semester examinations
- 8th and 9th grade – 1 spring semester examination

2.87 Senior Credits/Class Load

All high school seniors will be required to take a minimum of seven (7) credit classes during their senior year (chosen from Bible, English, math, science, history, and electives).

2.88 Service Hours

6th – 8th Grade - All NCS middle school students are required to complete and log fifteen (15) service hours each academic year. The hours must be completed by the end of the 8th grade year and will prorate for each student's years of attendance in the NCS middle school. For example, a student attending all three years will be required to log 45 hours; two years, 30 hours, etc. As a part of giving back to the community (Christian service), and our college prep focus, it is important for students to be involved in service from an early age. To be eligible hours must be served with a non-profit organization or qualified individual. Consult the NCS webpage or Christi Domingue, the service hours coordinator at cdomingue@northlandchristian.org, for service opportunities, service verification forms, and more information.

9th – 12th Grade - All NCS high school students are required to complete and log twenty (20) service hours each academic year. The hours must be completed by the end of the senior year and will prorate for each student's years of attendance in high school. For example, a student attending all four years will be required to log 80 hours; three years, 60 hours; etc. It should be noted that colleges and universities do consider service hours as a part of

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the admissions and scholarship processes. NCS is dedicated to teaching our students to give back to the community. To be eligible hours must be served with a non-profit organization or qualified individual. Consult the NCS webpage for service opportunities, service verification forms, and more information. High School diplomas may be withheld if service hours are not completed. All students logging 100 service hours in a single academic year will receive a special service award.

2.89 Sound System

NCS restricts the use of any school owned sound system to trained NCS employees. Students and parents are not allowed to operate any NCS sound system without express permission of trained NCS employees. Music with vulgar and/or explicit language will not be played or tolerated.

2.90 Spirit Wear (Logo Protection)

In order to build spirit on our campuses and to build upon the NCS image and traditions, the following guidelines 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 a Northland approved spirit store.
- All shirts or other printed clothing ordered for spirit wear must include "Northland", "Northland Christian", or "Northland Christian School". The use of the approved Northland logos; the cross, cougar head or "NC" logos are optional.
- All spirit wear should refrain from graphics or words which could be viewed as inappropriate. The appropriate principal will have final approval authority of questionable designs.

2.91 Standardized Testing Program

NCS students will participate in a standardized testing program as follows:

- TerraNova Achievement Test for 6th and 7th grades; administered each spring
- PSAT 8/9 for 8th and 9th grades; administered each spring
- Pre-ACT (preliminary ACT) for 10th grade; administered each fall
- PSAT (preliminary SAT) for 10th and 11th grades; administered each October (National Merit Scholarship Qualifying Test)
- ACT and/or SAT should be taken by upper-classmen prior to the beginning of their 12th grade year

2.92 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 secondary principal.

2.93 Student Athlete Expectations

NCS high school athletes must meet the following standards:

- Be a full-time student at the time of competition
- Be eligible under school policy
- Be prompt and prepared for all classes
- Exemplify Christ-like attitudes and behavior at all times
- Follow rules stated in the *Handbook*

2.94 Student Residence

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

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2.95 Summer School

Summer school credit will be accepted to replace failed courses only. Core academic classes may not be taken in summer school to replace NCS classes unless the class is replacing one that was failed. Summer school courses must be taken at schools approved by the NCS counseling staff.

2.96 Sunday and Wednesday Night Activities

NCS will not participate in school activities on Sundays or on Wednesday nights unless required by TAPPS to meet district or state mandates or deadlines. The 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 head of school must approve any exceptions to this policy.

2.97 Tardiness

Students guilty of multiple tardies will receive the following consequences:

- 6 cumulative tardies per quarter, earn a detention
- 10 cumulative tardies per quarter, earn an in-school suspension and possible loss of exemption(s)
- 15 cumulative tardies per quarter, earn an out-of-school suspension and possible loss of exemption(s)

Students who arrive 15 minutes after the start of the first period on Monday/Tuesday/Friday or 30 minutes after the start of the first period on Wednesday/Thursday will be considered absent for first period (rather than tardy).

Tardies will only accumulate during each quarter and will be reset to zero at the start of the next quarter.

2.98 Technology

All parents and students will sign a *Technology Use Agreement* (Appendix B) for the purpose of setting forth certain terms and conditions between NCS and the student for the use of their technology device as a participant in the *NCS Anytime Anywhere Learning Program*.

The infusion of technology into classroom experiences represents an outstanding opportunity for NCS students. Use of all digital devices must be in support of education and research and must be consistent with the goals and objectives of NCS. 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, the revisions will be communicated to students for immediate implementation and will be added to the *Technology Use Agreement* on an as-needed basis.

2.99 Telephone Usage

While classes are in session, students are allowed to use only the phone in the Student Services Office or the classroom phone with teacher permission.

2.100 Test Make-Up Policy

If a student is absent and unaware of a test, he/she will be allowed at least one class period after returning to take the test. If the student was present when the test was announced he/she must take the test(s) the first day back to school. This rule may be amended at teacher discretion.

