

North Christian Elementary School **MISSION and VISION STATEMENT**

Mission

To develop strong Christ-like character and academic excellence in a safe Christian environment.

Vision

To continually provide a quality Christian education to children 6 weeks to 8th grade that reflects Christian values and incorporates a standards-based curriculum integrated with 21st Century skills and technology.

The following goals will be implemented in a Christ-centered, Biblically based environment:

Academic

North Christian School will offer students an academically challenging curriculum which will promote high academic standards while helping the students to achieve skills in creative and critical thinking.

Spiritual

North Christian School will teach students to know Jesus Christ and the Bible as the authoritative Word of God. Students will learn biblical principles throughout the curriculum with the following objectives: spiritual awareness, personal relationship with Christ, and spiritual growth.

Physical

North Christian School will promote student physical fitness, good health habits, and wise use of the body as the "Temple of God."

Social

North Christian School will teach students to develop a positive self-image through Jesus Christ and demonstrate Christian love and grace toward others.

North Christian School **STATEMENT OF FAITH**

1. ***We believe*** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. ***We believe*** there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. ***We believe*** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His victorious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11 and Revelation 19:11).
4. ***We believe*** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. ***We believe*** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. ***We believe*** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. ***We believe*** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

THE EDUCATIONAL PHILOSOPHY OF NORTH CHRISTIAN SCHOOL

The educational philosophy of North Christian Elementary School is based on the belief that God is the center of the universe. Man and creation do not exist apart from God. All creation exists in Him and is under His control. God makes Himself known throughout it and in the events of mankind (John 1:4, Col. 1:16-17). God is an eternal Being of absolute knowledge, power, and goodness. He is the source of all truth. He is the unity who expresses Himself in the Trinity (Rom. 11:36, I John 5:6-7).

We believe in the deity of Jesus Christ, the eternal Son of God, who has fulfilled the Father's redemptive plan with His sacrificial death upon the cross. The only hope for man is to believe in Jesus Christ, who was resurrected from the dead, and who will return to the earth in power and glory (John 3:16, I Tim. 2:5-6, Acts 4:12).

The third person of the Godhead is the Holy Spirit who indwells in every believer. The entire process of education is seen as a means used by the Holy Spirit who will be our teacher and lead us into all truth (John 16:13-14).

Man was created in the image of God, but choosing to be disobedient, he has fallen from God's original plan. Because of God's love for us, He provided a plan for our redemption through faith in Jesus Christ (Gen. 1:26-27, Rom. 3:23).

Education is a two-fold responsibility: to nurture and to lead out. This emulates the pattern of Jesus Christ, who taught His disciples the secrets of truth before He sent them out. It is our purpose as educators to continue the process of bringing students into the image of God. Our intent is that students acquire the wisdom and knowledge of God in order to affect the world. Christian education requires instructing, disciplining, enlightening, correcting, and forming the child according to Christ and His world (Deu. 6:1,2, 5 & 7).

"The fear of the Lord is the beginning of knowledge" (Pro. 1:7). Although the world may have tremendous knowledge and a great capacity for understanding that knowledge, true wisdom comes from God, and is given to those who ask. That which the world would consider "wisdom" is not considered such by God (Jam. 1:15, I Cor. 3:19).

Although there usually exists a dualistic concept of truth (theistic and secular), we assert that all truth is from the hand of God and is intended for man's use. Education without God is limited for man's use. Christian education reveals that reality originates with God, not man, and is spiritual and eternal - not material and temporal (II Cor. 4:18, John 8:32).

The Bible, in its entirety, is divinely inspired and without error. It is the Word of God and it must be integrated into every aspect of the Christian school. We also believe that the school is an extension of the home and never a replacement for it. Christian education begins in the home and is the primary responsibility of the parents, as mandated by God. Therefore, the Christian school exists by the permission of the parents to assist them in the important task of parenting their children in today's society (Deu. 11:18-19, Eph. 6:4, Pro. 22:6).

From this philosophy stem certain aims and objectives:

- I. FOR THE STUDENT'S ACADEMIC DEVELOPMENT, the school endeavors
 1. to promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
 2. to educate the student according to his developmental needs.
 3. to help each student gain a thorough comprehension of the basic skills such as reading, writing, speaking, listening, science, math, and social studies.
 4. to promote the understanding and responsible use of technology as well as its integration into all

other curricular areas.

5. to teach and encourage the use of good study habits.
6. to teach the student how to do independent research and to reason logically.
7. to motivate students to pursue independent study in areas of personal interest.
8. to develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
9. to promote good citizenship through the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
10. to discuss current affairs in all fields and relate them to God's plan for man.
11. to produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibilities to use and preserve it properly.
12. to engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

II. FOR THE STUDENT'S SPIRITUAL GROWTH, the school seeks

1. to teach the Bible as God's inspired, authoritative Word and to teach love and respect for it as our standard for living.
2. to teach the basic doctrines of the Bible.
3. to lead the pupil to a decision of confessing Christ as Savior and Lord.
4. to develop a desire to know, to love, and to obey the will of God as revealed in scripture.
5. to equip the student to carry out the will of God daily.
6. to impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism, and discipling, and to stimulate the student's involvement in this task.
7. to develop the mind of Christ toward godliness and sin and to teach the students how to overcome sin.
8. to encourage the development of self-discipline and responsibility in the student, based on respect for and submission to God and all other authority.
9. to help the student develop for himself a Christian world-view by integrating life and studies with the Bible.
10. to encourage the student in personal Godly routines such as daily devotions and prayer.

III. FOR THE STUDENT'S PHYSICAL AND SOCIAL DEVELOPMENT, the school aims

1. to help the student develop his personality based both on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
2. to teach the students to treat everyone with love and respect.
3. to make the student a contributing member of his society who realizes his dependence upon God and His call to serve others.
4. to promote an understanding that time is God-given and is to be used effectively.
5. to show a realistic and Biblical view of life and work, and provide skills for personal relationships and future endeavors.
6. to develop both good and proper attitudes toward marriage and the family and to develop the knowledge and understanding needed to establish God-honoring homes.
7. to promote physical fitness, good health habits, and wise use of the body as the temple of God.
8. to impart the Biblical attitudes toward material things and to encourage individual responsibility in using all things for God's glory.

IV. FOR THE STUDENT'S HOME, the school desires

1. to cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
2. to help the parents to understand the school's purpose and program.
3. to aid families in Christian growth and to help them develop Christ-centered homes that reflect a Biblical philosophy.
4. to help parents become aware of our changing society, its effect on the home and school, and assist them in understanding the implications for their children.
5. to help students cope with the specific problems which have been created by the home situation.
6. to encourage regular attendance and involvement in the local church.

FACTS ABOUT NORTH CHRISTIAN ELEMENTARY SCHOOL

Founded: Fall of 1998

North Christian Elementary School is a ministry of the North Parkersburg Baptist Church that exists to provide a high-quality, Christ-centered, academic education to the children of believing parents in the Mid-Ohio Valley.

Location: North Christian School is located in the education wing of North Parkersburg Baptist Church on 31st Street. The gymnasium is connected to the school and fronts on 32nd Street. The school is directly across the street from the Wood County Public Library.

Sponsorship: North Christian School is a ministry of North Parkersburg Baptist Church, which is an evangelical Bible-believing church, committed to the tenets of orthodox Christianity.

Serving: Grades K through 5, co-ed. While a ministry of North Parkersburg Baptist Church, the school ministers to numerous other evangelical churches and families throughout our surrounding area. The school enjoys parental support, participation, and volunteerism.

Instructional Program: Traditional, teacher-directed, Christ-centered, core academic program using materials selected for their ability to reach goals and objectives developed by teachers and board committees. The program also includes instruction in Music/Arts, Technology, and Physical Education.

Affiliations: North Christian School is a member of the Association of Christian Schools International and is accredited by North Central Association (NCA).

Standardized Testing: Annual testing is administered using the TerraNova 3 Achievement Test.

Tuition: Tuition rates and registration fees are established on an annual basis by the school board. Limited financial assistance is available to those demonstrating need.

Funding: North Christian School operates solely on student tuition, fees, fundraising drives, financial gifts, and the underwriting of North Parkersburg Baptist Church.

ACCESS TO STUDENT RECORDS

North Christian Elementary School maintains the following types of student records: enrollment papers, academic grades, attendance records, immunization records, standardized test results, and discipline reports.

