

TABLE OF CONTENTS

TABLE OF CONTENTS	1-2
INTRODUCTION	
Mission Statement	3
School Committee	3
Biblical Principles	3
Statement of Non-Discrimination	3
Affiliation and Accreditation	3
ADMISSION POLICIES	
Admissions	3
Enrollment Procedures	4
Re-Enrollment	4
Transfer Students	4
Orientation	4
Withdrawal	5
FINANCIAL INFORMATION	
Tuition	5
Fees	5
Refunds	5
Scholarships	5
DISCIPLINE	
Philosophy of Discipline	6
Discipline Policies	6
Code of Conduct	7
DRESS CODE	
Purpose	8
General Guidelines	9
Girls	9
Boys	10
PE Uniforms	10
Chapel	10
GENERAL INFORMATION	
After-School Hours	10
Chapel	10
Clinic	10
Medications	10
Head Lice	10
Extended Care	11
Extracurricular Activities	11
Weight Room	11
Field Trips	11
Fire Drills	11
Inclement Weather Drill	11
Lunch Program	12
Lost and Found	12
Electronic Devices	12
Toys/Games/Etc.	12
Visitors	12
Solicitation	12
Searches	12
Bus Transportation	12
Student Drivers	13
Social Networking and Open Forum Internet Sites	13

Student Images and Promotion	13
ATTENDANCE	
School Hours	13
School Schedule	14
Absences	14
Tardiness	15
ACADEMICS	
Curriculum	15
Academic Assistance	15
Study Notes	15
Student Planner/Agenda	15
Student Information System	16
Calculators	16
Dropping Classes	16
Elective Classes	16
Grading	16
Standardized Achievement Tests	17
Dual Enrollment	17
Advanced Placement Courses	17
Student Classification	17
Graduation	17
Textbook Replacement	18
Cheating	18
Co-Op Program	18
PARENTS	
Communication	18
Correctional Procedures	19
Involvement	19
RESERVATIONS	
Determination	19
Enforcement	19
Enrollment	19
Revisions	19
Standards	19
GRADUATION REQUIREMENTS	20
9TH – 12TH GRADE COURSES	20
Acknowledgment of Discipline Policy/Handbook	21

I. INTRODUCTION

A. Mission Statement: The mission of NCA is to train the student in the knowledge of God and the Christian way of life and to give the student an excellent education. Luke 2:52 – “*And Jesus increased in wisdom and in stature, and in favor with God and man*” – is the four-cornered model Northside uses for our primary goals of education. Students who attend NCA will benefit from an advanced curriculum (“*wisdom*”) and a full athletics program, including physical education (“*stature*”). Each lesson will have Biblical integration with an emphasis in salvation and living a life honoring to God (“*in favor with God*”). Character building and manners are stressed throughout the day as students learn the importance of citizenship (“*in favor with...man*”).

B. School Vision:

Northside Christian Academy came into existence as a result of a vision from God to a body of Believers and a desperate need for a Christian school in the area. After much prayer and dedicated work, the vision became reality with the opening of the school-serving children in grades K – 12th.

C. School Committee:

The School is administered by the Administrator/Principal and overseen by the Northside Baptist Church School Committee. The Pastor and/or his designee and Administrator/Principal serve as ex officio members of the Northside Baptist Church School Committee of which there are seven (7) elected members. The School Committee is appointed by the pastor. The School Committee is accountable to the members of NBC. School Committee meetings are held monthly at a date and time determined by the committee. Parents are welcome to meet with the school committee at the beginning of each scheduled meeting. Please contact the school office to be placed on the meeting agenda if you wish to address the committee with concerns.

D. Biblical Principles:

One of the basic reasons why parents enroll their children in a private school is to obtain an education grounded in moral values. NCA uses Biblically based ABeka and Bob Jones University Press curriculum, which includes scripture memory passages and references to God. Northside Christian Academy's mission is to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the student's sense of responsibility and integrity.

E. Statement of Nondiscrimination:

NCA admits students of any race, color, national or ethnic origin. NCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and any school-administered programs.

F. Affiliation and Accreditation:

Regarding accreditation, the State Department of Education has declared; “By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. In Florida, accreditation of schools/programs is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association.” We, as a private school, will adhere to guidelines laid forth in the Florida Statutes (s.1002.42) as a ministry of Northside Baptist Church; NCA is accountable to the membership of Northside Baptist Church and must also meet certain standards as prescribed by ACSI. Northside Christian Academy is seeking full accreditation with the Florida Coalition of Christian Private Schools Accreditation (FCCPSA).

