



# **PK/Elementary**

## **Student - Parent Handbook**

### **2025 - 2026**

#### **NOTICE OF NON-DISCRIMINATION**

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

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# Administration and Staff

Interim Head of School - [Roger Elswick](#)

PK/Elementary Principal - [Erica Maw](#)

Secondary Principal - [Jason Driver](#)

Athletic Director - [Daryl Hobbs](#)

Director of Technology - [Michael Vargas](#)

Director of Events and Community Relations - [Heather Edmonds](#)

Director of Operations - [Ed Bemiller](#)

Asst. Director of Operations / Registrar / DSO - [Melanie Owens](#)

Director of Admissions - [Jenna Zachary](#)

Tuition and Business Office Manager - [Beverly Diaz](#)

Director of Cougar Learning Center - [Phyllis Goady](#)

Learning Center Coordinator - [Julie Huff](#)

Learning Center Instructor/NILD Therapist - [Melissa Flowers](#)

School Counselor - [Tiffany Sosa](#)

School Counselor - [Lola Jones](#)

School Nurse - [Michelle Johnson](#)

PK/Elementary Administrative Assistants - [Gina Vazquez](#) and  
[Megan Bauer](#)

Secondary Administrative Assistant - [Liz Shives](#)

# 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

At Northland Christian School (NCS), our primary focus is ensuring all students receive a high-quality academic education deeply rooted in our Biblical heritage. Our administration, faculty, and staff are dedicated to guiding each student toward realizing their individual worth and fostering an appreciation for the worth and individuality of others. We firmly believe that every student deserves the opportunity to develop to his or her fullest potential in all areas of learning at a pace that suits their individual ability. We welcome students from diverse racial, ethnic, and economic backgrounds. This commitment is reflected in our curriculum and 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 on campus and in the community. We train them, as loyal citizens of our country, to appreciate both their rights and their responsibilities as active participants in this complex society. These goals are rooted in our belief that each person is made in the image of God and, therefore, worthy of dignity and respect.

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

At NCS, we integrate the guiding principles of Christianity into a comprehensive curriculum designed to educate the whole child - intellectually, physically, spiritually, and socially. We aim to help students achieve academic excellence, physical well-being, high moral standards, and civic responsibility. We believe that the true measure of education is not just what a child has learned but what they have become. This philosophy is encapsulated in a statement attributed to James Monroe: "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
- An appreciation of aesthetic values
- Intellectual development
- Competence in basic skills
- The 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 political and social systems
- Biblical manhood/womanhood
- Developing good health and physical fitness
- Using leisure time wisely
- Developing an understanding of man and his universe and the protection of the environment and natural resources
- Occupational and economic competence
- Developing a positive attitude toward work
- Developing awareness of skills required for a wide range of occupations
- Developing a marketable skill
- Developing competence in the management of personal affairs

## 1.4 Biblical Principles to Guide Christian Behavior

“Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.” [I Timothy 4:12]

- **Modesty** - God commands His children to be modest in dress and behavior - I Timothy 1:9

and Titus 3:2

- **Obedience** - “to God, to parents, to elders, to authorities.” - Acts 5:29, Ephesians 6:1-2, Hebrews 13:17, Romans 13:1

- **Moderation** - “Let your moderation be known to all men.” - Philippians 4:5

- **Love** - “Love the Lord above all and your neighbor as yourself.” “Love does not behave improperly.” - Mark 12:30-31, I Corinthians 13:5-6

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

## **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. Our primary concern is the safety and well-being of all our students.

### **1.5 Handbook Policy Exceptions**

This *Student-Parent 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 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. Any exception to a policy will be carefully considered by the administration, taking into account the needs of the individual and the greater good of the entire school while maintaining adherence to biblical principles.

### **1.6 Changes in Policy**

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

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



## 2. Northland Expectations and Communication

### 2.1 Code Of Ethics

Elementary students of NCS must agree to the following:

- Assume a Christ-like attitude
- Behave with respect and commitment to God, country, and neighbors
- Behave with dignity and responsibility
- Dress neatly and modestly
- Do their very best in their classrooms
- Show a spirit of service and loyalty to NCS

### Parent Code of Conduct

As influential role models in their children's lives, parents play a crucial role in teaching by leading by example. At Northland Christian School, we recognize and value this role, and we expect the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below. This partnership between the school and parents is vital in shaping the behavior and character of our students.

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 that 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 communication 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.

### 2.2 Communication

NCS communicates with parents and students promptly and efficiently via FACTS and the NCS webpage ([www.northland christian.org](http://www.northland christian.org)).

With *FACTS* as an integral part of our communication abilities, parents and students will be able to monitor academic progress regularly. Our general policy will be that teachers notify parents when significant academic changes occur. The guidelines that will govern how this is

to be handled will be different at each grade level and will be communicated to parents by the faculty. Please note that parents are integral to this process. We encourage each parent to remain actively involved in regularly monitoring student progress.

### **2.3 Parent-Teacher Conferences**

Attendance at parent-teacher conference day is expected of all parents/guardians of NCS students. Following this meeting, conferences can and should be called by either the teacher or parent as the need arises. The faculty appreciate parents/guardians making appointments for conferences. Impromptu conferences are likely to be very unsatisfactory to all concerned, whereas, one that can be scheduled for a special time and planned more carefully is likely to be very helpful. Please call the office at 281-587-6477, or email the teacher directly, to arrange a conference.

### **2.4 Complaint and Appeals Process**

The education process is an emotional journey. Therefore, we must establish a framework for conflict resolution. This policy aims to develop a method for the timely and orderly resolution of student and/or parent concerns, questions, or appeals. As exemplified in Matthew 18, NCS intends that all disagreements be resolved at the source (teacher, coach, sponsor, etc.). If this is not possible, a resolution should be reached at the lowest possible level. Throughout the appeal process, all parties should demonstrate mutual respect, ensuring that all parties' dignity is preserved. Discussions should focus on problem resolution that is mutually acceptable rather than an adversarial win-lose conclusion. Reprisals or retaliation of any kind will not be taken against a student or parent for utilizing this procedure.

#### **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.
2. If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the Elementary Principal.
3. If the situation cannot be resolved to the satisfaction of both parties at step two, discuss the situation with the NCS Head of School.
4. If the situation cannot be resolved to the satisfaction of both parties at step three, request that the NCS Head of School schedule a board appeals review committee meeting. This request must be made in writing.

### 3. Attendance

#### 3.1 School Hours

##### Monday, Tuesday, Wednesday, and Friday

6:45 a.m. – 7:30 a.m.	Extended Care Available (additional fee required)
7:30 a.m. – 7:50 a.m.	Morning Carpool Drop-Off Students arriving during this time will go directly to the classrooms.
7:40 a.m.	First Bell Rings
7:50 a.m.	Tardy Bell Rings/Classes Begin
3:15 p.m.	Dismissal Bell Rings
3:15 - 3:45 pm	Afternoon Carpool Dismissal
3:45 p.m.	Students not picked up are sent to Extended Care.
3:45 p.m. – 6:15 p.m.	Extended Care Available (additional fee required)

Please note that the elementary school will begin “late start” on Thursdays, beginning August 21st. On Thursdays only, students will start late at 8:35 a.m. Extended Care is available on Thursdays from 6:45 a.m. - 8:20 a.m. for those students registered in Plan 1 or 3 of Extended Care. Those students, not enrolled in Extended Care, but needing care from 7:30 a.m. - 8:20 a.m., may attend without an additional fee on Thursday mornings.

##### Thursday - Late Start for Teacher Development

6:45 a.m. – 7:30 a.m.	Extended Care Available (additional fee required)
7:30 a.m. - 8:15 a.m.	Extended Care Available ( <b>no</b> additional fee required)
8:15 a.m. – 8:35 a.m.	Morning Carpool Drop-Off Students arriving during this time will go directly to the classrooms.
8:25 a.m.	First Bell Rings

8:35 a.m.	Tardy Bell Rings/Classes Begin
3:15 p.m.	Dismissal Bell Rings
3:15 - 3:45 pm	Afternoon Carpool Dismissal
3:45 p.m.	Students not picked up are sent to Extended Care.
3:45 p.m. – 6:15 p.m.	Extended Care Available (additional fee required)

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

### 3.2 Arrival and Tardiness

Students may arrive between 7:30 - 7:50 a.m., Monday, Tuesday, Wednesday, and Friday. Students arriving before 7:30 a.m. should be checked in to morning Extended Care. Parents are asked **not** to go with their children to their classroom. The tardy bell rings at 7:50 a.m. Any student not in the classroom by 7:50 a.m. will be considered tardy.