The school administrator and office staff are responsible for maintaining these records. To secure the rights of the student and the custodial parents or other legal guardians, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to student records. Outside of the school community, only the custodial parents or other legal guardians may have access to student records. Custodial parents or other legal guardians of students who wish to review student records should address the request in writing to the administrator by way of the office. All written requests to review records by custodial parents or other legal guardians must be honored within 15 days. Custodial parents or other legal guardians desiring a copy of items in the student's records may request such through the administrator by the use of the school's "Request for Student Records" form.

When inspecting the student's records, any authorized custodial parent or other legal guardian may question the content of the records. If agreed to, the questioned material will be removed, or the custodial parent or other legal guardian may place a rebuttal with the material in question.

A log will be attached to each student's records on which will be recorded the name, date, and reason for any person, other than school officials and employees, who inspect any part of that student's records. Administrative personnel are responsible for placing information into student files.

After review, if the custodial parent or other legal guardian feels that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, the parent will be given an opportunity to file a written request with the administrator for removal or correction of the objectionable information. If necessary, a conference will be scheduled to consider the record, a statement of objections to the records, or to any record of disciplinary action taken by the school.

Other provisions of federal and state laws protect the rights of the custodial parents or other legal guardians by restricting the release of information from student records. Only specified individuals and agencies have access to such information under the law and such persons reviewing the record must sign a statement indicating the purpose of the review and restricting any further release of information. Other persons may be permitted to review the records with the written consent of the custodial parents or other legal guardians.

According to law the school is authorized to release the information contained in the student's records, without the permission of the custodial parents or other legal guardians, to certain federal, state, and local authorities in the performance of their functions upon the issuance of a subpoena or court order.

ACCESS TO STUDENTS

In order to protect a family's right of privacy within the school, only the parent(s) having legal custody, or a parentally or legally appointed guardian(s), school administration officials, and designated school personnel in the fulfillment of their respective functions, may have direct access to individual students and/or student records. All other access to students must be by parental or guardian authorization.

In the event that an individual other than those referred to above (*including those representing state or federal agencies*) request access to a student or the student's records, the guidelines are:

1. All requests for access to students must be directed to the administrative offices;
2. Those requesting access must present official identification;

3. The written policy statement regarding access to students should be provided by school officials;
4. The desire to cooperate with appropriate agencies should be expressed;
5. Permission that a school official be present during the access and visit is to be requested, but is not required to be granted.

Access will be granted upon the condition that verbal or written authorization by the parent is provided to a school official.

Access without verbal or written authorization by the parent will be provided upon the presentation of a legally issued subpoena or court order or as directed by a properly identified and present law enforcement official serving the community in which the access is requested.

Access without the proper authorization as noted in the above guidelines is to be courteously refused.

In the event that access is sought by force or in any way other than prescribed above, the school official is to:

1. Avoid any physical restraint unless an individual is in physical danger;
2. Contact appropriate law enforcement officials via 911; and
3. Contact the parent or legal guardian immediately.

ACCREDITATION STATUS

North Christian Elementary School operates as a legal education entity with an “Exemption K” status from the West Virginia Department of Education. The school is a member of the Association of Christian Schools International (ACSI) and is accredited by North Central Association (NCA).

ADDRESS CHANGE

Parents are requested to notify the school immediately if there is a change of address, telephone number, work number, emergency number, or other important information.

ADMISSION REQUIREMENTS

NOTE: In accordance with its mission statement, North Christian Elementary School seeks to serve the children of believing parents. Thus, the school requires that at least one of the parents maintain a personal relationship with Jesus Christ as Lord and Savior. Opportunity to profess such a relationship is provided on application materials and also serves as an important element of discussion at the required family interview.

A. Kindergarten:

1. Any child who will be five years of age prior to September 1 may enroll in Kindergarten. Any child who will be five years of age between September 1 and October 31 may request early entrance to Kindergarten.
2. A copy of the birth certificate must accompany the application and health form.
3. A certificate of immunization and physical exam must be presented by Orientation.
4. All the above forms must be completed before the first day of school. Parents are encouraged to turn in all forms by Orientation. Students may not start class until all forms have been submitted for review.
5. The certificate of immunization must be in compliance with state law.

B. Transfer Students:

1. Pupils will start only after all the necessary forms (applications, certificate of immunization, progress reports, etc.) and fees have been received.
2. When pupils are leaving the school, parents are requested to notify the school in writing two weeks in advance.
3. Records of standardized tests, health examinations, and other pertinent data will be forwarded directly to the new school upon written request of that school.

ATTENDANCE POLICY

School Hours: Classes will begin promptly at 8:30 A.M. and end at 3:00 P.M.

Regular attendance is essential for a successful school year. The child who is absent misses class instruction and discussion that cannot be made up.

- A. Excused Absences: The school expects regular attendance. A pupil's absence from school may be excused only for the following reasons:
 - (a) Personal illness of the student may be verified by the parent or guardian not to exceed five days in a grading period. A doctor's excuse is required when the absences exceed three consecutive or five total days in a grading period;
 - (b) Death or serious illness in the immediate family; and
 - (c) Unusual and uncontrollable circumstances validated by the school office.

In the event of an absence, parents are expected to call the office prior to 10:00 A.M. The returning pupil must bring a note, signed by parents, indicating the specific nature of the absence and the date(s) of absence. The teacher will assist the pupil in make-up of the work missed during an excused absence. If absent one day, the student will have one day to make up schoolwork, etc.

- B. Unexcused Absence: If an absence is anticipated, the teacher(s) must be notified in advance by a written note requesting permission for the pupil to be absent. **(Family vacations may be accepted when prior, mutually acceptable arrangements are made with the classroom teachers and the school office. Arrangements should be made one week in advance.)** When parents take children on vacation during school time, the parent(s) must assume full responsibility in securing missed study assignments from the teacher. If the teacher is not notified within one week, the school assumes no responsibility of assignments missed. No credit will be given for missed work. Work should be obtained by the child before departing on family trips or vacation. All work obtained prior to the student's departure must be turned in to the teacher upon arrival back to school. Any test missed must be made up within 2 days of the student's return to school. For extended absence, an alternative make up work schedule may be determined at the discretion of the classroom teacher. Unexcused absences deemed excessive by the North Christian School Administration will result in a meeting with parents. Absences that are unexcused negatively affect a student's performance at North Christian School and may result in expulsion.
- C. Tardiness is defined as "*being late or delayed beyond the expected or proper time.*" If a student arrives after 8:30 A.M., the student must report to the office upon arrival to sign in and get a tardy slip.

Habitual tardiness distracts the classroom. If students are chronically tardy, North Christian will address this situation in the following manner:

Step 1: After 2 Unexcused Tardies, a reminder will be sent home from the School Office.

Step 2: After 3 Unexcused Tardies, a reminder will be sent home from the Administrator.

Step 3: On the 4th Unexcused Tardy, the child will be required to come to a detention scheduled by the school.

Step 4: For each additional Unexcused Tardy, the child will receive a detention. The Administrator/Teacher may meet with the parent(s) to formulate a plan to get the child to school on time.

Dismissal time is 3 P.M. Parents are encouraged to not come in the school and pick up their students prior to dismissal for convenience purposes, unless needed for doctor's appointment, etc.

BACKPACKS

In order to conserve space, fit in organizational areas (lockers, shelves, etc.), and accommodate dismissal, North Christian Elementary School is requiring all students to have backpacks ***WITHOUT WHEELS***.

BEFORE AND AFTER SCHOOL CARE

Information concerning before and after school care will be distributed by North Christian School and the North Christian School Early Learning Center.

BIRTHDAY CELEBRATION

Birthdays are significant, for the Scripture teaches us that life is from God (Acts 17:28). In celebration of God's gift of life, parents are welcome to furnish a special treat for the enjoyment of the class. The school requests that parents clear such treats with the classroom teacher in order to avoid problems arising from any students having allergic conditions or family dietary restrictions. Treats may be given to the student's classmates during lunchtime. Classroom parties are not permitted. Invitations to private birthday parties may not be distributed at school unless every child in the class is included.

CALENDAR

A copy of the current school calendar may be obtained through the school office or viewed on the school website.

CLOSED CAMPUS

North Christian School is a closed campus. Visiting students are not permitted in the school or on the school campus unless by prior arrangement between the parent of the visiting student and the school administration.

Prospective students visiting the school with permission from administration are expected to meet all behavioral expectations of North Christian School. Visiting families must check in with the school office and notify the office upon departure from campus.

COMMUNICABLE DISEASE

1. North Christian School will work cooperatively with local, county, state or provincial agencies to enforce and adhere to the State or Provincial Health Codes for prevention, control, and containment of communicable disease in the school.
2. The administrator will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.
3. The administrator may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well being of that individual. The administrator will refer all reportable communicable diseases to the local health unit.
4. In order to control the spread of infectious disease, North Christian School recommends that the teachers/staff follow the universal blood and bodily fluid precautions as prescribed by the Center for Disease Control. This includes hand washing, use of latex gloves, and anti-bacterial soap in washrooms.