NCA teachers attend training programs available through Pensacola Christian College (PCC), Accelerated Christian Education (ACE), The Association of Christian Schools International (ACSI), and Northeast Florida Educational Consortium (NEFEC).

II. ADMISSION POLICIES

A. Admissions:

1. NCA is a private institution and reserves the right to set and to maintain our own standards for student conduct, dress, academics, and all other matters.
2. Admission is not determined on the basis of race, color, or creed.
3. NCA maintains the right to refuse admittance or re-admittance to any student who fails to meet entrance

requirements, and to suspend or expel any student who violates the standards set forth in the Parent/Student Handbook, or who have demonstrated disharmony regarding the mission, objectives, standards, policies, rules or regulations of NCA.

4. NCA may or may not admit any student who is suspected or known to be involved in immoral behavior, practices, or activities (as determined by NCA). Students who have been expelled or remanded to alternative schools can only be admitted with the approval of the school committee. The student and parent(s) must meet with the NCA School Committee and a determination of acceptance will be made. NCA students who are suspected to be involved in such behavior, practices or activities are subject to expulsion from NCA.
5. Parents will be notified of the results of the admission within 48 hours of turning in the Student Application package and completing an interview with the Principal and/or Administrator. Interviews for a new school year are typically conducted in late July and early August.
6. If a student fails to make acceptable academic progress, or does not adjust to the NCA program, the student may be required to go back a grade or to withdraw from NCA.
7. NCA reserves the right to expel students of parents who are uncooperative or non-supportive of our teacher, staff, and/or administration, or the purpose, objectives, standards, policies, rules, or regulations of this school.
8. Students entering kindergarten must be at least five (5) years old prior to September 1 of the current year or have written permission from the principal.
9. Students who will be twenty years of age at any point throughout the school year will not be considered for admission or re-admission without the approval of the School Committee.

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

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

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

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

D. Transfer Students: Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, he will then be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, he will then be placed in the grade best suited for his achievement. Academic transcripts must be submitted upon enrollment. Transcripts must include all academic coursework along with grades and credits earned. NCA uses a 4.0 scale in high school, therefore; only courses with a letter grade of "C" (70%) or above earn credit toward graduation. Since some schools consider "D" as a passing grade,

NCA may or may not accept transfer credits with an average lower than a "C" (70%).

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

III. FINANCIAL INFORMATION

A. Tuition:

1. A current tuition and fee schedule may be obtained from the school office and is contained within.
2. Tuition may be paid in ten (10), eleven (11), or twelve (12) month payments beginning on 1st day in June, July, or August. The final monthly payment for the school year shall be due and payable on or before the 1st day of May. Although tuition may be paid in installments, this does not mean that the amount paid for a given month is computed on the number of school days in that particular month. Since the tuition is based on an annual rate, the monthly payments are the same regardless of the number of school days in a given month. A student who is still enrolled on the first day of the month (or the first school day if the 1st falls on a weekend or holiday) will owe that month's tuition payment.
3. Discounts:
 - a. A 10% discount shall be given if the yearly tuition is paid in full before the start of the school year.
 - b. Parents who have more than one child in attendance at NCA will receive a multi-child discount of 10% off of the regular cost of tuition for the second child and 15% for all other children of the same immediate family.
 - c. Active military personnel will receive 25% off of the regular cost of tuition for all children in their immediate family.
 - d. Pastors will receive 50% off the regular cost of tuition for all children in their immediate family.
 - e. Northside Baptist Church members will receive 25% off the regular cost of tuition for all children in their immediate family.
4. Scholarships:
 - a. Qualifying students may apply for the Northside Christian Academy Academic Scholarship. Students who are awarded the (NCAAS) may receive \$1,500.00, \$1,000.00, or \$500.00. The NCAAS is a merit based scholarship and is administered at the discretion of Northside Christian Academy.
 - b. The Florida Tax Credit Scholarship - (Apply online at www.stepupforstudents.org)
 - c. John McKay Scholarship - (Apply online at www.floridaschoolchoice.org)
5. All tuition payments are due on or before the 1st day of each month. It is imperative that we receive your tuition payment on time so that we in turn can promptly fulfill our financial responsibilities. If payment is not received by the 10th day of the month the student will be subject to removal from NCA in addition to paying a late fee of \$25.00.
6. A \$25.00 fee will be assessed for checks returned for non-sufficient funds, for closed accounts, and for any checks on which there was a stop payment. A second returned check will be assessed a \$ 30.00 fee and then only cash or money order will be accepted.
7. No school records, including health records or graduation diploma, will be released or forwarded for any student when there is a balance owed on the student's account.
8. No student will be permitted to graduate until all tuition and fees are paid up to date.