On Thursdays, students arriving before 8:15 a.m. should be checked in to morning Extended Care. Parents are asked **not** to go with their children to their classroom. The tardy bell rings at 8:35 a.m. Any student not in the classroom by 8:35 a.m. will be considered tardy.

All tardies are considered unexcused unless the principal deems an extenuating circumstance was unavoidable (i.e., a traffic accident, severe weather, etc.).

A tardy may also be excused if an original, signed doctor's note indicating the day and time of the appointment is submitted to the Elementary Office. The note should be submitted on the day of the appointment. The tardy will be counted as unexcused if a note is not submitted within three days of the late arrival.

**Tardy students must sign in at the Elementary Office located in Building 7, with a parent escort, to receive a tardy slip.** Daily promptness is essential, and young children depend on adults to be on time. Tardiness is disruptive and detrimental to the learning process. Please make every effort to help your student arrive on time.

On the third tardy, elementary administration will notify the parent/guardian. They will also communicate further warnings on subsequent tardies. The tardy count will reset at the beginning of each quarter. However, students with eight or more tardies during a quarter will

be placed on probation the following quarter. If excessive tardies persist even after being placed on probation, the student may not be allowed to return to NCS the following semester. This underscores the importance of punctuality and the need for parents to ensure their children's timely arrival.

### 3.3 Attendance and Absences

**A student must attend at least 90 percent of the academic days each semester.** This includes excused and unexcused absences. If the student is not in attendance for at least 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 via the Elementary Principal.

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

#### Types of Absences

- **NCS Excused** – Any absence due to an NCS-sponsored event will be considered an excused absence. All assignments normally due during any missed class will be considered late if not submitted on or before the given due date. Students should make an effort to obtain assignments distributed during the missed class period before returning to the next class.
- **Excused Absence** - This includes explained, documented medical absences and principal-approved premeditated absences. Make-up work will be permitted. Please note that family vacation trips generally qualify as excused premeditated absences. However, for non-emergency absences (vacations, etc.), the teacher is not responsible for tutoring students in concepts missed during such absences.
- **Unexcused Absence**—This includes anything not covered by an explained, documented medical absence, principal-approved premeditated absence, or an NCS function. Make-up work will not be allowed, and teachers will not be responsible for tutoring unexcused students with missed concepts.

**Premeditated Absence** - If a parent/guardian would like to request time away from school for his or her student, then the [Elementary Premeditated Absence Form](#) must be completed three days prior to the absence. If deemed excused, the principal will notify the parent/guardian and teachers in order to coordinate make-up work.

**Absences due to Personal Business**—We request that students not be checked out to leave school early for personal matters or family-related business (errands, haircuts, clothes,

personal convenience, etc.), as these types of things should be taken care of after school or on weekends. This policy is in place to minimize unnecessary absences and ensure that students are present for all their classes, which is crucial for their academic progress.

### **Steps to Follow When Absent:**

1. Parents or guardians should phone or email NCS to inform the elementary administrative office of the absence. Parents and guardians send all attendance emails to [elementary.attendance@northlandchristian.org](mailto:elementary.attendance@northlandchristian.org).
2. A doctor's note is required if your child has visited a doctor.
3. Parents or guardians must write an excuse giving name, date, day(s) of absence, reason for absence, and his/her signature.
4. Students must present his/her excuse to the elementary 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.
5. Students and parents must accept responsibility for obtaining make-up work from teachers.

### **3.4 Illness and Exclusion Criteria**

Any student with an oral temperature of 100.0 degrees, uncontrolled diarrhea, vomiting illness (2 or more episodes in 24 hours), or other symptoms of illness will not be admitted to class. If a student becomes ill at school, parents will be called to pick her/him up. Parents should have a backup system in place if a parent is unavailable. If we cannot contact the parents/legal guardians, we will contact the person/persons designated in FACTS as emergency contacts. A student will be readmitted when an oral temperature has been below 100.0 degrees, without fever suppressing medication, for twenty-four hours. Therefore, if a student is sent home with a fever, he/she will not be eligible to attend class the following day.

### **Head Lice Policy**

Head lice are common among children and are not classified as an illness or disease. They are mainly spread through head-to-head contact during play, sports, nap time, and when children share personal items like brushes, combs, hats, or headphones. Students showing signs of lice infestation will be examined by the school nurse. If live lice are found, parents or guardians will be notified, and the student may stay in class for the rest of the school day, following CDC guidelines. Prompt treatment at home is required before the child can return to school the next day. Students with only nits (lice eggs) may remain in school if treatment has started at home. Parents and guardians should treat the affected child with an FDA-approved medicated shampoo, which can be found at most grocery stores. Lice and nits should be removed with a fine-toothed comb, and a follow-up treatment should be done in 7–10 days as recommended. When returning to school, the nurse will recheck the student to ensure no live lice are present before allowing the student back into the classroom. A second recheck will be performed one week later to check for reinfestation. Students with nits within ¼ inch of the

scalp but no evidence of live lice will stay in school and be monitored weekly by the nurse. In cases of confirmed live lice, parents of students in the affected classroom will be notified within 48 hours, but the student's identity remains confidential.

### 3.5 Make-Up Work

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

### 3.6 Leaving Campus

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

### 3.7 Afternoon Dismissal / Early Dismissal

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

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

If other extenuating circumstances require early dismissal, it should be communicated in writing to the elementary administrative office or sent to [elementary.attendance@northlandchristian.org](mailto:elementary.attendance@northlandchristian.org). **There will be no early dismissals after 3:00 p.m.**

Beginning at 3:15 p.m., the classroom teachers will escort daily carpool riders, Extended Care students, and after-school extracurricular students to the appropriate locations to be dismissed. All students will be dismissed from the cafeteria or Building 7 via carpool unless they are in Extended Care or an after-school extracurricular activity.

Students cannot roam and run through the building unattended after school. All students picked up by their parents must remain with their parents while on campus. Students not in our Extended Care program are not allowed to play on the playgrounds after school due to them being reserved for that program and for safety reasons.

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

**Extended Care:** Elementary students arriving 6:45 a.m. - 7:30 a.m. or 6:45 a.m. - 8:15 a.m. on Thursdays will be signed in for morning Extended Care. Students not picked up by 3:45 p.m. will be signed in for afternoon Extended Care. There is a charge for this service. Afternoon extended care ends promptly at 6:15 p.m., with a penalty for late pickup.

### **3.8 Athletic Play-Off Release Time**

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

## **4. Academics**

### **4.1 Admissions**

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

### **4.2 Grouping Policy**

Students in grades 1st through 5th are not grouped according to ability when determining classroom placement.

### **4.3 Testing Process**

The KRT (Kindergarten Readiness Test) and the Gesell/SESAT Test are administered to PK students to determine kindergarten readiness. The Search and Teach process is used to evaluate kindergarten and first-grade progress.

The Educational Records Bureau Comprehensive Testing Program summative tests are administered every spring in second through fifth grade. Parents receive a report showing specific areas of strength and improvement opportunities.



#### 4.4 Bible Class

Every student will have a Bible lesson each day. We believe that the Bible is the inspired Word of God and is “useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (II Tim. 3:16). The knowledge and application of God’s Word are vital to the whole education of our children.

#### 4.5 Music Classes

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

#### 4.6 Textbooks

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

#### 4.7 Grading

Grading Scale

A = 90-100	E = Excellent
B = 80-89	S = Satisfactory
C = 75-79	N = Needs Improvement
D = 70 - 74	U = Unsatisfactory
F = 69 or below	I = Incomplete

#### 4.8 Homework

Students at NCS Elementary will be assigned homework. Homework aims to extend the academic curriculum and create practice opportunities that move students toward mastery. We attempt to balance the homework volume assigned with the student's age. Generally, about (10) minutes of homework for each grade level as indicated in the guidelines established by the National PTA (10 minutes for 1st and 50 minutes for 5th graders). The actual amount of time required for homework will vary as students work at different rates and

efficiency levels. Preparation for tests will require additional time.