5. The decision to close schools due to communicable disease outbreaks is at the discretion of the school's administration. If desired, consultation on such decisions may be provided by a committee from the School Board and/or Communicable Disease Review Panel.
6. Communicable disease is a serious concern. The afflicted individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local health unit.
7. The Communicable Disease Review Panel will be comprised of the following:
 - (a) Administrator;
 - (b) Designated school nurse/Public Health Nurse; and
 - (c) Physician with expertise in the related disease.

In addition, one or more of the following may be added to the panel:

- (a) Local Health Unit Director or Designee;
 - (b) Physician(s) treating the individual(s);
 - (c) Parent/Guardian of the afflicted individual;
 - (d) Legal counsel for afflicted individual; and
 - (e) Legal counsel for affected school
8. Diseases which may be communicable and may call for application of this procedure include, but are not limited to:
 - (a) AIDS - Acquired Immune Deficiency Syndrome;
 - (b) ARC - Aids Related Complex;
 - (c) HTLV-III/LAV-Human T-cell Lymphotropic Virus/Lymphadenopathy Associated Virus;
 - (d) Hepatitis B;
 - (e) Mononucleosis; and
 - (f) Other like diseases that may be included by the local health unit which may present potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

Each communicable disease case will be judged on individual merits and consequence.

COUNSELING AND GUIDANCE

Counseling and Guidance Services are available for students and parents through North Parkersburg Baptist Church.

DISCIPLINE POLICY

I. Purpose

- a. To establish a clear description of the type of behavior considered unacceptable.
- b. To set forth the disciplinary measures that will be taken against unacceptable behavior.
- c. To assign responsibility for the disciplinary action.
- d. To provide for the communication to all involved (parent, student, teacher, and administrator) the cause for discipline and the action taken.
- e. To provide for accurate record keeping of disciplinary actions so that discipline may be administered throughout the school in a firm and consistent manner.
- f. To establish the principle that discipline must be seasoned with grace.

II. Philosophy

Discipline and application at North Christian School is grounded in Scripture. (Reference: Proverbs 12:1, 13:18 and 24, 22:15; Ephesians 5:1-4, Hebrews 12, I Corinthians 13, and Revelations 3:19.)

Just as discipline and disciple come from the same root word, the school believes that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage, and train an

individual in concepts and behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In this context, discipline must never be administered vindictively, in anger or devoid of forgiveness, or in a manner that is demeaning to the worth of an individual. Discipline is ordained of God for the building of character and the training of behavior.

III. Objectives

Discipline at North Christian School has these objectives:

- a. To train students in behavior patterns that will be helpful individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical, and social development.
- b. To develop and maintain the optimum environment for learning.
- c. To correct behavior that is disruptive or destructive to the learning environment.
- d. To remove students so an effective learning environment may be maintained.

IV. Responsibilities

God has given parents the responsibility for the education and discipleship of children. North Christian School parents confer this authority on teachers and administrators during the school day and in school activities (*in loco parentis*).

Parents having questions, concerns, or disagreements regarding disciplinary actions, should immediately discuss these questions, concerns, or disagreements with the teacher or administrator involved, and not to bring their grievance to other parents, faculty, or students. If the matter is not resolved with the involved teacher, the parents shall then discuss concerns with the administrator. Teachers and administrators are responsible to God for the lives placed in their care (James 3:1) and have the authority to administer discipline within the limits and guidelines of the Discipline Policy. Teachers and administrators are to work with parents in the matter of discipline. Parents are to be informed in a prompt manner of disciplinary action taken. The objective of this involvement is to foster understanding, to challenge parent and student alike to supportive behavior, to enlist student cooperation, and to build a common attitude.

The administration is responsible through personal observations, examination of records, and any other practical means to see that proper standards of discipline within the guidelines of the Discipline Policy are being uniformly maintained throughout the school.

Students are responsible under God to obey and show respect for teachers, administrators, and parents. Students are responsible for helping to maintain an effective learning environment.

V. Policy Limits

This Discipline Policy applies to students while they are on campus, in North Christian School-operated vehicles, or at recognized school functions. Behavior at other times, places, or functions is primarily an individual and parental responsibility; however, behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses which occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation and goal to be effective disciple-makers. Discipline for behavior offenses which occur outside the limits established in this policy will be exercised in order to maintain, repair, or salvage the school's reputation and/or efforts to be effective disciple makers.

VI. Administrative Action

- a. This Discipline Policy shall be published and reviewed with students, teachers, and administrators at the beginning of each school year.
- b. The type and severity of the disciplinary response shall be related to the seriousness of the offense, to the student's previous discipline record, and to the accompanying attitudes in relation to the Biblical models found in Proverbs pertaining to the simple, the foolish, and the scornful man.
- c. The reason for the discipline shall be clearly explained to the student. Repentance should be encouraged and the opportunity for expressing this repentance shall be provided. Forgiveness will

- be granted as prayerful and wise consideration may direct (John 8:10-11). A disciplinary experience is satisfactorily concluded when there is genuine repentance and forgiveness demonstrated.
- d. Sufficient recordkeeping must be maintained so that unusual or repetitive disciplinary problems can be identified and productive parent/teacher/administrator discussion can ensue. The record will contain, as a minimum, the name and grade of the student, the date, a description of the offense, the disciplinary action taken, the name of the person administering the discipline, and verification that parent notification has been made.
 - e. Probation (a period of time given to a student to resolve a serious problem) is included in this discipline policy. Probation up to 60 days may be administered by the Administrator.
 - f. Suspensions will be no more than 10 days and will be issued by the Administrator, or a designated representative, if the Administrator is absent.
 - g. Expulsion is by action of the Administrator and must be approved by the Administrative Team.
 - h. Parents who seek re-admission of a student to the school shall request such by letter to North Christian School should new evidence or a changed attitude, sustained over a period of time, warrants such consideration. The school's policy is to not re-admit previously expelled students, except under unusual or mitigating circumstances.

VII. Unacceptable Behavior

Unacceptable behavior differs in severity, and should receive different disciplinary responses. Models used to categorize any unacceptable behavior are found in the book of Proverbs within the discussions of the simple, foolish, and scornful man. Behavior offenses have been categorized into two levels of severity – **Level 1 (misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school)** and **Level 2 (misbehavior on the part of the student that includes acts directed against persons or property, but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school)**. The examples listed in each category are not intended to be all inclusive. Offenses not listed will be dealt with at the discretion of the teacher/administrator in line with these examples.

Level 1 Misconduct:

Misbehavior, on the part of the student, that impedes orderly classroom procedure or interferes with the orderly operation of the school. This misbehavior will become Level 2 when the frequency or seriousness of acts disrupts the learning climate of the school.

Examples:

Not following class rules	Failure to complete assignments
Classroom or in-school disturbances	Failure to follow directions
Classroom tardiness	Inappropriate attire/Dress Code Violations
Disrespectful language or gestures	Unwanted teasing
Disruptive behavior	Horseplay between classes

Level 2 Misconduct:

Misbehavior, on the part of the student, that includes acts directed against persons or property, but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school.

Examples:

Abusive/threatening language	Possession/use/transfer of tobacco materials
Failure to serve detention	Possession/use/transfer of illegal substances
Fighting	Sexual harassment
Forgery	Skipping class
Harassment of students	Cheating, lying, or theft
Insubordination	Throwing rocks or other harmful objects
Leaving campus without permission	Vandalism
Obscene behavior or language	False alarm
Disrespect towards those in authority	

Any student whose acts or threats result/or would result in violence towards another person, damage property, or pose an immediate threat to the safety of others, will be suspended or expelled from school.

Procedure:

1. The staff member having direct supervision of the student will write up the infraction/incident on the Reproof Report.
2. The Reproof Report will be given to the Administrator.
3. The report will be sent home to parents and must be returned to school with a parent’s signature.
4. The parent will keep one copy and the Administrator will place another copy in the student’s file.