- B. Fees:** There are other fees, in addition to tuition, that will be charged as required or upon participation in various

NCA activities. These fees are laid out on the *Fee Structure and Schedule* form.

- C. Refunds:** The registration fee and book fees are non-refundable. Tuition is non-refundable once it is due. There are no refunds on any fees or tuition for early withdrawals or for expulsions, regardless of what day the student withdraws or is expelled. Tuition will not be pro-rated. The exception to this policy is when monies have been paid in advance and the student withdraws or is expelled before the monies are actually due.

IV. DISCIPLINE

A. Philosophy of Discipline

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

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

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

B. Discipline Policies

NCA uses progressive and assertive discipline principles that place the responsibility for behavior on the student. We believe that there are acceptable and unacceptable forms of behavior. We also believe that there are moral absolutes that children must be taught. In an assertive discipline program, children are presented with a set of rules and consequences if those rules are violated. This places the responsibility for behavior on the student.

We at NCA believe that students should be taught to respect authority in the school, home and in society. We must all learn to respect the persons and rights of other people, and to respect ourselves as well.

Following you will find a brief outline of the NCA discipline procedures.

Students will be recognized in the classroom for good work and good behavior. The teacher will use a variety of methods and rewards to accomplish this. Discipline is an effort to steer students in the desired direction.

LEVEL ONE: Level one infractions are those that are infrequent, and disrupt the normal flow of learning in the classroom, whether as a group or individually. These situations are under the control of the teacher, and can usually be handled without outside intervention. On this level, parents are expected to be closely involved through verbal and written communication and through conferences.

A. GUIDELINES FOR LEVEL ONE:

1. Discipline will be under the control of the teacher on duty.
2. Each teacher will submit a classroom discipline plan to be approved by the principal. A hierarchy will be established with specific consequences of each level of response.
3. The final consequence from each classroom will be referral to the Principal's office and then will become a Level 2 infraction.
4. Discipline Consequences:
 - a. Time out
 - b. Silent lunch break
 - c. Lunch detention
 - d. Detention
 - e. Loss of recess
 - f. Physical activity (push-ups, running laps, etc.), appropriate for their age group
 - g. Referral to the Principal (Level 2)

LEVEL TWO: Level two infractions are those that are infrequent, yet serious enough, to warrant the immediate intervention of the principal. These situations are under the control of the principal and/or pastors, and will be handled by them. On this level, parents are expected to be closely involved through verbal and written communication and through conferences.

B. GUIDELINES FOR LEVEL TWO (Level Two Infractions are always handled in the office):

1. Discipline records will be maintained on all referrals to the office.
2. Level Two infractions include
 - a. Level one infractions that have not been corrected by normal classroom intervention.
 - b. Defiant or rebellious behavior
 - c. Profanity
 - d. Fighting
 - e. Dress code violations – 1st warning, 2nd lines, 3rd wait in office until in compliance with dress code.
 - f. Cheating
 - g. Possession of weapons, drugs, tobacco, alcohol or pornography
3. Responses include:
 - a. Normal consequences listed above
 - b. In-school suspension (3rd – 12th grade) – ISS is disciplinary action in which students are temporarily isolated from the general student population. Students who are being disciplined in this manner will continue to attend school during normal hours and will be required to complete all normal scholastic requirements during the period of the suspension but will be restricted to a special room, which is used for ISS.
 - c. Paddling – Corporal punishment will consist of 1 to 3 swats as determined by the Principal. The Principal will administer the punishment for all students. Corporal punishment will not be administered without first talking with the parent via phone or in person.
 1. Paddling is done, not to demean the child, but as a last resort to correct the negative behavior of the children.
 2. Northside Christian Academy will paddle only with written permission given by both parents/guardians at time of enrollment. If permission is not granted, each parent agrees that, should the need arise, he/she would be available to paddle their child.
 3. No child will receive more than 3 swats at any one time.
 4. Paddling will always be done with one other adult NCA staff person to serve as a witness. A female staff will be present when a female student is paddled.
 5. Parents will be notified, via phone or in person, before paddling is done.
 - a. If parent refuses to paddle then the student will be suspended.