#### 4.9 Progress Reports

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

#### 4.10 Honor Roll

In grades 1-5, all A's in academic subjects are required (each nine-week grading period) to earn recognition on the A Honor Roll. The A and B Honor Roll requires no more than 3 B's during each nine-week grading period. This clear criteria for the Honor Roll will help you understand your child's academic performance and encourage them to strive for excellence.

#### 4.11 Work Habits

Work habits are those we will teach, train, and expect our students to demonstrate, which will help them grow into responsible people. A work habits grade will be given each 9-week grading period to evaluate and communicate how a student performed in those skills during the grading period. Work habits will be located in the daily take-home folder and documented on the parents' web under discipline for kindergarten through 2nd grade.

For grades 3rd through 5th, work habits will be reported on parents' web under discipline. The guidelines below will determine the work habits grade every nine weeks. We believe that by focusing on these habits, we can help your child develop into a responsible and disciplined individual.

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

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

**K through 2<sup>nd</sup> Grade Report Card Scale**

E	0 – 15 points deducted with a total of 0 – 5 late HW and /or CW occurrences
S	16 – 30 points deducted with a total of 6 – 10 late HW and /or CW occurrences
N	31 – 40 points deducted with a total of 11 - 15 late HW and /or CW occurrences
U	41 or more points deducted with a total of 16 or more HW and/or CW occurrences

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

#### **4.12 Cougar Learning Center**

Northland Christian School is a college-preparatory school with extremely high academic standards. We recognize that students with learning differences may require individualized support to fully access and engage with our rigorous curriculum.

Our goal, as a Christian school, is to help every student who qualifies for admission develop the tools and strategies needed for long-term success. To support this goal, Northland Christian School may require parents to provide additional academic support when recommended by our professional staff.

Support is coordinated through the Cougar Learning Center (CLC) which serves students with their academic needs. This includes:

- Classroom Accommodations Plan as outlined in the psycho-educational testing report, and one-on-one NILD educational therapy for students with diagnosed learning differences.

All services provided through the CLC are informed by a comprehensive psycho-educational evaluation and are tailored to the individual needs of each student. While not all students enrolled in the CLC receive educational therapy, their accommodations are implemented, supported, and regularly monitored by our CLC staff.

NILD therapy focuses on addressing the underlying causes of learning difficulties—not just the symptoms—by strengthening cognitive and perceptual processing skills. The ultimate goal is to help students become confident, independent, and lifelong learners.

## **5. Student Activities**

### **5.1 Library**

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

### **5.2 Playground Guidelines**

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

### **5.3 Chapel**

Each Wednesday, a Chapel assembly will be held in the gym for Kindergarten/LEAP through fifth-grade classes (PK3-PK4 hold Chapel separately). A class or selected speaker will present a brief drama of a Bible story or application story for Chapel. Other educational value activities that contribute to the total Christian education program will occasionally be included during the Chapel program.

## **5.4 Field Trips**

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

Each parent will be required to sign a “Field Trip Guidelines for Parents” agreement form at the beginning of each year. See Appendix “E” for details. We always encourage parent participation at NCS. It is important for your child, and it is equally important for your participation to be a positive experience for the whole group.

## **5.5 Student Activity Sponsorship**

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

## **5.6 Chewing Gum, Food and Drink**

Students are not allowed to chew gum on the campus. No food or drinks are allowed on the carpeted areas of the building unless the teacher has scheduled a special activity with the Principal's approval. At lunchtime, students/parents are asked to refrain from bringing donuts/cookies/other foods to share with other students. Students are to eat the lunch/snack ordered or prepared by the parent. Single-serve treats for birthdays or special events during lunch are an exception to this rule with prior approval of the homeroom teacher. They must be store-bought and able to be served individually.

## **5.7 Lunch and Lunchroom**

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

As security concerns in schools escalate, parents must respect our need to restrict traffic flow during these difficult supervision periods. Parents are allowed to drop students' forgotten lunch off in the office. Parents choosing to eat lunch with students should follow visitor procedures as established on campus. All visitors must be screened in the office before visiting with a student for lunch.

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

- Students should speak softly and be excused before leaving the table.
- Students must walk quietly in and through the lunchroom at all times.
- After eating, students should clean their area when directed to do so by the teacher.
- Students are not allowed to use snack/soft drink machines during the school day.
- Students are not to “play with” or throw food.
- Microwave ovens are not available to students.
- Appropriate language and topics of discussion are expected.
- Students and/or visiting parents may not “share” or give food to other students.
- Arrangements for birthday or special treats for the whole class at lunchtime must be planned in advance with the teacher. Items must be individual and store-bought. We will be unable to accommodate birthday parties on campus.

## 5.8 Parties

Approximately five homeroom parties will be held yearly: Stone Soup (Thanksgiving), Christmas, Valentine’s Day, Easter, and an on-campus end-of-the-year celebration. All parties will be limited to a maximum of one hour in length. Grade-level teachers are responsible for coordinating all parties. Reservations of school facilities must be made through the office at least two weeks before the event. There will be no off-campus end-of-school parties during school hours. Water sports and skating are not allowed as a field trip or school-sponsored party during school hours.

Treats for individual students’ birthdays should be coordinated with the homeroom teacher and should be celebrated at lunch or recess. (Please see the previous lunch section.) **Party invitations for private parties may not be passed out at school unless every child in the classroom receives an invitation.** Invitations for smaller parties should be mailed or issued by phone. Please be considerate of other children’s feelings.

## 5.9 Flowers and Gifts

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

## 5.10 Programs/Events

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

### 5.11 Sunday and Wednesday Night Activities

NCS will limit school activities on Sundays or Wednesday nights unless TAPPS requires it to meet district or state mandates or deadlines. The NCS Head of School must approve any exception to this policy. During special events requiring travel (cheerleader camps, basketball camps, play-offs, etc.), great care will be taken to provide appropriate worship opportunities.

### 5.12 Lost and Found

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

### 5.13 Yearbook

Students will be provided with a yearbook annually as part of their tuition. NCS will not be responsible for furnishing yearbooks not claimed by January 1st of the following school year.

## 6. Discipline

### 6.1 Discipline Philosophy

Every individual deserves to be treated with dignity and respect as made in the image and likeness of God. Furthermore, the learning process is enhanced in a physically and emotionally safe environment. Northland Christian Elementary School seeks to establish clear, consistent, and predictable academic and behavioral expectations across grade levels and classrooms to ensure this physically and emotionally safe environment. We embrace a restorative approach in which students ultimately learn from their mistakes, accept responsibility for their actions and choices, develop empathy for others, and find a solution to correct these mistakes.

Effective restorative discipline hinges on the trifecta of students, parents, and teachers. Elementary educators work with parents and students to teach self-control, respect for others, and good manners. Developing this self-discipline is key to student success.

At NCS, we also believe that one of the ways we honor the Lord is by how we live our day. We encourage a prayerful approach in all things, as stated in 1 Thessalonians 5:17-'Pray continually'.

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

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

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

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

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

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

## **6.2 Discipline Plan Overview**

Our students will make mistakes, but it is our duty to guide them in recognizing unacceptable behaviors and help them develop actionable plans for growth. These plans should aid students in accepting responsibility for themselves and develop our core Christian values.

Most discipline in the Elementary School is handled by the classroom teacher; however, repeated violations and extreme cases of poor behavior will be documented and addressed by the Elementary Principal.

The sections below outline ordinary disciplinary routines. However, the school reserves the right to adapt sanctions to varying circumstances. In many cases, disciplinary norms are applied in ways that reflect our assessment of the student's emotional maturity and understanding of right and wrong. Such discretion is especially appropriate in disciplinary matters involving younger students, who do not have the same awareness of their actions as we expect of students in upper grades.

## **6.3 Levels of Offenses**

### **Level 1 Offenses:**

- Level 1 Offenses are handled exclusively by the classroom teacher.
- All teachers will clearly communicate the specific behavioral expectations for their classrooms and consequences to both the students and parents.
- The parent/guardian can be contacted if needed. Teachers will outline their classroom expectations and communication procedures at the beginning of the school year.