SCHOOL DISCIPLINARY PROCEDURES

1 st Level 1 Reproof	Warning
2 nd Level 1 Reproof	2 nd Warning
3 rd Level 1 Reproof	Detention
4 th Level 1 Reproof	Detention
5 th Level 1 Reproof	Detention - Parent Conference
6 th Level 1 Reproof	Out-of-School Suspension
	BEHAVIORAL PROBATION - Parent Conference
1 st Level 2 Reproof	Detention
Any Level 1 or 2 Reproof	Detention
Any Level 1 or 2 Reproof	Detention - Parent Conference
Any Level 1 or 2 Reproof	Out-of-School Suspension
	BEHAVIORAL PROBATION - Parent Conference
Level 1 Reproof	Warning
Level 2 Reproof	Detention
Any Level 1 or 2 Reproof	Detention
Any Level 1 or 2 Reproof	Detention - Parent Conference
Any Level 1 or 2 Reproof	Out-of-School Suspension
	BEHAVIORAL PROBATION - Parent Conference

Behavioral Probation:

5-week period that results in the following:

1. Not allowed to participate in any extracurricular activities.
2. Receive a detention for any Level 1 Misconduct.
3. Be expelled for any Level 2 Misconduct.

Academic Probation:

If a student receives one or more F’s, or 2 or more D’s in a grading period, the student is placed on academic probation. The child will be placed on an academic improvement plan and will not be permitted to participate in extracurricular activities until grades are reviewed at the mid-term mark. If the student does not bring up grades by the end of the next grading period, the parents may be informed that the school does meet the student’s educational needs. If the decision is made for the student to stay at NCS, the student will remain on probation. If the grades do not come up by the end of the next grading period, the child may be dismissed from NCS.

Academic Probation will be determined using a team approach: teacher, administrator, support staff, and parent(s). Probation meetings will be documented.

Detention

A student may be detained after school or asked to come to school early by a teacher. The student's parents are responsible for transportation. Parents will have a 24-hour notice of their child's detention. If a student misses a scheduled detention without prior notification, the original detention will be rescheduled and an additional detention will be assigned.

Expulsion:

When efforts to change a student's behavior have not been successful, expulsion may be necessary as outlined in the above Discipline Policy.

General School Rules:

1. Respect others and Respect property.
2. Follow directions the first time given.
3. Play and work safely.
4. Be prepared.
5. Control talking in all areas of the school.
6. Toys are defined as "anything you play with that interferes with the learning process (i.e., necklaces, CD players, electronic games, dolls, trading cards, erasers, etc...). Toys are permitted only for special projects and with the approval of the administrator or classroom teacher. Toys used at inappropriate times will be confiscated and kept for a designated time, unless a parent picks up the item.
7. Candy, gum, and soda are allowed only on designated days.

Note: The rules and procedures contained in this section and in other sections of this handbook apply to all curricular, co-curricular, and extra-curricular activities at North Christian School involving North Christian School students.

Each teacher has their own method (manipulative) of addressing student behavior that is in alignment with the discipline policy of North Christian School. Students losing recess privileges may be required to stand or walk for a designated amount of time.

Repeated acts of verbal and physical abuse towards a teacher or another student will be considered as bullying, a level 2 Misconduct (refer to Student Handbook, Level 2 Misconduct).

Successful School Behaviors

Bathroom:

1. Always walk in the bathroom.
2. Use inside voices.
3. Use facilities properly (i.e.: flush, pick up messes, etc.)
4. Wash your hands before leaving.
5. Place paper towels in trash containers.
6. Always have a pass from your teacher.
7. Feet are the only part of the body that should be on the floor.

Lunch:

1. While waiting to be served, stay in a single-file line.
2. Follow the duty teacher's directions.
3. Use inside voices.
4. Walk.
5. Keep food and paper on your tray, or in your lunch box.
6. Remain in your seat unless given permission.
7. Cold lunch students who are buying milk should remain in the lunch line.
8. Clean up around your eating area prior to being dismissed from your table.
9. Sit in your assigned lunch seat.

Recess/Playground:

1. You may enter the playground area once the duty teacher has arrived.
2. Mulch is not to be thrown or played with.
3. Pushing, pulling, etc... is not permitted on playground equipment.
4. Chicken fights are not permitted on playground.
5. Slides are to be used one student at a time.
6. Standing or sitting on top of playground equipment is not permitted (railings, monkeybars, etc...)
7. Students are not to jump from play equipment.
8. Students are expected to share all equipment.
9. Jump ropes are to be used for jumping only.
10. Pushing, pulling, or tackling is not permitted.
11. The teacher will retrieve objects that go over the fence and on the road.
12. Line up on the whistle and walk to assigned locations.
13. Enter the building quietly and in a single-file line.
14. Students are not to hang, sit, or play on the fence.

Recess/Gym:

1. Stay in designated areas.
2. Proper use of equipment is expected (no hanging from the basketball hoops, walking on mats, kicking balls to the ceiling or scoreboard, etc...).
3. Play equipment should be properly stored prior to leaving the gym.
4. Walk to the designated line-up area.
5. Sliding on gym floor is not permitted.
6. Pushing, pulling, or tackling is not permitted.
7. Students are to wait outside gym door until duty teacher arrives.

Before School:

1. Students arriving before 8:00 A.M. are to report to Before School care.
2. Toys and food are not permitted.
3. Students arriving after 8:00 A.M. are to walk directly to the gym.
4. Students arriving after 8:30 are to enter the school from the school office side and sign in as tardy.

After School:

1. Teachers and students should be in the gym by 2:58 P.M. Dismissal begins promptly at 3:00 P.M..
2. Students are to sit in designated areas.
3. Toys and food are not permitted.
4. Students are expected to sit quietly in order to hear the numbers being called by the teacher on duty.
5. Students should walk to the teacher on duty. Students are not permitted in the Prayer Garden or in the mulch.
6. At 3:30 P.M. the doors are closed and students will report to After School Care.

Fire Drill:

1. When alarm is sounded, all students and personnel are to evacuate the building in accordance with the plan posted in each classroom.
2. Fire Drill Procedures:
 - a. When alarm sounds, line up and leave according to teachers' directions.
 - b. Students should remain silent during fire drills.
 - c. Students should walk to assigned area.
 - d. If a student is in the restroom, hallway, or somewhere other than with the classroom teacher, leave immediately through the nearest exit and report to the nearest teacher on duty.
3. Failure to abide by school policy during emergency drills will be considered a major violation of the Code of Conduct.

Chapel/Assemblies:

1. Treat speakers, fellow students, and school staff with respect.
2. Pay attention at all times.
3. Yelling, whistling, screaming, or booing are not acceptable.
4. Show your enjoyment or support for the program or presenter by clapping when appropriate.
5. All school rules apply during chapel and assemblies.
6. Each grade level is given a designated area to sit.
7. Sit properly in your seat.

School Functions:

1. Students are expected to exhibit Christ-like behavior.
2. All school rules apply at all school functions, including dress code.
3. Stay in designated areas. Only school personnel will be permitted in the school after school hours.
4. Students staying after school for a school function must remain with the duty teacher or until school personnel is at the location of the function.

IX. General Comments

The proper and effective implementation of the Discipline Policy rests with all levels of administration and faculty.

DROP-OFF AND PICK-UP PROCEDURES**Drop-off (8:00-8:25)**

Parents will drive on Hemlock Avenue and enter 32nd Street moving towards Emerson Avenue. You may drop your child off on the curb or park in either parking lot and walk your child to the gym.

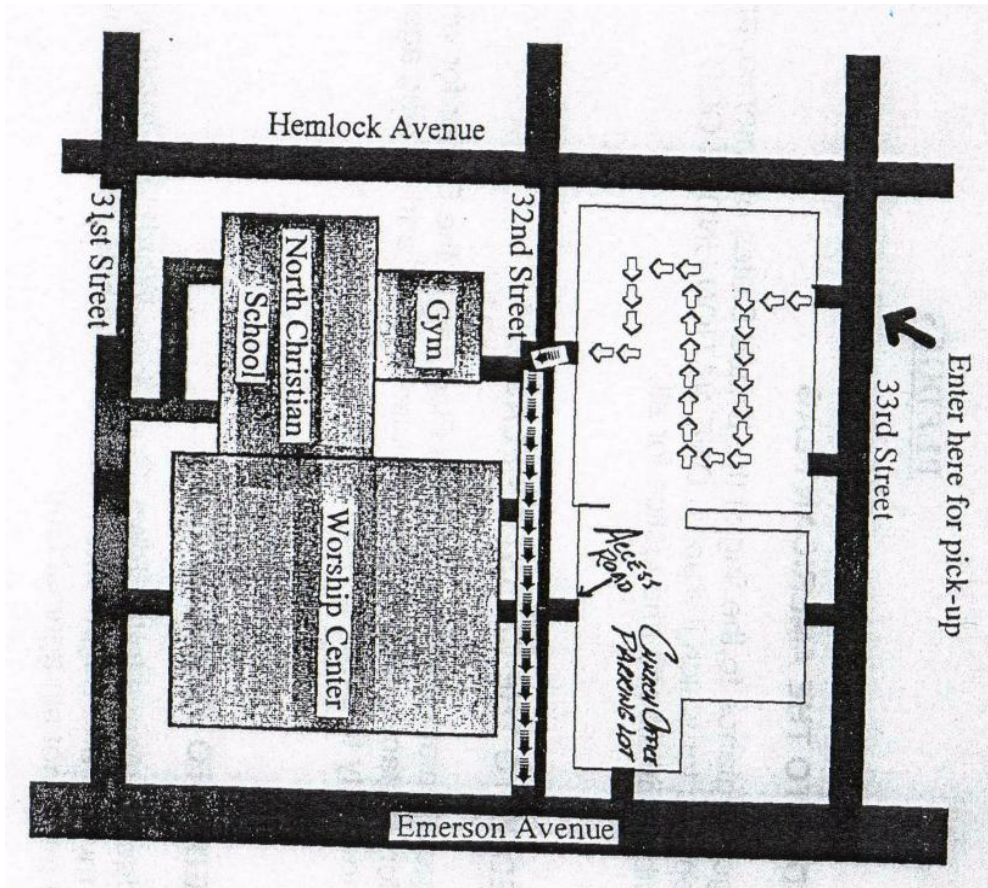
- If no staff is present, the door is shut and locked, or the “CLOSED” sign is displayed, students will need to be taken to the other side of the school to enter. Children arriving after 8:30 will enter the building through the school office. Children are considered tardy after 8:30 AM