- d. Mandatory conferences with parents
- e. Out-of-school suspension
- f. Extreme cases: Expulsion

C. Code of Conduct

1. All NCA rules and policies are applicable while the student is on the NCA campus or involved in any NCA sponsored activity. Issues of morality are applicable at all times and in all places, including the students' homes.
2. Chewing gum is not allowed on Northside Christian Academy property.
3. Food and drink will not be consumed in the classroom, hallways, church areas or other areas designated as such by the administration. Lunch will only be eaten inside the classroom under special circumstances. Students may have a water bottle with a screw top lid on their desk.
4. Students will not use profanity or off-color slang words at any time while on the school campus, at school events, or at school-sponsored events.
5. Students will not engage in public displays of affection. This includes holding hands, kissing, sitting on laps, hugging, etc. The 6" rule should always be observed between students.
6. Students will respect school property and will always be careful in its use. Vandalism will be dealt with severely and restitution will be made.
7. Students will be in class on time and will not be out of class without permission.
8. Students will respect the person and rights of other students and will refrain from behavior that endangers or threatens other people. This includes name-calling, negative statements, and ethnic slurs, pushing and shoving.
9. Fighting is not tolerated at Northside Christian Academy. Disputes will be settled in ways other than using violence.
10. Students will respect the authority of the teachers and administration at Northside Christian Academy, and are expected to follow instructions when they are given.
11. The classroom teacher has disciplinary discretion in the classroom, and students will follow classroom rules and procedures.
12. Students will abide by the dress code as outlined in the Student Handbook.
13. Weapons of any nature, including pocketknives are prohibited at Northside Christian Academy. Violation will result in expulsion from the school.
14. Students will not use alcohol, tobacco, or illegal drugs in any form, whether at school or away from school. Violation will result in expulsion.
15. Students will not possess pornography, unsuitable reading materials, or other material judged by the administration to be in conflict with NCA standards. In cases of dispute, the decision of the Principal will be final.
16. Students will not apply hair spray, cosmetics, perfume, etc. in the classroom or assembly areas. Such activity will be restricted to the restroom areas or outside the school building.
17. Earrings will not be permitted for male students.
18. Students will take responsibility to complete their school/homework assignments. Failure to complete assignments will result in loss of privileges.
19. Students whose decisions have moved them into the "adult world" will be immediately dismissed from general enrollment in the general student body at NCA. Those decisions would include, but are not limited to, pregnancy (applies to both mother and father), marriage engagement, reached age limit for general enrollment at NCA, applied for graduation from NCA but did not meet graduation requirements. These students may move into the NCA Adult/Alternative Education Program if they wish to continue their education through Northside Christian Academy.
20. NCA reserves the right to dismiss any student whose behavior and morals do not reflect the standards of the school. This decision can be made regardless of grades and other consideration.
21. Northside Christian Academy reserves the right to dismiss any student whose parents refuse to support the school in its policies and procedures. This action can be taken regardless of grades or other considerations.

V. DRESS CODE

- A. Purpose:** No aspect of a Christian's testimony is as readily available as the matter of appearance. We believe that Christians should present themselves in a manner that Jesus Christ would be pleased and honored. NCA

has a student dress code for many reasons, including:

1. To aid students to appreciate the importance of modesty and decorum.
2. To aid students to understand that self-image and self-worth do not depend on outward appearances or current fads and styles.
3. To help eliminate distractions. Tight, revealing clothing, short skirts and dresses, loud, faddish, or eccentric clothing or hairstyles are often distracting. Removing such distractions will help students' better concentrate on their schoolwork.
4. To establish each child on equal standings. Students do not need differences in economic standing to be an issue at school. Students are free to better interact and socialize if they are not preoccupied with dress.

B. General Guidelines:

1. All students are required to adhere to the NCA dress code. At NCA every Friday is a dress down day, however, failure to meet our dress code standards will result in the following consequences:

1st Violation – Lose dress down privilege for that week.

2nd Violation – Lose dress down privilege for that month.

3rd Violation – Lose dress down privilege for the remainder of the semester.

4th Violation – Out of school suspension.