Students are not allowed to make up tests or work missed for unexcused absences.

A semester exam may not be administered early to an individual.

At the discretion of the teacher, high school students may be required to make-up tests during regularly scheduled detention times.

2.101 Test Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Math	English	Odd # Periods	Even # Periods	Social Studies/History
Bible	Foreign Language	Period 1	Period 2	Science
Elective	Fine Arts	Period 3	Period 4	
		Period 5	Period 6	
		Period 7	Period 8	

2.102 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 lost/damaged textbook 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.

2.103 Transportation and Automobiles

Registration numbers and parking spaces will be issued to students who drive.

- Students must park in assigned parking places
- Students may not return to their cars during the school day without approval.
- Traffic Flow Procedures
 - Enter from the west drive - exit from the east drive
 - All drop-off and pick-up must be done in front of Building 6 to ensure safety
 - The right lanes are reserved for drop-off and pick-up
 - The left lane must be kept clear for emergencies
- Students riding to activities on school transportation must return the same way. Only parents and sponsors may change transportation plans of a student. Special arrangements must be made in advance and submitted in writing.
- Automobile/parking violations will be reported and consequences issued

2.104 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 all 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. Riding in NCS vehicles is a privilege. Students who repeatedly violate the safety guidelines will lose the privilege of riding.

2.105 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.

2.106 Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be the two graduating seniors with the highest grade point averages. Only in cases of "ties" will additional graduates be so designated. A student must attend NCS during the entire junior and senior years of high school to be eligible to be named Valedictorian or Salutatorian. Valedictorian and Salutatorian will be selected based upon grades earned through the end of the senior year.

2.107 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 and in our parent alert system. Resumption of school also will be published in like manner.

2.108 Yearbook

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

3. Appendices

3.1 Appendix A - Grade-Point Matrix

*Effective August 1, 2016
for students entering 9th grade 2014-2015 or later*

Numerical Grade	Academic Classes	Honors/Pre-AP® Classes	AP® /Dual Credit Classes
A100	5.0	6.0	6.5
A99	4.9	5.9	6.4
A98	4.8	5.8	6.3
A97	4.7	5.7	6.2
A96	4.6	5.6	6.1
A95	4.5	5.5	6.0
A94	4.4	5.4	5.9
A93	4.3	5.3	5.8
A92	4.2	5.2	5.7
A91	4.1	5.1	5.6
A90	4.0	5.0	5.5
B89	3.9	4.9	5.4
B88	3.8	4.8	5.3
B87	3.7	4.7	5.2
B86	3.6	4.6	5.1
B85	3.5	4.5	5.0
B84	3.4	4.4	4.9
B83	3.3	4.3	4.8
B82	3.2	4.2	4.7
B81	3.1	4.1	4.6
B80	3.0	4.0	4.5
C79	2.8	3.8	4.3
C78	2.6	3.6	4.1
C77	2.4	3.4	3.9
C76	2.2	3.2	3.7
C75	2.0	3.0	3.5
D74	1.8	1.8	1.8
D73	1.6	1.6	1.6
D72	1.4	1.4	1.4
D71	1.2	1.2	1.2
D70	1.0	1.0	1.0
F69 and below	0.0	0.0	0.0

3.2 Appendix B Technology Use Agreement

Secondary Campus – Grades 6-12 TECHNOLOGY USE AGREEMENT 2022-2023

This agreement is effective the ____ day of _____, 202__, by and between Northland Christian School (“Northland”), _____ (“Parent”), and _____ (“Student”), for the purpose of setting forth certain terms and conditions for the use of Northland owned/ student’s digital device.

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 digital devices 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. Ownership.

NCS-owned Laptops:

The NCS-owned MacBook or MacBook Pro will be the property of NCS and will be loaned to students when their device is at the Apple Store for repair. Prior to receiving a loaner MacBook, the student must submit a receipt from the Apple Store indicating their MacBook is being repaired. The loaner MacBook is for the student’s use in a manner similar to textbooks and other resources and will be subject to the same restrictions. Students **will not have any administrative rights on the NCS-owned computer** and will not be allowed to install and uninstall any software. The first seven days of having a loaner computer will be at no charge, but after seven days the student’s account will be charged \$5 per day of use. Northland will install the software on the computer and maintain complete control of the computers’ image. The computer image refers to any software or related data stored anywhere on the computer. The image will contain the software that is purchased under the NCS site license. Giving NCS the authority and responsibility of maintaining the image ensures that your student will always have access to the necessary software tools that are required for instructional purposes while a student at NCS. All NCS owned machines will be covered by the Apple Care Warranty program. If a NCS owned MacBook is damaged, and a repair that is not covered by the Apple Care Warranty is necessary, **the cost of the repair is the responsibility of the student’s parent.** Any charges incurred by NCS from Apple to repair the MacBook and return it to working order will be placed on to the student’s account and must be paid prior to returning the computer to the student. Apple Care covers only normal wear and tear on the computer. The determination of normal wear and tear on the MacBook is made exclusively by Apple.