### Examples of Level 1 Offenses

<ul style="list-style-type: none"> <li>• Failure to follow directions</li> <li>• Disrupting a lesson</li> <li>• Excessive talking</li> <li>• Inappropriate laughing/sneering</li> <li>• Mild teasing</li> <li>• Mild inappropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Eye rolling</li> <li>• Interrupting others</li> <li>• Tardiness</li> <li>• Mild name-calling</li> <li>• Misuse of materials</li> <li>• Getting out of his/her seat</li> </ul>
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### Level 2 Offenses:

- Level 2 Offenses are handled by the student's teacher with documentation of behavior and consequence. Furthermore, the teacher can receive assistance from the Elementary Principal.
- The parent/guardian is contacted by the teacher via a Disciplinary Referral. The Referral is documented in Parents Web and an email will be sent home.
- A student's conduct grade drops by one third of a letter grade (e.g., from S+ to S) for each Disciplinary Referral issued.
- After the issuance of three Disciplinary Referrals in a quarter, a parent/teacher conference will be scheduled. The Elementary Principal will be notified of the conference.
- Students who receive three Disciplinary Referrals in a quarter will also receive a detention from the homeroom teacher.

### Examples of Level 2 Offenses

<ul style="list-style-type: none"> <li>• Back talking/Arguing with an adult</li> <li>• Inappropriate gestures/language</li> <li>• Refusing to work or participate</li> <li>• Open defiance</li> <li>• Inappropriate writing or pictures</li> </ul>	<ul style="list-style-type: none"> <li>• Taunting</li> <li>• Physical fight without injury</li> <li>• Throwing objects</li> <li>• Hitting/Hands on others</li> <li>• First cheating offense</li> </ul>
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### Level 3 Offenses:

- Level 3 Offenses are handled by the Elementary Principal.
- Teachers will send the student to the Elementary Principal to complete a Take Responsibility Form. The student will not return to his or her classroom until this task is complete and discussed. The form is to be signed by a parent and returned the next school day.

- The parents will be contacted by administration and an appropriate consequence will be given. These may include detention, suspension, conferencing for disciplinary intervention, devising a Behavioral Action Plan, or disciplinary probation.

### Examples of Level 3 Offenses

<ul style="list-style-type: none"> <li>• Physical fighting with injury</li> <li>• Ethnic slurs</li> <li>• Obscene gestures</li> <li>• Inappropriate touching</li> <li>• Damaging property</li> <li>• Direct and willful disobedience of school rules and policies</li> </ul>	<ul style="list-style-type: none"> <li>• Battery against a student</li> <li>• Bullying (Consistent Harassment)</li> <li>• Threatening bodily harm</li> <li>• Stealing</li> <li>• Pulling the fire alarm</li> <li>• Excessive truancy</li> <li>• Multiple cheating incidents</li> </ul>
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### Referral to the Principal's Office

Office visits at NCS are not meant to be intimidating. The Elementary Principal may call students to the office for counsel and information gathering regarding discipline issues. These visits are an opportunity for the principal to understand the situation better and provide guidance to the student, ensuring a fair and just resolution to any disciplinary issues.

### 6.4 Detention

**Detention:** Note that a 4th or 5th grade teacher may assign detention as an immediate response to more serious transgressions. When a detention is issued,

- It must be served the day it is scheduled by the Elementary Principal.
- The student's conduct grade drops a full letter grade (e.g., from E to S).
- A notification is sent home to the parent describing the event causing the detention.

### 6.5 Specials Classes

#### Specials Classes:

Specials teachers follow the same level system of offenses as the classroom teacher. The ancillary teacher can report behavior problems to the classroom teacher and parents via a Disciplinary Referral. Each student receives a conduct grade from their specials teachers, independent of their homeroom/academic conduct grade. As stated above,

- A student's conduct grade drops by one third of a letter grade (e.g., from S to S-) for each Disciplinary Referral issued.
- After the issuance of three Disciplinary Referrals in a quarter, a parent/teacher conference will be scheduled. The Elementary Principal will be notified of the conference.
- Students who receive three Disciplinary Referrals in a quarter will also receive a detention from the homeroom teacher to be served with the Elementary Principal.

## 6.6 Communication and Documentation

- Kindergarten through 2nd-grade students will have a take-home folder with a calendar indicating the student's conduct for the day. Conduct notes are also entered into Parents Web.
- 3rd through 5th graders, poor choices will be entered into Parents Web, and an email will be sent home indicating any issues.
- Each grade level teacher will explain any other expectation required.
- Parents are encouraged to check Parents Web for updates periodically.

## 6.7 Consequences Related to Poor Choices

NCS will implement various consequences if a student makes poor choices. These consequences can include a conversation with the teacher, a natural consequence such as cleaning up a mess they have made, losing a privilege, or time to reflect on their actions. Escalated consequences include time out from recess, lunch detention, a phone call home to parents/guardians, or a referral to the Principal's Office.

### Escalated Disciplinary Consequences

**TIME OUT** – This is a period of reflection for the student. They will go with the class to recess but will be with the teacher and not allowed to participate for the defined amount of time. The aim is to give the student a chance to calm down and think about their behavior.

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

**AFTER-SCHOOL DETENTION** - The student will meet with the Elementary Principal to reflect on behavioral choices and make a plan for the future.

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

**SUSPENSION FROM SCHOOL** – The student will not be at school. He/she is responsible for getting all classwork completed and turned in on the regular due dates. Out-of-school suspension may be up to 3 days.

**DISCIPLINARY PROBATION** - The student and parent must sign a letter indicating that if the behavior occurs again, the student will be expelled from NCS.

**EXPULSION** – *The student is withdrawn from NCS.*

## 6.8 Bullying/Hazing

### Bullying Policy

At NCS, we believe every student is created in the image of God and should be treated with dignity, kindness, and respect. In alignment with our core values—Christ, Community, Leadership, and Giving—we are committed to providing a safe and nurturing environment where all students can grow spiritually, academically, emotionally, and socially.

### Definition of Bullying

Bullying is defined as any intentional, repeated act (whether physical, verbal, emotional, or cyber) by one or more individuals that causes physical or emotional harm, distress, or fear to another individual, and involves an imbalance of power (real or perceived).

**Bullying can be direct (face-to-face) or indirect (through others or digital means), and may include:**

- *Physical:* hitting, kicking, pushing, or damaging someone's belongings.
- *Verbal:* name-calling, teasing, threats, or hurtful comments.
- *Social/Relational:* spreading rumors, exclusion, public humiliation, or manipulating friendships.
- *Cyberbullying:* using digital technology to harass, embarrass, or target someone (e.g., through social media, texting, or email).

### What Bullying Is:

- *Intentional:* The act is purposeful and meant to cause harm, discomfort, or fear.
- *Repeated:* It happens more than once or has the potential to be repeated over time.
- *Power Imbalance:* The individual bullying has more power due to physical strength, popularity, access to embarrassing information, or other factors.

### What Bullying Is Not:

While all conflict and unkind behavior should be addressed, not every disagreement or hurtful interaction constitutes bullying. The following are not considered bullying (though they may still require intervention or correction):

- *Mutual conflict:* A disagreement or argument where both parties are equally involved and no one is being targeted unfairly or repeatedly.
- *One-time incidents:* A single act of meanness, while unacceptable, does not meet

the criteria for bullying.

- *Social rejection*: Not choosing to be friends with someone is not bullying unless exclusion is used as a weapon to hurt or control.
- *Accidental harm*: Causing harm unintentionally (e.g., bumping into someone or unintentionally excluding someone) is not bullying.

We recognize that part of student development includes learning how to navigate social relationships, resolve conflict, and practice empathy. Our approach is to address all forms of inappropriate behavior, while distinguishing between developmental missteps and deliberate harm.

## **Reporting and Response**

NCS takes all reports of bullying seriously. Any student, parent, or staff member may report suspected bullying to a teacher, counselor, or administrator. All reports will be investigated promptly, confidentially, and in accordance with school procedures. Disciplinary action is guided by the student code of conduct. Our aim is always both accountability and redemption, guiding students toward growth and reconciliation when possible.