2. Students are to be dressed in their proper school dress upon arrival at school. They are to remain in proper school dress until leaving school.
3. Boy's shirts must be properly tucked in at all times. Properly tucked in shirts do not hang or blouse over the waistline. Girl's blouses may be un-tucked. The shirrtails of a girl's shirt must be long enough that when the student's arms are out to the side, parallel with the floor, the shirt should not rise above the beltline. Shirts must be properly buttoned at all times. Shirts are to be solid colored. It is not required that the PE uniform shirt be tucked in during PE.
4. No ripped, torn, cut off, cargo or low-rise pants (pants that sit low on the hips) of any type will be allowed. Slacks are defined as dress pants. Carpenter pants, corduroy pants, cargo pants (pants with pockets on legs) and denim style pants are not allowed.
5. Form fitting clothes are not permitted. Clothing must fit comfortably on the body.
6. Belts are to be brown, gray or black dress belts. They are not to have any studs, spikes or metal rings in them.
7. Students may not write on their bodies (including their hands and arms) or clothing and may not have visible tattoos at any school related function. Students are not allowed to get new tattoos. If so they will subject to discipline up to dismissal from NCA.
8. Socks or stockings and proper undergarments must be worn at all times. Stockings may only be white, navy, black, or brown.
9. Hats, caps, jacket hoods, and sunglasses are not to be worn inside any building. They will be allowed outside with administrative approval. (no sunglasses on top of head)
10. Students may wear shoes with closed toes and closed heels. Shoes may not have more than a two-inch heel. These shoes may not have excessive decorations, lights, wheels, or characters on them. Shoes with heels that will scuff the gym floor are not allowed to be worn.
11. Heavy outer coats, which are worn on cold days, will be removed upon entering the class and picked up at the end of the day for wearing home. Only NCA approved outerwear (jackets, sweaters, hoodies, etc.) may be worn during school hours. For this reason, it is recommended that all students purchase an NCA jacket. All hoodies must be removed upon entering the school. To encourage school spirit, students may wear an NCA t-shirt, produced by NCA, on the day of a home game.
12. Dress down passes may be earned at various times throughout the year. Students who wish to use their dress down pass may wear an NCA t-shirt, jeans and tennis shoes. The shirt must remain properly tucked into jeans that are not form-fitting and do not have holes in them. A belt must be worn. All students must wear closed toed and closed heel shoes.
13. Boys and girls must be well-groomed.
14. Although students attending NCA athletic events and activities as fans may not have to be fully within NCA dress code, they will be expected to show modesty and discretion in their dress. Clothing should not have any inappropriate messages or pictures. Boys should not have any piercings in.
15. Final decision on dress will be determined by the principal or his designee.
16. The school administration reserves the right to initiate policies on new fads and changes in styles throughout

the school year.

B. Girls

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

C. Boys

1. Boys must maintain a haircut that includes a neat trim (fairly close). Hair is to be neatly combed and cut above the collar, ears, and eyebrows. Rat-tails, bleached, braided, spiked, mohawks, and unnatural hair colors and styles, and eccentric or faddish hairstyles are not are permitted. Sideburns may not extend below the middle of the earlobe. Hair must be combed off the forehead in such a manner that it is not touching the eyebrows. Boys must be clean shaven at all times.
2. Boys may not wear earrings or any type of body piercing.
3. Boys in K-6th grades may wear knee length uniform/dress shorts in addition to pants. Shorts or pants must not be the cargo or carpenter style.
4. If a tie is worn, it must be knotted and worn correctly with the top button of the shirt buttoned.
5. Uniform choices:
 - a. Navy Blue, Olive Green, Tan, Brown, Gray, or Black slacks
 - b. Solid colored: Polo style shirts or button up front, collared dress shirts

D. P.E. uniforms:

1. Students 7th grade and up are to purchase and wear the PE uniform supplied by the school. This includes loose-fitting grey t-shirt and navy blue knee length shorts (shorts can be any of the blue shorts that NCA distributes). Tennis shoes must be worn with the PE uniform. Those students not taking PE are not required to purchase the PE uniform.

F. Chapel: All students are required to have an NCA embroidered polo style shirt to wear on for chapel. Dress down passes may not be used on Chapel Day. Game jerseys may not be worn on Chapel Day.

VI. GENERAL INFORMATION

- A. After-School Hours:** Parents are required to pick up students promptly after school activities are over. It is against school policy for students to stay after school in the parking lot, on the school grounds, or in the area to attend an evening ball game or event. Parents must pick students up in the afternoon and return them for the evening event. NCA will not be held liable or responsible for 6th – 12th grade students that are left on campus after 3 pm
- B. Chapel:** Will be held weekly with administration to determine dates and times. Each student must wear his or her NCA polo shirt.
- C. Clinic:** Students will be considered sick if the following is present, but not limited to: they have a temperature of 100 degrees or higher, if they have diarrhea and/or vomiting, a productive cough (a cough in which sputum is expectorated), a purulent draining nose, red or draining eyes, suspicious lesions resembling impetigo or chicken pox, etc. Students who are sick should not be brought to school. If it is determined that a student is sick, parents