If you use an NCS-owned MacBook as a loaner, upon graduation or withdrawal from Northland, it will remain the property of NCS and will be treated the same as any other instructional resource that the student is issued.

Parent Owned Digital Devices:

NCS will not be responsible for loading any software/apps on parent owned digital devices. In addition NCS will not assist in the repairs of any parent owned devices.

Northland recommends that all parents consider purchasing personal articles insurance for their digital device, as an addition to your existing homeowner's insurance policy. (Note: Most homeowners' policies have very limited coverage for computers with a high deductible, unless an additional personal articles policy is purchased).

In the case of certain classes it may be necessary to load NCS owned software on a student's digital device. Due to licensing issues with software vendors, failure to submit the computer for the removal of all NCS owned and licensed software upon a student's departure from Northland will result in a \$250 fee and the withholding of all official school records.

Initials _____

II. Use of Computer.

Use of all Northland owned 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 their digital device 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 digital device, regardless of whether they are NCS owned or privately owned. Northland may access all digital devices, 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. The monitoring 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 school monitoring 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 consult with the supervising teacher immediately to avoid even the appearance of impropriety. Specific school discipline codes address consequences for inappropriate behaviors during the use of technology.

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. Additionally, such attempts may result in immediate and permanent dismissal from NCS.

Two areas in the NCS behavior code which specifically address responsible use of technology 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.

In consideration for the use of Northland's computer system and in consideration for having access to the information contained on the internet, Northland, its operators and any institutions with which they are affiliated are hereby released from any and all claims of any nature arising from the student's ability or inability to use the internet.

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.

CERTIFICATION:

By our signatures hereon, we certify our knowledge and acceptance of the above-stated policies and consequences, and of future directives that may be communicated regarding responsible use.

Student

Parent

Date

Date

3.3 Appendix C - Honors Selection Policy

Each spring semester, the Northland Christian School art, English, math, science and social studies departments screen students for entrance into Honors and Advanced Placement (AP) classes. This program ultimately can enable selected students to receive college credit hours based upon the student's performance on *Advanced Placements Tests* taken during high school. Honors/Advanced Placement courses are designed for highly motivated students. These programs utilize a wide variety of materials, often presented on the college level, requiring of the students advanced critical thinking skills and analytical writing skills. Therefore, students admitted to honors/Advanced Placement classes must be committed totally and are expected to rise to the high standards set by the teachers. Honors and advanced placement students must be extremely responsible and consistently reliable.

For all disciplines - art, English, math, science and social studies – the following will be considered in the initial screening for admissions to Honors/AP classes:

- Current year grades in the subject for which admission is sought
- Teacher recommendation(s)
- Standardized test scores
- Ability to work independently and as a part of a team

Additionally, each department has specific requirements as detailed below:

AP ART

- Must submit at least three (3) original drawings
- Must submit an essay stating reasons for wishing to be in the NCS AP Art class
- Must be approved by the NCS art staff

ENGLISH

- Must maintain an A average in English each semester for the current year
- Must score in the 85th percentile in the English/reading sections of standardized tests

MATH

- Must maintain an A average each semester in math for the current year
- Must score in the 85th percentile in the math sections of standardized tests

SCIENCE

- Must maintain an A average in science each semester for the current year
- Must have completed or be concurrently enrolled in appropriate math class. Satisfactory math grades are required.

SOCIAL STUDIES

- Must maintain an A average in social studies for the current year

APPLICABLE POLICY STATEMENTS:

- **Transfer Students** - Admission to NCS honors classes of students transferring from other schools will be made by the department heads in each applicable discipline. Participation in honors/AP classes at other schools does not qualify students for automatic admission to NCS Honors/AP classes.
- **Honors/AP Contracts** – After acceptance into the NCS honors program, each student and parent will be asked to sign a contract accepting the responsibilities required by our program. These responsibilities

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include timely completion of all assigned work, always working to the student's full potential, and committing to take all advanced placement test(s) offered as a part of the discipline(s) involved. All students enrolled in an AP course are required to take the Collegeboard AP Exam. Fees for AP exams are the responsibility of the parent/student.

- **Grade Maintenance Requirements** – All honors students must maintain at least a B average and must continue to work to established personal excellence levels or will face removal from the NCS honors program.
- **Scheduling Flexibility** – The admission and assignment of students to Honors/AP classes will depend, in part, on schedule construction. To maintain proper class numerical balances, the NCS administrative staff reserves the right to rank students for admission purposes. The goal will be to admit all students who qualify and elect honors/AP classes, recognizing the possibility that this may not be possible in all situations.

3.4 Appendix D - High School Graduation Requirements can be found in the 2023-2023 Program of Studies.

3.5 Appendix E – Fundraising and Special Projects Guidelines

BACKGROUND

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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 the Director of Foundation and Development 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.

Applicant must be agreeable to stipulations listed below:

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 approval may require proof of secured funding for the following years.

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

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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 NCS 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 one 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 NCS Annual Fund in the amount* of

\$250

-Or-

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

*Whichever is the lesser amount.

3.6 Appendix F – 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.

3.7 Appendix G – Secondary Campus Map