Pick-up (3:00-3:30)

- Students will be assembled in the gym at the end of the day.
- Each family will have an assigned “**Pick-up Number**” to be displayed in their vehicle windshield. Additional and/or replacement copies may be requested in the school office.
- Parents will enter the parking lot across from the school gym, **from the 33rd Street** entrance nearest Hemlock Avenue. Please use this entrance only.
- Cars will form a line, (the snake) across the parking lot using existing traffic patterns. When your vehicle arrives at the 32nd street side of the parking lot, make sure your pick up number is visible. A teacher or parent volunteer will indicate when it is your turn to pull across the street over to the curb to pick up your student(s). The teachers on duty at the curb will notify the teachers supervising in the gym to allow your student(s) to come to the curb. A teacher will assist your child into the car.
- Parents may then proceed to the Emerson Avenue corner. In order to keep the line moving, we ask that you turn right at that corner. If your child needs assistance with a seat belt, please pull further up the curb before stopping to help.

Parking on either side of 32nd Street is not permitted during dismissal. Parents who wish to come into the building should park in the parking lot and carefully cross the street to the school. No unattended parking is allowed in the horseshoe on 31st Street (School Office Side), this is reserved for Early Learning Center parents.

DISMISSAL MAP



DRESS CODE FOR STUDENTS

North Christian School is Christ-centered and based on the Word of God. The Bible is the standard for life and conduct and is the foundation for establishing a code of dress. The primary responsibility for a child's dress rests with the parents. The book of Proverbs continually exhorts children to "hear the instruction of the father and forsake not the law of thy mother." (Proverbs 1:8.) The Word of God is clear in giving responsibility for discipline of children to parents, and the mode of dress provides an excellent opportunity for parents to exercise leadership in this vital area that is often left to current trends.

The biblical principles upon which the code of dress is built are modesty (1Tim 2:9-10; 1 Pet 3:1-2; Gen 24:65), cleanliness (Gen 35:2; Lev 13:6; Ruth 3:3), and appropriateness (1 Cor. 10:23; Rom 14:19-20). The standards which follow are intended as an expression of those principles. Within the guidelines, there exists sufficient latitude for the right to both interpret and apply the following standards. If students are considered to be dressed improperly or inappropriately, the student will be counseled and the parents notified. Specific elements of the Dress Code include:

- A. Skirts/Skorts/Dresses: Dresses and skirts must be a modest length (no more than two inches above the knee). Girls need to wear shorts under dresses so sitting on the ground can be done comfortably and modestly.
- B. Shorts: Shorts must be a modest length (no more than two inches above the knee). Bicycling or spandex type exercise shorts are considered inappropriate.
- C. Shirts: Shirts must be long enough to comfortably keep the belly covered (when moving around or raising hands no skin is exposed). Tank top and spaghetti strap tops are not allowed. Do not allow your child to wear questionable slogans or pictures on T-shirts. Sleeveless shirts are permitted, as long as the material extends to the shoulder blade and has a seam.
- D. Slacks/Jeans: Pants and jeans should be a modest, loose fitting slack, crop, or capri pant that do not have any type of holes in the material. A frayless hem is required at all times. If overalls are worn, both buckles must be fastened. Pants must be worn at the normal waistline and be appropriately sized. Undergarments should not be visible at any time.
- E. Shoes: Sandals (**no flip flops of any type**), tennis shoes, and casual shoes may be worn. Students need a second pair of non-marking tennis shoes for gym class/inside recess. Sandals with back straps are preferred for safety purposes. Sandals without back straps may only be worn if the student has tennis shoes available to be used for outside recess. **Students are not allowed to use gym shoes for outside recess.** Students without proper footwear will not be allowed to participate in gym/recess. Shoes with wheels are **NOT** permitted due to injury concerns and potential property damage.
- F. Belts: Belts may be worn, but are not required.
- G. Hats: No hats or head coverings may be worn in the building, except on special days that are announced by the Administration.
- H. Hair: Avoid extreme hairstyles and coloring, except on scheduled special days. For boys, hair must be neat, above the collar, out of the eyes, and not covering the ear lobe.
- I. Make-up: Make-up should be neat and modest.
- J. Jewelry: Girls – Earrings must be worn in the ears. No body piercing jewelry or tattoos are allowed. Offensive or anti-Christian jewelry is not permitted. Boys – Earrings, body-piercing, and tattoos are not allowed. Only one chain necklace is allowed. Offensive or anti-Christian jewelry is not permitted. No chains will be permitted.
- K. No athletic or cheerleading uniforms are to be worn to school. Cheerleading and athletic uniforms will only be permitted on designated days.

Please note: The Administration has the final authority on dress code.

ELEVATOR

Students will not be permitted to use elevators unless prior permission is granted by the school administration and/or teacher.

EPA

The Asbestos Management Plan, as prescribed by Federal Register, 40 CFR Part 763, Asbestos Containing Material in Schools, is located in the office.

FIELD TRIPS

In the best interest of students and NCS, temporarily all NCS field trips require a North Parkersburg Baptist bus, driven by a CDL-licensed driver, or transportation provided by Wood County Schools. The standard number of chaperones needed is **one** adult for every **four** students on walking and bus trips.

Field trips provided by Wood County Schools limit the number of chaperones on certain trips. Therefore, the standard number of chaperones may be reduced at the discretion of the Administrator/School Board.

1. Each class plans periodic field trips to correspond with classroom instructional objectives and are planned so that children will be back to school by dismissal, if possible.
2. Field trips are announced by the teacher. At that time, teachers will request a limited number of parents to volunteer and assist. Parents will be chosen to assist on a "first come-first serve" basis (Parents not officially chaperoning a field trip will be given first priority on subsequent field trips). The school encourages you to allow your child to ride in the transportation provided by NCS or Wood County Schools. Parents are permitted to transport children on field trips. No other child will be permitted to ride in your vehicle (No exceptions). Parents who transport their children may not be recognized as an official chaperone; therefore, they may not be granted admission to events that only allow a stated number of guests. **Siblings are not permitted to attend school field trips.**
3. Consistent with the classroom teacher planning the activity, the teacher is in charge of the field trip. Instructions will be given to students and parents regarding the details and schedule of the field trip. During all field trips, parents must follow the leadership of the teacher including approval of stops, purchases, etc. Please consult the teacher prior to any actions outside of the direct guidelines provided by the classroom teacher. Parents who fail to cooperate with teachers on field trips will meet to discuss appropriate parental support on subsequent field trips. If a parent is unwilling to follow the leadership provided by the teacher, that parent will be asked not to attend future field trips.
4. Students must wear seat belts during traveling time (if applicable).
5. Students may receive a half-day unexcused absence when they do not come to school on field trip days. Children who come to school, but are not allowed to attend the field trip, will be required to go to another classroom and work on assignments.
6. The 5th Grade trip will be approved by the Administrator and School Board. Chaperones will be responsible for their own costs. The chaperone ratio for NCS is one adult for every four students. NCS will follow this ratio on the trip. Any money needed for the trip that is not raised by fundraising will be the responsibility of each student. NCS requests that all students ride in designated transportation for the entire trip.

* If transportation cannot be secured, NCS reserves the right to use an alternative plan.