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

- D. Medications:** School personnel will not dispense prescription and non-prescription drugs unless it is brought in by the parent with written instructions for administering. All medication must be in the properly labeled original container. Only parents may bring in medication, and when doing so, the parent must verify the count of the medication brought in. This will be verified by an NCA staff person. No student should have any type of over-the-counter or prescription medication in pockets, book bags, lunch boxes, etc. Parents are to bring in any over the counter medication that their child (ren) is allowed to take. NCA will not provide medicine for students. Each time a student goes to the clinic complaining of illness or requesting medication parents will be notified. Students who are given over-the-counter medication will be given a clinic pass to be signed by the parent. No further medication will be dispensed until the clinic pass is signed by the parent and returned to the office. Students may have Cough Drops on their person with a note from parent explaining the need.
- E. Head Lice:** If a student is found to have active head lice parents will be called to pick up the students. Students that are found with nits will be allowed to finish the remainder of the school day and parents will receive notification that day. Before returning to school, the parent must provide either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof. NCA conducts monthly head checks for lice for K-6th grades and on an as needed basis for 7th-12th grades. For information on prevention and treatment you may access the CDC website at www.cdc.gov/parasites/lice/head/schools
- F. Extended Care:** Extended care is designed and offered to assist working NCA parents by providing after school supervision in a structured environment with planned activities for K-5th grades. Refer to the fee schedule for pricing.
1. Availability: Extended care is available from dismissal of school until 6:00 p.m.
 2. Enrollment: Extended care is required for all students who remain on campus 15 minutes past the time school is dismissed.
 3. Payment: Payment for services rendered for after school care will be paid directly to NCA.
 4. Before school care is also available from 6:30 a.m. – 7:50 a.m. for parents who must drop their children off early for school.
- G. Extracurricular Activities:** Students that wish to participate in extracurricular activities must meet certain academic requirements for all extracurricular activities (yearbook, sports, etc.) such as:
1. Academic eligibility is determined on a quarterly basis. In order for a student to be deemed eligible, he/she must carry a minimum of a 2.0 Grade Point Average in core academic classes (to include Bible) on a 4.0 scale the previous quarter and not have any grades below a D average.
 2. Must be in attendance for at least 90% of scheduled school days (this only allows for 5 unexcused absences in a 9 week period).
 3. Principal Discretion: The Principal has the right to declare any student eligible or ineligible based upon circumstances. Should the Principal feel that a student is falling behind in his/her work in the off-season, a review of the student's grades and progress will be conducted. This review could result in ineligibility status for that student if progress is not consistent throughout the course of the school year. This will be determined by the Principal.
- H. Weight room:** Students will not be allowed to work out in the weight room without staff supervision. No coed will be allowed at any time. The Athletic Director will have scheduled times for the weight room availability.
- I. Field Trips:** Each class will be permitted up to 2 field trips a year. A *Field Trip* form will be sent home to notify parents of costs and details for each trip. Parents may be asked to assist on field trips.
1. Dress Code: Unless otherwise stated in writing, the NCA dress code is to be observed on all field trips the administration reserves the right to approve and alternate appropriate dress for the occasion). Students not in compliance with the dress code requirements will not be permitted to go on the field trip. Parents accompanying on any field trip are asked to refrain from smoking, swearing and must dress appropriately (no shorts, halter tops, midriffs or tank tops; no torn, tattered, frayed, or tight clothing, no two-piece bathing suits). It is suggested that the parents also purchase a NCA logo shirt for such trips. The Principal may make changes to the dress code. The changes will be explained in the individual field trip information. Should