## **6.9 Zero Tolerance**

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

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

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

# **7. Dress Code**

## **7.1 Dress Code and Grooming**

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

of biological males, and similarly, female uniforms are required for biological females.

Additionally, please note the following:

**SCHOOL-SPONSORED EVENTS** - NCS students are expected to maintain standards of cleanliness, modesty, neatness, and good taste both on campus and when attending school events off campus. The dress code for all extracurricular activities prohibits wearing short shorts and exposing any midriff skin. No spaghetti strap tops, tank tops, see-through jerseys, muscle shirts, t-shirts with inappropriate advertising, or short shorts will be allowed on Uniform-Free Days.

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

**PARENTS** are expected to dress modestly and appropriately while on the NCS campuses. Our children live what they learn from us, and adults are responsible for leading by example in these critical areas. Parents are asked to adhere to the same standard that is expected of our students: no short shorts, strapless tops, bare midriffs, etc.

All PK3 through fifth-grade students at the PK/Elementary campus must wear the school uniform every day unless instructed by the teacher to dress differently because of a special event or field trip. The purpose of the uniform code is to classify a standard of appearance that will encourage our students to bring glory to God (I Cor. 10:31). The uniform code is not intended to measure spirituality but to serve as a tool to create an atmosphere free from distraction. The following are several other significant reasons why a uniform is required at NCS:

- Safety: Visitors on campus are noticed, and students are more easily monitored on field trips
- Economical for parents
- Enhances our school spirit
- De-emphasizes outward appearance and promotes the appreciation for inner beauty and character development
- Discipline: Students are more self-controlled when in uniform.

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

Violations of the uniform code will be handled in the following manner:

- **First Three Offenses** – A written warning will be sent home and an attempt will be made by NCS to provide appropriate clothing.
- **Fourth Offense and Thereafter** - A parent must report to school to correct the violation.

All uniform items must be purchased through Lands End Uniforms. Specific uniform requirements are available at the [Lands End store](#), and the link to the store is also posted on the NCS webpage.

## **7.2 Boys' Elementary Uniform Code**

### **Monday/Tuesday/Wednesday/Thursday**

- Khaki pants or shorts
- Black pants or shorts
- Red, black, or white NCS polo (short or long sleeved)
- Red, black, or white rapid dry NCS polo (short or long sleeved)

### **Friday (choose from the following)**

- Spirit shirts and sweatshirts purchased through [Northland-approved online Spirit Store](#).
- Approved uniform shirts for other days of the week
- Jeans that are not sagging, have no embellishments, or holes above the knee or Spirit shorts purchased from the [Northland-approved online Spirit Store](#) that meet the length requirements (no spandex shorts or shorts shorter than 5 inches allowed).
- Approved uniform bottoms for other days of the week

## **7.3 Girl's Elementary Uniform Code**

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

- Khaki or black shorts or pants
- Khaki, black, or plaid skirts or skorts
- Plaid jumper (from previous years)
- Red, black, or white NCS polo (short or long sleeves)
- Red, black, or white rapid dry NCS polo (short or long sleeved)

### **Friday (choose from the following)**

- Spirit shirts and sweatshirts purchased through [Northland-approved online Spirit Store](#).
- Approved uniform shirts for other days of the week
- Jeans that are not sagging, have no embellishments, or holes above the knee or Spirit shorts purchased from the [Northland-approved online Spirit Store](#) that meet the length requirements (no spandex shorts or shorts shorter than 5 inches allowed).
- No leggings, jeggings, or yoga pants

- Approved uniform bottoms for other days of the week
- Cheerleading outfits purchased through Athletics on Wheels

## **7.4 General Parameters for Girls and Boys' Uniforms**

### **Uniform Transition Policy – Grandfathered Uniforms**

As Northland Christian School transitions from Dennis Uniforms to Lands' End as our official uniform provider, students may continue to wear previously purchased Dennis Uniforms and items featuring the interlocking "NC" logo. These pieces are considered *grandfathered* and will be permitted through the end of the 2026–2027 school year.

During this two-year transition period, families are encouraged to begin purchasing new uniform items through Lands' End to align with updated branding and styling. After the 2026–2027 school year, only approved Lands' End uniforms will be permitted.

### **Skirt, Skort, or Short Length Guidelines:**

- Skirts, shorts, and skorts should be modest in length and appropriate for a school setting.
- As a general guide, hemlines should meet or extend below the fingertips when standing upright with arms relaxed at the sides.
- Rolling of skirts or skorts at the waistband is not permitted. They should be worn at the natural waist and remain appropriately fitted throughout the day.
- These garments should provide sufficient coverage while sitting, walking, and participating in school activities.

Any attire that does not align with these expectations will be addressed with discretion, clarity, and respect.

### **Tucking of Shirts**

- Tucking in shirts is recommended, not required.

### **Underclothing**

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

### **Accessories**

- Socks are required each day.
- Closed-toe, rubber-soled shoes are required each day.

### **Belts and Jewelry**

- Belts are recommended, not required (if worn, they must be conservative in color and design, with no embellishments).
  - No chains or pocket chains
  - No earrings for boys
  - No more than two earrings in each ear for girls



- No sunglasses, caps, hats, or head coverings

## **Outerwear**

NCS logo outerwear (including sweatshirts, sweaters, fleece jackets and vests) purchased through the [Northland-approved online Spirit Store](#) or [Lands End](#) may be worn over regular uniform clothing.

## **Cold Weather Dress**

When the temperature registers below 40 degrees Fahrenheit, a non-NCS fully-zippered or fully-buttoned outer jacket or coat from home may be worn. Sweatpants may not be worn under shorts, skorts, or skirts. Boys and girls may wear black leggings under shorts, skorts, or skirts at 40 degrees or below. Girls may also wear black or white tights. Uniform pants are always acceptable. However, when the temperature is above 40 degrees F, students must resume wearing NCS outerwear.

## **7.5 Grooming For Girls and Boys**

- Hair must be neat, clean, and well groomed.
- **Unnatural hair color will not be permitted.**

# **8. Technology**

## **8.0 Personal Devices**

At NCS, the safety and well-being of our students are our top priorities. To this end, personal electronic devices (i.e., iPads, DSIs, Ereaders, iTouches, tablets, smartwatches) are not permitted on the elementary school premises. Cell phones are permissible on school premises, but they must be kept in the student's backpack and turned off on campus. They may only be used with the permission of school personnel in an emergency. If electronic equipment is confiscated, the parent will be called to come to the school office to claim the item.

## **8.2 Technology Use Agreement**

Each 3rd through 5th-grade student is required to sign a technology use agreement form. This document outlines specific terms and conditions for using technology at NCS, underscoring the seriousness with which we approach technology use. Details are provided in *Appendix "A."*

## **8.3 Telephone Usage**

Students are only allowed to use the phone in the elementary office, with permission from the

office staff. This is to ensure that the phone lines are clear for school business. We ask that details of lunch and pick-up times be arranged before school to minimize disruptions to students, teachers, and office staff.

## 9. Safety & Security

### 9.1 Security

The protection of our students is of utmost importance. Because security concerns have escalated dramatically in recent years, we have instituted the following policies to ensure our preparedness:

- An armed security guard will be on campus to monitor and enforce the safety of our families and staff.
- All doors to the building will remain locked throughout the school day. During the day, entry into the building will be made through a magnetic locked door at the main entrance of the Elementary Building (Bldg.7). All parents, guardians, or visitors must enter and exit through this main entrance.
- Parents or guardians will enter campus through the **elementary gate entrance** between 7:30 a.m. and 7:50 a.m. to drop off students and between the hours of 3:15 p.m. and 6:15 p.m. to pick up students.
- Parents and guardians visiting between 7:50 a.m. and 3:15 p.m. must enter through the Middle/High School campus gate on Sylvanfield by the security house. Next, they should report to the Elementary Main Office located in building 7 to sign in. Please be ready to have a state ID scanned, and receive a visitor's badge to wear while on campus. Upon exiting the building, the parent or guardian will sign out and return the badge to the attendant in the Elementary Main Office.
- All parents must sign a *Security Guidelines Agreement* each year before the first day of school. The agreement specifies other security measures parents agree to support and abide by. See *Appendix "F"* for details.
- For the safety of our students, all faculty and staff are required to wear ID badges during school hours
- Emergency Response procedures are in writing, and the NCS faculty and staff receive continuing training on 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, parents will be notified via the local media regarding necessary adjustments in attendance patterns.
- In all cases where school is dismissed for security threats, class time missed may be made up. These make-up days will be at the discretion of the NCS Administration and will take place on Saturdays, 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). However, students who elect to use these periods for recreation time away from home (mall shopping, movie excursions, etc.) will be assigned unexcused absences and are subject to additional disciplinary action. We ask that students and parents understand the seriousness of this policy and use it responsibly.