GIFTED

1. The teacher or parent/guardian will initiate a referral for special services.
2. The Special Needs Coordinator will send a form home to the parent.
3. The classroom teacher will fill out a Classroom Observation form.
4. The NCS Testing Examiner will issue the Woodcock Johnson Test.
5. The packet is returned to the Wood County Special Education Department.
6. The parent is contacted by the Wood County Special Education Department regarding IQ testing.
7. Wood County Special Education Department determines eligibility.
8. The NCS Special Education consultant will be responsible for scheduling students in the Wood County Gifted Programs (SAIL/TREK).

GYM AND RECESS PARTICIPATION

Students must participate in gym and recess unless a doctor's excuse is provided.

HOMEWORK

Homework is an important learning activity that occurs outside of the regular classroom. Homework increases the understanding of a subject and provides preparation, review, practice and mastery of school work. Teachers determine the amount of homework assigned. Some classes may require little or no homework, while others require additional time. Students are expected to complete all the work.

ILLNESS

- A. If a student becomes ill during the school day, a parent (or other names listed on emergency record form) will be notified. Students are not permitted to call home and request to go home. No student may be taken from school without notification of the Administrator, or the designee in charge, in the case of absence. Parents must sign out the student in the school office before leaving the building.
- B. Injury: Whenever possible, parents are notified immediately. Parents should make sure that home and work numbers are correct and updated on the emergency record forms in the office. If parents or designated contacts cannot be reached, your doctor will be called. If necessary, the Administrator or staff personnel will see that your child is taken to the hospital.
- C. All prescription drugs used by students must be kept in the school office.

LATE ARRIVAL & EARLY DEPARTURE

All students arriving after classes begin must sign in at the office. All students leaving the school before 3:00 P.M. must be signed out by a parent/guardian.

LEAVING CAMPUS

North Christian School is a closed campus. North Christian School students are not to leave campus during the regular school day without a parent's permission being received by administrative staff. Leaving campus with parent permission is to be for the purpose of returning home or fulfilling the duties of school-sanctioned activities.

Students leaving campus with expressed permission by the parent, but not obtaining permission by administrative staff, are subject to disciplinary action.

Permission to allow students to leave campus during the regular school day is to be granted only after considering factors such as grades, satisfactory behavioral standing, permission of the teacher, potential disruption to the school program, and established patterns of responsible student behavior.

Lunch

If a child leaves campus for lunch, the parent/guardian is responsible to have the child back to school by the end of lunch to prevent classroom disruptions.

LOST AND FOUND ITEMS

- A. Many items of apparel are left in the school halls, the playground, etc. If the owner is not found, items are placed in the office. Jewelry and money are brought to the office.
- B. Since North Christian School is a multi-use facility, parents are requested to label all gloves, hats, boots, scarves, lunch boxes, etc., so the items may be properly identified and returned upon loss.

LUNCH FACILITIES

Regular hot lunches, with milk, are available Monday through Friday at a designated cost that will be announced. Milk may be purchased for an additional cost. Hot lunch and milk purchases will be billed to parents on a monthly basis.

Students choosing not to eat hot lunch may bring a cold lunch. Refrigerators and microwaves are not available for cold lunches and drinks.

In accordance with Federal law and US Department of Agriculture (USDA) policy, this Institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (Voice or TDD).

NEW STUDENT ORIENTATION

An orientation meeting is held for all parents of new students before school begins. All families are expected to attend. Students and parents will meet school staff, be given an overview of school procedures, tour the classrooms, and meet new friends. Parents of new students are asked to bring all registration and immunization forms not yet given to the school. Current tuition payments may be made at this time.

PARENT CONDUCT

The administration, faculty, and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. The teacher will be spiritually prepared and enthusiastic about classroom management. Therefore, parents should cooperate and reinforce the same. The following are some suggestions:

1. Pray daily for teachers, administration, and the children.
2. Be positive about the school in front of children and other parents.
3. Be encouragers; build one another up.
4. Do not gossip. Know the facts and support them.
5. Do not assume. If you do not understand something, ask the right people.
6. Be a team player, not an individual.
7. Remember, your suggestions are important.
8. When there is a concern or suggestion, please take the following steps:
 - Pray and seek God's will.
 - Get all of the facts (do not assume that your child or the person who gave you the information has given you all the facts).
 - Make an appointment to meet with the teacher to discuss your concerns. Then, if you are not completely satisfied, the teacher and the administrator will meet together with you to address the situation. Please do not meet with the classroom teacher without first making an appointment.
 - Your concerns are not everyone else's concerns. Therefore, do not involve others with your concerns.
 - The school has an open door policy. Therefore, please be assured that the school cares about your concerns and suggestions, and will treat the concerns with integrity and fairness.
9. Remember to have Christ-like character at all NCS activities on- or off-campus. Please be part of the solution and not part of the problem.

PARENT INVOLVEMENT

The school encourages parents to participate in school and classroom activities. Parents may be asked to participate in classroom activities during curriculum time as long as it does not distract students from learning. The classroom teacher will always be in charge and will make the final decisions. NCS asks parents not to call teachers at home, except in the case of emergency. Parents must notify the teacher or school principal before coming to the classroom to visit.

PARENT TEACHER ORGANIZATION (PTO)

Vision Statement: The PTO desires to support the ministry of North Christian School.

Mission Statement: The PTO views its role as a support ministry of North Christian School in the areas of prayer, support to administration, teachers and staff, special projects, and community outreach.

This service group is open to all parents/grandparents of North Christian School. The group sponsors parent newsletters, Family Focus nights, etc. If you are interested in working with them, please contact Vicki Gribble (304) 295-6999 or Michelle Seese (304) 424-7179

PAYMENT POLICY

Tuition may be paid by lump sum payment, monthly payment plan, or Electronic Fund Transfer (EFT). For lump sum payment there will be a 3% discount applied to the total. The monthly payment plan will be divided into 10 months. The first month will be September and the last month will be June. As a reminder, **all book and materials fees will be due in full** with the September 1st tuition and **all registration fees are non-refundable**. For additional information, contact the school office.

PLANNERS

Due to the change in cost of planners each year, NCS will notify you of the price on your first month's billing statement. The fee should not exceed \$10.

Student Planner Purpose:

Each student in grades 3rd – 5th will be provided a student planner for the upcoming school year. The goals of the planners are:

- (1) Help students organize and plan for homework, quizzes, tests, projects, and extracurricular activities.
- (2) Provide a daily communication tool between parents and NCS.

Student Responsibilities:

- (1) Student will have planner open on desk at the beginning of each day.
- (2) The student is responsible for having the planner signed before the day begins.

Parent Responsibilities:

- (1) Parents will check planners each evening and sign signature in "Parent/Teacher" box to verify all homework has been completed.
- (2) Parents will communicate messages by using the "Notes" section of the planner.

Teacher Responsibilities:

- (1) Teachers will verify that students have planners and that parents have signed planner for previous day.
- (2) Teachers will read all “Notes” and respond as soon as possible.
- (3) Teacher initials the planner to verify the assignments are copied.

PLANNER, HOMEWORK, TEXTBOOK, AND SUPPLIES DISCIPLINE PLAN

Discipline for planners, homework, and materials are at the discretion of the teacher and will be communicated to parents by the teacher.

Points may be deducted from assignments at the discretion of the classroom teacher. Children are responsible for having all supplies and assignments when school begins. If a parent brings in materials after 8:30 A.M., discipline may be administered. This will help to prevent unnecessary distractions in the learning environment.

PROBLEM SOLVING

Whenever relationships are close, there is the potential for problems between people. There is a Biblical way to handle these problems, as outlined in Matthew 18:15-17:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.”

- a. Don't be easily offended or touchy.
- b. Confidentiality. Go only to the people involved.
- c. Approach the brother or sister with humility.
- d. Be prepared for honest discussion.
- e. Both willing to change as the Lord leads.
- f. If direct approach does not satisfy, then go to the “Church,” which would be the lines of authority of the school.
- g. If the authority of the school does not satisfy, the parent and school officials must decide if they can continue to cooperate with each other to provide a Christ-honoring education for the children.

Structure of Authority

Church Leadership Team
Church Advisory Board
School Administration Team
School Board
Principal
Classroom Teachers
Teaching Assistants/Service Personnel
Parents
Students

PROGRESS REPORT & PARENT CONFERENCES

- A. Report cards are given four times during a school year.
- B. Report cards may vary from grade to grade. All report cards emphasize effort and academic grade.
- C. There is at least one parent-teacher conference day scheduled each year.
- D. Progress reports are sent home between report card periods.