- jeans be allowed on a trip, they must not be torn or tattered in any way. They must not be form-fitting.
2. Personal Belongings: **Students are not to take electronic devices on field trips.** Only suggested items pertaining to the particular trip should be brought, as NCA cannot be responsible for damaged or lost personal items. Any of these devices will be confiscated and returned at the end of the field trip to the parents. Cameras may be brought on field trips unless otherwise requested by the teacher.
 3. Non-Participation: Because field trips are designed to be educational and affordable, all students are expected to participate. NCA will not force any student to attend a field trip, however, the student will be required to be in school in place of the trip and schoolwork will be planned for them. Failure to attend school or complete assignments on a field trip day will be counted as a non-excused absence as well as will result on a zero "0" being factored into the student's grades unless a note is provided stating that the student was sick.
- J. Fire Drills:** Practice fire drills will be held monthly during the school year. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk out of the building to a designated place. At the direction of the staff, the students may return to the building in the same orderly manner. Students must walk in line and are expected to refrain from talking, pushing, running, or crowding. Each teacher will be with his/her group.
- K. Inclement Weather Drills:** Inclement weather drills will be held once each semester. Student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk to their classes designated area. Students should get into a kneeling position facing the wall, their heads should be down and hands should cover their heads with fingers interlocked. At the direction of the staff, students may return to their classes in the same orderly manner. Each teacher will be with his/her class.
- K. Lunch Program:** NCA provides lunches each day through the lunch program. Students wishing to purchase lunches must pre-order and pre-pay. Order online at <http://ncastarke.hotlunch.com/plogin.php>. Lunch menus are available for view and pre-order Bi-Weekly. Lunches are \$2.50 each unless A-la-carte or extra items are selected. The SUFS scholarship covers only the \$2.50 option. The additional cost of an A-la-carte or extra items must be paid by the parent. Students may also bring a lunch from home; however, microwaves are available on a limited basis.
- L. Lost and Found:** NCA is not responsible for the theft of or loss of any items. Parents are encouraged to write the student's name in an inconspicuous place on all clothing and personal articles. NCA will keep Lost and Found items for a period of 30 days at the school office for parents/students to reclaim. All items not claimed after 30 days will be either disposed of, given to the needy, or another non-charitable organization.
- M. Electronic Devices:** Use of electronic devices are not permitted in the school building or while on vehicles (bus, van, or other) during school hours, 7:45am to 3:00pm. Cell phones should be turned off and put away before getting to school. NCA telephones are for school use only and are available to students for emergencies. Should a parent need to contact their child in an emergency situation, the parent should call the school office. Students who are found with their cell phones out at unauthorized times will have their phones confiscated: 1st offense phone will be given back at end of school day, 2nd offense phone will be given to the Principal to be returned to student/parent at his discretion, 3rd offense student will not be allowed to have phone on campus for remainder of the year.
- N. Toys/Games/Etc.:** Toys are not admitted on campus. Possession of games and toys will be confiscated and returned to parents at the end of the day. Students are not permitted to have any type of laser pointers. This policy also applies during extended care. The extended care program will provide all activities for children in their care.
- O. Visitors:** Office hours are from 8 am – 3 pm, except when school is dismissed early. All parents are welcome on campus but first must first obtain approval from the school office before going to any classroom. All volunteers must wear a visitor badge. If you wish to speak with your child's teacher, please make an appointment through the school office or send in a written note requesting a private conference. Do not detain a teacher from his/her responsibilities before, during, or after school. Only family members on the Authorized Pick-Up List may eat lunch with students. Lunches, homework, books, or other items may be dropped off at the school office and will be delivered by the staff to your child. For liability reasons, non-NCA students will not be permitted to play, eat lunch or otherwise hang out on the playground or other NCA property while waiting for NCA students.

- P. Solicitation:** Because NCA is a ministry of Northside Baptist Church, no flyers, advertisements, literature, posters, etc., are to be passed out or posted.
- Q. Searches:** NCA is a ministry which seeks to maintain law, order, discipline, decorum and public safety during school and during authorized school functions. Therefore, substances and/or objects that threaten these things are prohibited. Such material or objects include but are not limited to: alcoholic beverages, illicit drugs, stolen property, weapons – either restricted or prohibited by law, an object which may be used as a weapon or cause injury, hate literature, racist material, pornography, etc. Consequently, the Principal, Administrator, and/or Pastor is authorized, on the basis of reasonable grounds to conduct searches and, where necessary, to seize prohibited substances or objects of any student or visitor. NCA reserves the right to search items including, but not limited to, student automobiles, backpacks, purses, pockets, lockers, desks, and person. Such a search will be conducted by a staff member and without the student or parent's verbal permission. Enrollment of the student constitutes parental consent to such searches.
- R. Bus Transportation:** Transportation to and from Northside Christian Academy is available (within certain limits and at designated stops to be determined by the office) at the rate listed in the fee schedule. Bus service charges are for ten months and are paid in advance beginning August 1st. The payment should be included in the same check as tuition. Payment for both tuition and bus service for the first month must be made by August 1st to be eligible for transportation at the beginning of the school year. Students who want to add bus service in succeeding months may do so only as space and time allows. All changes (including withdrawals) from bus service must go through the transportation supervisor. Students riding the bus one day or more of any month will owe the full month's bus service charge. A \$15 service fee may be assessed for additional temporary or alternate bus stops.