- Every effort will be made to keep parents informed about security issues. As we respect parents' rights to make decisions about their own children, we also expect parents to respect our knowledge of the facts involved and the proper timing for notification of parents (and media). We will work with local law enforcement agencies on all threats. We will collectively decide the best steps to respond to security concerns.

## **9.2 Visitors**

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

## **9.3 Classroom Visits**

All K-5th grade parents are asked not to go with their child to his/her classroom in the morning before school begins unless they have scheduled a meeting with the teacher. Visits to the classroom during the school day must also be scheduled with the teacher and approved by the principal. This ensures that instructional time for students is protected.

## **9.4 Parent/Volunteer Background Checks**

To continue to provide a safe and secure environment for our students, we ask that all parents wishing to participate in field trips or any other class activity submit to a criminal background check. Background checks must be cleared before participation. Please get in touch with the elementary office, and we will assist you in accessing the link for those wishing to volunteer.

## **9.5 Emergency Drills**

Unannounced fire, severe weather, lockdown, and security evacuation drills will occur throughout the year. When the alarm sounds, students should respond quickly and quietly, as trained by the instructional staff.

## **9.6 Crisis Response**

The NCS faculty, staff, and administration are committed to protecting our students as our own. A contingency plan is in place to protect the children "on-site." In all circumstances, we

will evaluate the data available from all media sources and the National Office of Homeland Security. Using this data, we will make the best decision(s) possible to protect the entire NCS family. In a crisis, a command center will be established on campus. The NCS Head of School/Secondary Principal will direct operations for the Secondary campus, and the Elementary Principal, in conjunction with the Head of School/Secondary Principal, will direct the response at the elementary school.

Additionally, we will:

1. Assess the situation to determine the need to either “shelter in place” or to “evacuate.”
2. Contact parents as soon as is reasonable and possible. This contact might include local media if communication services are disrupted.
3. Establish supervision priorities per existing emergency management plans, adjusting as unique circumstances 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 we do everything possible to protect our students.

Parents can participate by ensuring we have updated contact numbers (home, work, and cell) and current email addresses for alerts. If any numbers change during the year, please get in touch with the appropriate school office, or email these changes to the administrative coordinator in building 1. We print copies of these contact numbers to place in emergency response kits and in the hands of our teachers to ensure our ability to communicate with you.

## **9.7 Forced School Closure**

The duties and obligations of NCS may be suspended immediately, without notice, during all periods that NCS is closed because of major events including, but not limited to, fire, acts of God, war, governmental action, terrorism, epidemic, pandemic, or any other event beyond our control. If such an event occurs, our duties and obligations may be suspended or postponed until NCS, in its sole discretion, can safely reopen. 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 if 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 the required tuition when due.

## **9.8 Child Custody**

All students (families) 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 to cooperate with specific family needs.

## **9.9 Communicable Disease**

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

## **9.10 Elevators**

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

## **9.11 Search And Seizure**

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

## **9.12 Fire Alarms**

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

## **9.13 Accidents and Emergencies**

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

## **9.14 NCS Parking Lots & Transportation**

### **9.14.01 Carpool**

Directions for carpool procedure will be provided. All families must use the carpool lane and will be given an official tag, a crucial tool for ensuring smooth and secure transportation. Call the elementary administrative office to obtain additional tags. Please hang it from your rearview mirror while in the carpool lane in the afternoon. **Please do not stop to load or**

**unload children at any entrance except the designated carpool area. Red curbs are fire lanes, and no parking is allowed. Children may not be dropped off at the west main entrance.** Parents are to pick their students up at the carpool line or arrange for extended care services in the afternoon.

#### **9.14.02 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 family. Please respect their right and responsibility to do so.
- Obey the traffic speed limit of 15 miles per hour while driving through campus
- Under no conditions should cars be parked in any driveways, bus parking areas, specially reserved parking spots (Black and Gold Gala auction spot), unmarked parking areas, or accessible parking spots unless you have a placard or handicapped license plate.
- Traffic flow should never be blocked while waiting for students in the carpool. If your student(s) are absent when you arrive, please re-circulate through the traffic pattern.

#### **9.14.03 Transportation Guidelines - NCS Transportation**

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

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

Students will be reported to the Principal, and appropriate consequences will follow when and if the student:

- o Does not remain seated

- o Uses excessive volume
- o Shows disrespect toward the driver
- o Interacts inappropriately with people outside
- o Puts hands and/or feet outside
- o Uses inappropriate language
- o Uses inappropriate gestures
- o Misbehaves in any way which could create an unsafe environment

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

## **10. Business Office**

### **10.1 Student Residence**

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

### **10.2 FACTS Family Portal**

NCS provides students and parents with a convenient web-based service called *FACTS/Renweb*. This service allows parents and students to easily access 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, ensuring private communication with teachers.

### **10.3 Weather**

In the event of bad weather (such as hurricanes, flooding, icy streets, etc.) or other crisis response situations, NCS will ensure the safety of all students. Dismissal or delayed school schedules will be promptly published on the NCS web page at [www.northland christian.org](http://www.northland christian.org). In addition, a text message alert system will be used to communicate this information. The resumption of school will also be published in a similar manner, keeping everyone well-informed and safe.

### **10.4 Parent/Volunteer Background Checks**

To continue to provide a safe and secure environment for our students, we ask that all parents wishing to participate in field trips or any other class activity submit to a criminal background check. Background checks must be cleared before participation. Please contact the elementary office, and we will assist you in accessing the link for those wishing to volunteer.

## **10.5 Financial Matters**

### **Tuition**

#### **Tuition and Fees Policy**

Northland Christian School (NCS) uses a continuous enrollment contract. This is a one-time enrollment process where your student stays enrolled until they either graduate or you opt-out of enrollment for the next school year. As your child is enrolled, you will be asked to agree to the terms of the contract which states: “ I hereby opt into continuous enrollment. This means that my NCS student will continue coming back to NCS every year unless I tell the school otherwise. I understand that I have until the 31st of January every year to notify Northland Christian School Admissions Office of any changes in my plans of enrollment for my child(ren),”

Non-returning families must opt out by January 31<sup>st</sup> in order not to incur an opt-out fee. Note these fees are subject to change as per the continuous enrollment contract.

Notification provided by 1/31	No Withdrawal Fee
2/1 to 2/28	\$1,500 per child
3/1 to 3/31	\$2,500 per child
4/1 to 4/30	\$4,000 per child
After 5/1	Full Tuition Due

If a family opts out and then changes their decision to opt back into the continuous enrollment contract they are subject to the Application Fee and the New Student Enrollment Fee.

Re-enrollment after providing notification of the intent to withdraw is not guaranteed.

#### **FACTS**

NCS uses FACTS-SIS (Student Information System) and FACTS, a division of Nelnet, Inc. for the remittance of all tuition receipts and incidental charges at NC. Please note that there is no annual fee. Additional FACTS information regarding payment schedules, late fees, and processes is provided during sign up. NCS does not accept payments for tuition or administrative fees on site unless there is a specific exception approved by the NCS business office.

In the event a payment schedule needs to be modified, please contact Beverly Diaz at least 10 business days prior to your scheduled payment date. This allows FACTS the time needed to make any adjustments with the bank(s).

#### **Late Payments & Past Due Accounts**

Account balances are reviewed regularly. Payments arriving after the due date will incur a late payment charge. To decrease this fee, families experiencing a financial hurdle are



advised to contact Beverly Diaz. Families who are recipients of any type of tuition discount are expected to keep their account current. Failure to do so may result in the revocation of the discount previously awarded.