All parents are welcome in the school; however, when a conference is necessary, the parent must check in at the office first. Parents are asked NOT to go directly to the classroom. If a parent wishes to have a conference or talk with his/her child's teacher, please arrange for a conference through the office.

PROMOTION AND RETENTION POLICY

It is the philosophy of North Christian School that all students should be placed in instructional programs in which the student can achieve academically, emotionally, physically, socially, and spiritually. For a variety of reasons, certain students may require more time to develop educational potential and would benefit from staying another year in the same grade.

Promotion to the next higher grade level shall be affected upon demonstrated mastery of the content standards and objectives for the student's current instructional/grade level. Factors to be considered in determining promotion to the next grade level are: (a) Extent to which the student has put forth effort; (b) Regularity of attendance; and (c) Whether the student is impeded by a physical or language handicap.

For a student in Grades K-3, promotion occurs when the student demonstrates satisfactory progress in Reading and Mathematics. If the student is achieving significantly below grade level mastery, retention will be considered. Promotion occurs in Grades 4 and 5 when the student demonstrates satisfactory progress in Reading, Mathematics, English, Science, and Social Studies. If the student is achieving significantly below grade level mastery in either reading or math, or the student is failing in two core subjects, retention shall be considered. To advance to the next grade level, the student must achieve an overall course grade of at least a D- (65%). If the student fails the current grade, he or she would have to retake and complete the grade level.

Parents of students being considered for retention shall be notified, in writing, no later than April 1st of each school year. Promoting or retaining any student will be a collaborative effort of the student's teacher, administration, and any specialist that may be deemed necessary.

REGISTRATION PROCEDURE

- a. Complete the necessary application forms and pay the application fee.
- b. Upon completion of the above, the application will be reviewed and an interview with parents and children will be scheduled. After the above interviews have been completed, the application will be considered by the school board or committees at a regularly scheduled meeting.
- c. All new and returning students are enrolled on probation for the first grading period of attendance.

RE-REGISTRATION AND SCREENING

- a. Kindergarten Screening is normally scheduled in February.
- b. Re-registration of current students opens in January. Current students must re-register within 2 weeks of the opening of re-registration to be assured a preferred space in the next year's program. The space for your child is secured only upon payment of the appropriate registration fees, as determined by the School Board.
- c. All new and returning students are enrolled on probation for the first grading period of attendance.

SAFETY PRECAUTIONS

The school has taken the necessary precautions to train children to respond, in case of emergency, by having periodic drills. A copy of the NCS Emergency Manual may be viewed in the school office.

SCHOOL ATHLETICS/EXTRACURRICULAR ACTIVITIES

Based on the recommendations of the school administration, appropriate facilities, coaches, and student demand, NCS will offer extracurricular activities. Parents are responsible for all entrants and travel fees for academic events. For athletic teams, there is a \$25 participation fee per student to be used for officials, coaches, uniforms, and all other resources associated with sponsoring a team. As needed, additional funding may be required for specified activities.

Eligibility for Extracurricular Activities:

In an effort to teach students to appreciate privileges, NCS expects all students to earn eligibility to participate in extracurricular activities. These activities include, but are not limited to, school-sponsored sports programs, music programs, skating parties, and other events scheduled during the school year.

Eligibility is earned by maintaining a "C" average or better in all classes, completing and turning in class assignments, and by behaving in accordance with school expectations for conduct as outlined in the handbook. Those ineligible, due to maintaining below a "C" average, will have the opportunity to become eligible at the midterm and at the end of each 9-week grading period. Grades will be tabulated at the midterm and 9-week marks, and eligibility will be determined at these times.

Eligibility is not part of our disciplinary response plan and is not used as a disciplinary measure.

NCS Athletic Policy

"Let your light so shine before men, that they may see your good works and glorify your Father which is in Heaven." (Matthew 5:16)

North Christian School desires to see athletes glorify God in all they do. Athletics and physical education are an integral part of the overall program, but should never be placed above academic or spiritual training.

The sports' guidelines of NCS will be followed by all who participate in athletics. All parents are expected to support the standards and goals of NCS.

Age Requirements for Extracurricular Activities Addendum

Boys/Girls Basketball

Tryouts will be held for boys and girls, in specified grades, who meet the academic and behavioral guidelines outlined by NCS. All decisions regarding their being granted a spot on the team will be solely determined by the head basketball coach and the NCS Administration. Decisions will be based on the team's need to field a complete unit, as well as a child's physical development.

Cheerleading (Decision will be made each school year based on availability of a coach volunteer)

Cheerleading is for girls who meet the academic and behavioral guidelines outlined by NCS. Tryouts will be held if more girls wish to participate than there are roster spots. Girls below 4th grade may tryout for the squad if there are not enough girls to fill the team. A decision regarding their being granted a spot on the team will be solely determined by the head cheerleading sponsor and the NCS Administration. Decisions will be based on the squad's need to field a complete *unit*, as well as a child's physical development.

Track

No cut policy for boys and girls who meet the Wood County Recreation Commission age requirements. Due to the specific age guidelines by the Wood County Recreation Commission, students who do not fall within these age ranges are not eligible to participate.

SCHOOL PARTIES

Three classroom parties are permitted during the school year. Other parties are not permitted unless special approval is granted from the Administration. Room mothers, under the direction of the classroom teacher, will be in charge of classroom parties. Parties are approximately one hour in length (1:45-2:45).

- a. Christmas Party;
- b. Easter Party; and
- c. NCS Celebration Day

SCHOOL PHONE PROCEDURES

- a. ***The school phone is to be used by permission only.*** Students are discouraged from using the phone, except in the case of an emergency.
- b. Students may only use the phone in the school office and not phones located throughout the building.
- c. The school office number is 485-0241. Office staff will be present to answer the phone. Messages for teachers may be left with the office secretary or on voice mail. Messages will be responded to as quickly as possible.

SCHOOL SUPPLIES

Each class will have a supply list that will note the materials students need. Each student (in reading capable grade levels) will be required to have a Bible (NIV preferred to align with curriculum) to be kept at school.

SCHOOL VISITATION

Parents are encouraged to visit and be involved in the child's class. Parents/visitors are required to make an appointment with the teacher. A sign-in book will be available in the school office. Parents/visitors must register and receive a visitor's badge from the school office.

Parents should not meet with the teacher about matters of concern while school is in session, unless an appointment is made by the teacher.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

DIAGNOSIS:

Parents should obtain a medical diagnosis.

EVALUATION FOR SPECIAL SERVICES:

Parents may request an evaluation for special services. A special education referral packet is completed and submitted to Wood County Schools. Wood County Schools will evaluate the student for special education services.

SERVICES:

Children who qualify are entitled to Wood County's special education services. Service arrangements are at the discretion of Wood County Schools.

IMPLEMENTATION:

Services are outlined in an Individualized Education Plan or a 504 Plan.

ANNUAL EVALUATION:

IEPs are evaluated by Wood County Schools. 504 Plans are evaluated annually by North Christian School.

Except for employees, the school is not covered under ADA as a religious entity. Even if a student was covered by ADA, the school has fulfilled any obligations by referring the child for testing and providing “a” reasonable accommodation. Accommodations are not at the parent’s recommendation. Additional modifications are incorporated at the school’s discretion.

The standards of conduct and discipline at the school are a fundamental part of the program. The progressive discipline plan is outlined in the Parent/Student Handbook and is agreed to by the parent(s) upon acceptance in the school. Therefore, regardless of any alleged concerns, the parent(s) and student do not receive a free pass regarding discipline. Failure to adhere to the school’s discipline policy will result in consequences.

SEVERE WEATHER

You can hear emergency school closings or delay information by tuning in to WTAP- TV and local radio stations.

Students should come to school each day dressed appropriately to the current weather, and be prepared for recess outside. Weather permitting, recesses will be held outside each week. Teachers reserve the right to determine daily whether recess should be indoors or outdoors. The following are general guidelines as to when recess may be held indoors:

- Rain or snow (excluding flurries)
- Temperature below 32 degrees F
- Excessive wind-chill
- Excessive mud/water

SODA MACHINES

Students are not permitted to purchase soft drinks from the machines during school hours unless the school administration and/or teacher grants permission.

STANDARDIZED TESTS

Achievement tests are given every year to all grades using the TerraNova 3 Achievement Teest. Parents will receive a detailed report of the results.