Financial options include one payment in full by March 31st ( 3% discount applied for payment in full) or a twelve month payment plan beginning May, final tuition payments for all monthly plans must be completed by April 30th.

A payment plan allows institutions to assign a student's tuition schedule for the year and apply incidental charges as they are incurred. Payment plans allow families to define a payment schedule that best accommodates their financial needs. Families can select an auto draft date, frequency, and payment method for settling all tuition, fees, and incidental expenses. Failure to enroll in a payment plan will delay a student's start of school. Payment plans automatically incur a \$500.00 tuition insurance fee (see following paragraphs for more information).

For the most recent 'Tuition & Fees Schedule', families should refer to the school website under the admission tab.

### **Delinquent Payments**

An account is considered delinquent when an approved payment is not in place, not followed and/or an account is 30 days past due.

The following guidelines/procedures are implemented for all delinquent accounts:

- Student(s) are prohibited from participating in any extra school activities or upcoming senior exams for college until the debt is paid in full or an approved payment plan is in place.
- Eligibility for continued enrollment will be determined by the administrative team.
- SIS (Renweb) will be disabled until the account is made current or an approved payment plan is in place.
- Report cards, transcripts of grades, college and other recommendations, and diplomas will be placed on hold and only issued when financial obligations have been met.

### **NSF Payments**

Payments that are returned as insufficient will be charged a flat fee of \$30.00 per occurrence. Please note, FACTS will automatically attempt to resubmit the payment twice a month following a returned payment.

### **Withdrawal Account Policy**

Although we never like to see any of our school families withdraw from NCS, the following policies are in place when a withdrawal becomes necessary:

- All tuition and/or fees paid prior to the first day of school are non-refundable/non-transferable.
- The family is responsible for tuition payments through the end of the school year, regardless of attendance.
- The family is responsible for all incidental charges that have been incurred (includes pre-ordered lunches).
- The family is responsible for any group commitments when an additional expense exists.
- Families that have enrolled in the optional Tuition Insurance will need to complete the required documentation to initiate their claim. Please contact Beverly Diaz to begin this process.
- Records will not be released until an account is paid in full for both tuition and incidental charges.

### **Tuition Assistance**

NCS is supported by tuition, fees, and donations. It is fully a private institution. Through the work of many volunteers and the generosity of its benefactors, NCS can offer limited financial aid on a need-based assistance to qualifying families desiring to enroll their K-12 child(ren). Because of limited resources, NCS cannot promise to meet the financial needs of all students.

Tuition assistance is available by application through filing in FACTS or through NCS website under tuition assistance. (a \$45 fee is required for all applicants to allow FACTS to process all information provided in the application)

The deadline for application and priority consideration is February 28th for the upcoming year.

Application is made online, and the link is available through FACTS and under the Tuition Assistance tab.. Once all the necessary information is received, the application will be presented to the Tuition Assistance Committee for review. Awards are communicated to families. Parents must submit a new application annually.

Aid will be withdrawn due to lack of timely payment of balance, disciplinary issues, academic concerns or other situations that may arise.

Students receiving financial aid are required to maintain good attendance, conduct, and academic standing.

There are other assistance available through the following:

ACE <https://www.acescholarships.org/become-a-scholar/texas/> (Applications open February 2nd and close at 11:59pm on Tax Day in April (in the time zone in which the school the applicant is applying to resides)

Texas School Choice Vouchers <https://comptroller.texas.gov/programs/education/esa/faq.php>  
(Applications for TEFA open the February 4th, 2026)

Northland is a community whose success depends on the intentional involvement of families who give of their time, talent, and resources. Families who receive discounts or tuition assistance are expected to play a part in our success story by dedicating a minimum of 20 hours of volunteer service for Northland. Examples of volunteer service might include serving on a PTO, Booster Club, or Fine Arts Society committee, selling snacks in the concession stand, serving popcorn at elementary spirit games, or soliciting auction donation items from community businesses. We ask that you prayerfully consider where you might serve using your time and talents.

### **Tuition Insurance**

NCS provides tuition insurance through Dewar Tuition Refund Plan. This insurance helps protect the investment you are making in your child(ren) education. Under the terms of the enrollment contract, you are financially responsible for the full tuition and all associated fees, irrespective of your child's attendance. In the event of a covered loss, tuition insurance will cover a specified percentage of the semester's tuition, and you are obligated to pay any remaining balance in accordance with the enrollment agreement.

Please contact Beverly Diaz ([bdiaz@northlandchristian.org](mailto:bdiaz@northlandchristian.org)) for additional information.

If your student withdraws, the Tuition Refund Protection Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

The Plan provides substantial insurance protection at a modest cost of \$500.00 \*we encourage every family to sign up for this plan including the paid in full not just payment plan families

- Withdrawal or absence for medical reasons
- Withdrawal for other than medical reasons
- Dismissal from the school
- Late-entering students

More information can be found through the Tuition page on NCS website.

## **10.8 Fundraising**

### **10.08.01 Student Fundraising**

All fundraising events must be approved by the NCS Head of School. The NCS philosophy is

that fundraising be limited to events with educational value and designed to produce the greatest results for the effort expended. The NCS goal is to avoid projects that “nickel and dime” our parents and the extended NCS family and stakeholders. For additional information, please see the *Fundraising Guidelines* in this handbook.

### 10.08.02 Fundraising Guidelines

Before any fundraising activity can commence, it must be carefully considered for its impact on overall school fundraising and the appropriateness of student involvement. All fundraising activities must have the prior approval of the NCS Administration and Development Department. 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 by the Development Department.

Please note the following guidelines: fundraising for any outside entity is discouraged. Students cannot solicit funds or sell merchandise by passing through crowds at any NCS school event. With prior approval, the Development Department can set up a table at an event for fundraising purposes. For additional information and the *Fundraiser Approval Form*, see *Appendix E* of this *Handbook*.

### 10.9 Insurance - Medical

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

### 10.10 Immunizations Required

Northland Christian School follows **Texas state immunization requirements** to ensure student health and safety. All students must provide proof of immunization or a **valid exemption** before attending school.

- **Medical exemptions** require a physician's statement by a M.D or O.D and must be renewed annually unless otherwise noted.
- **Religious/Conscience exemptions** require a **notarized affidavit** from the Texas DSHS, valid for **two years**, and must be submitted within **90 days of notarization**.
- Immunization records and exemptions must be **submitted before the first day of school** and kept current.

In the event of a **vaccine-preventable disease outbreak**, students with exemptions may be **temporarily excluded** as directed by public health officials. Failure to comply with immunization requirements may result in delayed enrollment.

By enrolling, parents agree to follow this policy and state health guidelines.

### 10.11 Vision And Hearing Screening

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

## **10.12 Medication**

Parents must bring needed medication from home (including pain relievers and cough drops) in an unopened container that has not expired. Students may not transport any type of medication. Medications will be stored and dispensed from the clinic according to the label's/doctor's instructions. Parents must sign a permission form that allows office staff to dispense medicine. The clinic will not provide over-the-counter medications to students.

## **10.13 Online Media & Photography Policy**

NCS recognizes that many social networks exist on the Internet. Millions of people, including our students and parents, faculty, and staff, utilize one or more of these networks daily for both professional and personal purposes. These services provide different methods of communicating and interacting with other users in public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing. Due to the popularity of social networking sites and how they can facilitate effective and efficient communications between users, using social networking in connection with NCS activities presents many opportunities for enhancing the experience of our students and their families. We must recognize, however, that without proper controls, these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). We must also acknowledge that the nature of social networking sites leaves 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 uses online social media (of any variety) and identifies themselves as a student, parent, faculty, or staff member of NCS, that individual must always remember 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 or reproduce any school logos without express written permission from the Director of Admissions. Parents and students should not publish or post school information. (For more information, see the NCS Branding Policy).
- Students, parents, faculty, and staff should be ethical and responsible participants in social media. They should always be accurate, truthful, and respectful in 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 other students, parents, staff, or faculty.

- When an individual is using online social media (of any variety) and identifies themselves as a student, parent, faculty, or staff member of NCS, that individual should make it clear on those personal sites that the views expressed 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 views of Northland Christian School."

### ***Photographs and Videos***

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

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

#### **10.14 Spirit Wear (Logo Protection)**

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

#### **10.15 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. This policy ensures that permission is required to videotape, film, or photograph on the NCS campus for anything other than personal use, providing a secure environment for our students.