STATEMENT ON STUDENT BEHAVIOR

Since the school bears the name of Christ, a high standard of conduct is expected of staff and students alike. Conduct should be consistent with the school’s profession to love God and to love neighbors. This love should be reflected in all actions and attitudes toward each other. Students in a Christian school are expected to behave in a Christ-like manner, following the Biblical principles established as guidelines by the school administration. In order to minimize misunderstandings, the following standards are established for NCS students:

1. Certain areas of the campus are designated off-limits. The areas specified include, but are not limited to: custodial and storage closets; the kitchen; unsupervised classrooms; stairwells, except those designated for entry and exit at authorized times; areas around the outside of the building, except those designated as drop-off and pick-up locations.
2. Student possession and/or use of alcoholic beverages, illegal drugs, and tobacco products are not permitted. The penalty for violation of this standard will be suspension from school with re-admission possible only after a meeting of student, parents, administration, and Board representatives.
3. As a Christian community concerned for one another, and contrary to the practice of the world, students are expected to follow the guidelines the Lord has given when dealing with offenses. When aware of violations of school standards, this will usually include:

First: Personally encouraging the individual to stop the violation and to make known his/her difficulty with those in authority;

Second: Others who are aware of the problem should talk to the individual in an attempt to stop the violation, and communicate the violation to those in authority; and

Finally: It is the responsibility of students to report a violation of school standards to the school authorities so that the individual committing the violation may be helped. Inability or failure to follow the first two steps should not keep a student from performing this last step.

4. Students whose behavior is disrupting class or who refuse to do the assigned work will be directed to leave that class. Each day of absence from that class will count as an unexcused absence. Return to class will depend upon approval of school authorities.
5. Students are expected to complete all daily work missed as a result of disciplinary action, but a failing grade on class work or tests is given in each class missed.
6. Gum, candy, and other foods are not permitted for use during regular class periods without direct teacher authorization.
7. All students are to assume responsibility for keeping the buildings and grounds clean and neat.
8. At all NCS sponsored activities, students will not be permitted to play or listen to music that propagates philosophies or behaviors inconsistent with Biblical values. (These philosophies include, but are not necessarily limited to: the promoting of violence, bigotry, or brutality of women; the glamorization of drug and alcohol use or involvement in the occult; excessive indulgence with suicide; and the implicit or explicit acceptability of immoral, illicit, or inappropriate sexual behavior.)
9. No hand-held games, radios, MP3 players, boom boxes, CD's, etc. are permitted at school.
10. Cell phones are permitted for students involved in extracurricular activities. However, cell phones must be turned off and remain in backpacks until the completion of dismissal. If a cell phone causes a disruption, the teacher/personnel reserves the right to take the phone until the end of the day. Repeated disruptions may result in the student being asked to leave the phone at home.

STUDENTS NOT BEING PICKED UP AFTER SCHOOL

Only students who have a note from parents will be permitted to leave the school grounds unattended. Students who are not picked up, and who do not have a note from home on file in the school office, will attend the After School Program until a parent/guardian can be contacted.

STUDENTS STAYING AFTER SCHOOL FOR EVENTS OR CHURCH

Students wishing to remain after school for a school function or extracurricular event later in the evening must attend the After School Program. Students are not permitted to wander through the school/church after 3:00 P.M.

TEXTBOOKS

Students will be issued textbooks at the start of the school year. Book fees are due the first week of school (*See Tuition and Fees*). It is understood that the student will return these books to the school at the end of the school year in the same condition as received. If a book is lost or damaged, it is understood that the student is responsible for the cost of replacement or repair.

TOYS AND OUTSIDE READING FROM HOME

The school provides equipment for recess activities. Students are not allowed to bring toys or other novelty items, such as collectible cards, from home. Outside reading that is not suitable to a Christian environment is also not permitted. Final authority regarding the appropriateness of reading material brought from outside the school is at the discretion of the Administration.

PARENT COMMITMENT

1. We have read and understand the school’s philosophy of Christian Education and the Statement of Faith. We are in agreement with the mission and vision of North Christian School.
2. We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we do state that this training will be carried out in the home. We place our trust in North Christian School to extend that training more completely.
3. We do hereby state that we have made a thorough investigation of the school’s program, curriculum, discipline, dress code, etc., and we agree to make them our full-hearted choice for the coming school year.
4. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the high academics of this school by providing a place at home for our child to study, and to give our child encouragement in the completion of homework assignments.
5. We will faithfully support the school through our prayers and a positive attitude, and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school’s chain of command.
6. We understand that the standards of North Christian School do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
8. We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.
9. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.
10. We will support the school by involvement in Parent-Teacher conferences, school-sponsored meetings and activities, and by offering volunteer service.
11. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child.
12. We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student’s privilege of attending North Christian Elementary School.

Parent Signature _____ **Date** _____

Parent Signature _____ **Date** _____

Appendix

CONFLICT RESOLUTION CLAUSE

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from, or related to, this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker Ministries (complete text of the Rules is available at www.Peacemaker.net). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly except to enforce an arbitration decision.

PLEDGES

• PLEDGE TO THE AMERICAN FLAG

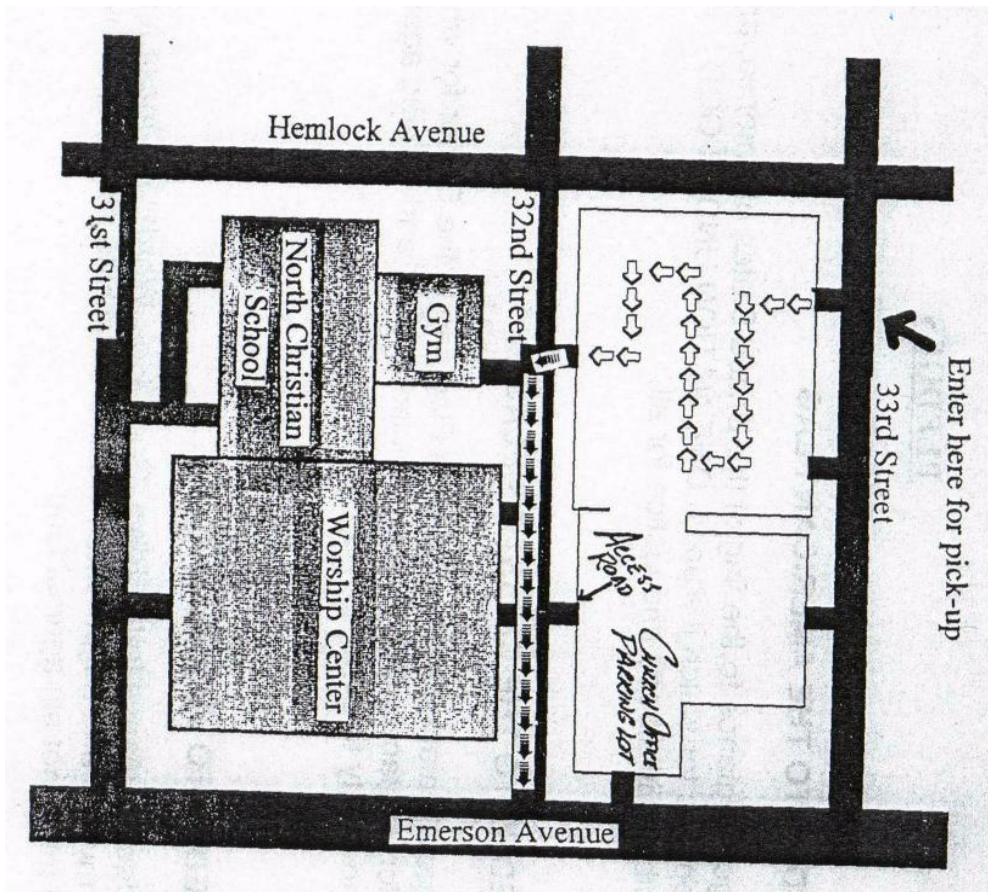
I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, ONE NATION UNDER GOD, indivisible, with liberty and justice for all.

• PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

• PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God



PARENT COMMITMENT

13. We have read and understand the school’s philosophy of Christian Education and the Statement of Faith. We are in agreement with the mission and vision of North Christian School.
14. We, as parents, accept the challenge to “train up a child in the way he should go” (Proverbs 22:6), and we do state that this training will be carried out in the home. We place our trust in North Christian School to extend that training more completely.
15. We do hereby state that we have made a thorough investigation of the school’s program, curriculum, discipline, dress code, etc., and we agree to make them our full-hearted choice for the coming school year.
16. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the high academics of this school by providing a place at home for our child to study, and to give our child encouragement in the completion of homework assignments.
17. We will faithfully support the school through our prayers and a positive attitude, and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school’s chain of command.
18. We understand that the standards of North Christian School do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
19. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
20. We pledge that if, for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.
21. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.
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Parent Signature _____ **Date** _____

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