- The Office of Technology and Communications requires prior permission for all photography of interior and exterior spaces on campus.
- NCS does not authorize third parties to sell images of NCS students, staff, or faculty unless specifically contracted for and promoted by NCS (e.g., 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 campus community member. Permission must be granted from the Office of Technology and Communications before any news organizations can access 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 exercise caution when publishing or distributing images recorded of NCS students and families, specifically on the Internet and in social networking environments. Identifying anyone in any online, electronic, or print publication should be done cautiously.

### ***Official School Use Guidelines:***

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

To respect the rights of privacy for students and parents, along with potential child protection issues, the images that NCS records will be used responsibly. All parents must sign a photography and publicity waiver for each student, found in *the NCS Enrollment Contact*. This 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 head of the school's office will be in charge of this process. Guidelines and Bid forms will be available from the head of school's office.



# 11. Appendices

## 11.01 Appendix A - Technology Use Agreements

### Elementary Student TECHNOLOGY USE AGREEMENT 2025-2026

This agreement is effective the \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Northland Christian School (“Northland”), \_\_\_\_\_ (“Parent”), and \_\_\_\_\_ (“Student”), for the purpose of setting forth certain terms and conditions for the use of digital devices assigned to the Student as a tool in their classes.

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

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

#### I. NCS-Owned Digital Devices

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

All school-issued devices are managed using JAMF Mobile Device Management (MDM) software. This system allows Northland to monitor, update, and secure student devices in accordance with school policy. For more information on JAMF and their privacy and security policies, visit <https://www.jamf.com/trust-center/privacy/privacy-policy/>

#### II. Use of Digital Device

Use of all Northland digital devices must be in support of education and research, and must be consistent with the goals and criteria of NCS. It is our goal to teach ethical and respectful use of technology. Students are responsible for appropriate behavior on the digital devices and the school network just as they are in a classroom or anywhere on the school grounds. General school rules for behavior and communications apply. Students are personally

responsible for their actions in accessing and utilizing the school's technology resources. The students are expected to never access, keep, or send anything that they would not want their parents or teachers to see. Privacy statement – Students and parents do not have a personal privacy right in any information, data or communications, including e-mail messages, created, transmitted, received, or stored on the laptops. Northland may access all laptops, at any time, whether or not the data or information relates to the school's business. Thus, these systems should not be used for any personal communication, which you wish to remain private and confidential.

**Initials \_\_\_\_\_**

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

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

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

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

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

### **III. General**

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

sustained or incurred in connection with the use, operation, or inability to use the system

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

**CERTIFICATION:**

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

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**Student**

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**Parent**

## 11.02 Appendix B – Admissions Policies

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

All applicants must:

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

All new students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity and academic achievement. The appropriate admissions committee will make any exception to the above stated policies after a prayerful and thorough review of any mitigating circumstances.

### **Entrance Testing**

Entrance testing is an important tool used in the admissions process. As the typical Northland Christian student is well above average in intelligence and performance, this vehicle is used to ensure each applicant’s potential for success. Incoming Kindergarten, 1st grade, and 2nd grade students will take the Gesell Test administered by an educator trained by our Learning Center. Third grade - 12th grade students will take the ISEE test which is an online test administered by ERB. These tests are designed to measure academic ability and current skills levels. These results are used as a part of each applicant’s profile in determining acceptance and/or placement.

### **Learning Differences**

Northland Christian School is a college-preparatory school committed to academic excellence. We recognize that students with **learning differences** may require individualized support to fully access and engage with our rigorous curriculum.

Our goal, as a Christian school, is to help every student who qualifies for admission develop the tools and strategies needed for long-term success. To support this goal, Northland Christian School may require parents to provide additional academic support when recommended by our professional staff.

Support may include participation in the **Cougar Learning Center**, which operates under the standards of the **National Institute for Learning Development (NILD)**. NILD educational therapy is not a remediation program; rather, it targets the **underlying causes of learning difficulties** as identified through a psycho-educational battery of assessments. Through one-on-one intervention, students strengthen their cognitive and perceptual skills, helping them become confident, independent, and lifelong learners.

## 11.03 Appendix C - Book Selection Policy

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

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

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

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

## 11.04 Appendix D - Statement of Faith

### 1. Primary Doctrine.

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

a. We believe the Bible to be the inspired, the only infallible, authoritative Word of God: absolute in its authority, complete in its revelation, final in its content, and completely inerrant in the original writings.

b. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.

c. We believe God created the universe by His Power and Word.

d. We believe Jesus Christ is the Son of God and Son of man, was born of a virgin, and is Himself very God. We believe in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection from the dead in the same body that was laid to rest in the tomb, in His ascension to the right hand of the Father, and in His personal return in power and glory.

e. We believe that all men and women, apart from calling on the name of Christ to be saved, are lost and separated from God for eternity, and that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential. The Scriptures also declare the deity and personality of the Holy Spirit, and we believe in His present ministry, by whose indwelling the Christian is enabled to live a godly life.

f. We believe water baptism, in its various forms, is an outward symbol of an inwardly changed heart, and is an act of obedience for all believers.

g. We believe that true faith is accompanied by repentance and a turning from the old lifestyle, and that true Christians do not continue in willful, unrepentant lifestyles that are contrary to Holy Scripture.

h. We believe that God wonderfully and immutably creates each person as male or female. These two, distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We further believe that true "marriage" is the union of one man and one woman in an exclusive union as delineated in Scripture.

i. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth, including pre-born infants, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We

are therefore called to defend, protect, and value all human life.

j. We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life, and they that are lost, to the resurrection of damnation.

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

## 2. Secondary Doctrine Policy.

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



## 11.05 Appendix E - Fundraising and Special Projects Guidelines

### BACKGROUND

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

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

Large-scale building projects and plans are financed by Cougar 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. Those donors wishing to do this may meet with the Director of Development to discuss the details.

The Administration, Development Department 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 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.

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

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

Applicant must be agreeable to stipulations listed below:

## **GOALS OF SERVICES**

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

- Assist NCS and/or its agents in giving more attention to its students or staff in a personal, academic or social sense –or—seek to provide a clear benefit to NCS.
- Attempt to decrease costs or other obstacles for NCS.

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 agrees to raise all related funds in a private, non-intrusive manner without assistance from the administration of NCS/

Upon approval, the 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 specific project are not obtained by the predetermined deadline, all funds raised will default to the NCS Cougar 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 time 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 Cougar Fund in the amount of \$250 or 20% of the donor's estimated contribution to the special project. \*Whichever is the lesser amount.

## **RESTRICTIONS**

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

- Benefit to the school or its constituents cannot be clearly ascertained.
- The Special Project in question would cause NCS to incur any additional costs whatsoever (ex: a sculpture cost is covered, but the installation fees for the sculpture would fall to the school).
- The Special Project in question has the potential to create any legal culpability.
- The Special Project in question violates any ethical standards held by NCS.

## **OTHER STIPULATIONS**

- Applicant or applicant group must assume all direct and related costs associated with the special project.
- Upon approval, the 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, the applicant or applicant group agrees to raise all related funds by a predetermined date, prior to the approval of the budget for the fiscal year in which the project will take place.
- In the event that 80% of the funds for a special project are not obtained by the predetermined deadline, all funds raised will default to the Annual Fund. Under no circumstances will donations be refunded.
- In the event that 80-99% of the funds for a special project are obtained by the predetermined deadline, the project may be shelved for (1) calendar year, allowing the interested parties to continue to raise the necessary funds and enact the project the following year.
- Applicant or applicant group agrees that prior to funding any special project, a gift to the Annual Fund in the amount\* of \$250 -Or- 20% of the donor's estimated contribution to the special project.\*Whichever is the lesser amount.

*\*Northland Christian School is a 501(c)(3) nonprofit organization that operates without financial support from a church or government entity.*

## 11.06 Appendix F – Field Trip Guidelines for Parents

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

### Field Trip Guidelines and Responsibilities

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

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

### Parent Field Trip Guidelines Agreement

## **11.07 Appendix G – NCS Branding Policy**

### **NCS Branding Policy**

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

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

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

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