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

A copy of our bus safety regulations will be included with the bus schedule. Please cooperate with the bus driver by teaching your child proper behavior on the bus. We reserve the right to refuse transportation to anyone who violates bus safety regulations. In such a case, parents will be notified and will be asked to transport their own children. Students are not to have electronic games or music devices on the bus.

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

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

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

6. Student drivers must be on time for school. If a driver has more than five unexcused tardies to school in a quarter, driving privileges will be suspended for the remainder of the quarter.

A valid copy of the student's driver's license and insurance card must be on file in the school office. Failure to follow driving guidelines will result in suspension or revocation of driving privileges.

- T. Social Networking and Open Forum Internet Sites:** It is acceptable for NCA students and parents to have and use sites such as, but not limited to, Facebook, Twitter, Instagram, etc. It is, however, unacceptable for parents and/or students to post slanderous statements about Northside Baptist Church or Northside Christian Academy staff, volunteers, students or parents. It is also unacceptable for a student to have immoral pictures, sayings, comments, etc. posted on any social media site they are a member of. To do so is a violation of the NCA student Code of Conduct and the NCA Parent Cooperation agreement and is considered grounds for dismissal from NCA. Please direct any concerns or questions to the principal.
- U. Student Images and Promotion:** Students will have their pictures taken at various times during the school year. Enrollment at Northside Christian Academy constitutes parental permission to use those images for advertising and promotional purposes, such as the yearbook, flyers, ads, and websites.

VII. ATTENDANCE

- A. School Hours:** The school day for students' is from 8:00 am – 2:30 pm (K – 6th grade) and 8:00 am – 2:45 pm (7th – 12th grade). Students will be marked tardy if not in their seats or designated area when the 8:00 a.m. tardy bell rings. A warning bell will sound at 7:55 am to send students to class.
1. Children may be dropped off at school up to 15 minutes early (7:45 am) and picked up, up to 15 minutes late (2:45 pm) without paying an additional fee.
 2. Extended Care is available from 6:30 am to 6:00 pm daily for Kindergarten through 5th grade.
 3. Attendance will be taken in the mornings for K-6th grade and each period for 7th – 12th grades.

B. School Schedule

7 th – 12 th Grade	Times	K – 6 th Grade	Times
1 st Period/HR/Bible	8:00 – 8:50	1 st Period/HR/Bible	8:00 – 8:50
2 nd Period	8:55 – 9:45	2 nd Period	8:55 – 9:45
3 rd Period	9:50 – 10:40	3 rd Period	9:50 – 10:40
4 th Period	10:45 – 11:35	4 th Period	10:45 – 11:35
5 th Period	11:40 – 12:30	Lunch	11:35 – 12:05
Lunch	12:30 – 12:55	5 th Period	12:05 – 12:55
6 th Period	1:00 – 1:50	6 th Period	1:00 – 1:50
7 th Period	1:55 – 2:45	7 th Period	1:55 – 2:30

C. Absences: Absence means not being present either in school, class, assembly, program, event or activity. Students in K-6th grade must be in school at least 3 ½ hours of a school day to be considered in attendance. Students in 7th-12th grade must be in class at least 30 minutes of a 50-minute period to be considered in attendance.

1. For attendance counts, both excused and unexcused absences are included in the total. The only absences that are not included in the absent total are medical excuses with a doctor's note, court excuses or absences for school-related activities. The following are the absence totals for each semester (18-week) grading period.
 - 1-10 Absences: No penalty. All assignments missed for excused absences will receive full credit as long as they are made up within the appropriate time limits as defined herein.
 - 11-20 Absences: Student will be required to demonstrate mastery by earning a passing grade on the course exam in order to receive credit. If this is not completed, a grade of 59% (F) will be given with the comment, "Course credit withheld due to excessive absences."
 - 21+ Absences: Students will not earn credit in the course. A grade of 59% (F) or the grade earned in the course (whichever is lower) will be given and the comment, "Course credit withheld due to excessive absences."
 - Appeals: Students who have missed more than the maximum allowed absences to still receive credit may appeal to waive the loss of credit with the principal of the school. The following guidelines will be utilized in the appeal process:
 - 1) The principal will consider the merits of the extenuating circumstances and may make special conditions of attendance in order to award credit.
 - 2) This appeal must be initiated before the end of the grading period in question.
 - 3) The conditions of the appeal will be written with signatures of the student, parent, and the principal.
2. Excused Absence: An absence may be excused only if:
 - a. The student was absent because of illness and brings in a written note from a parent or doctor explaining. If the student is absent for three (3) consecutive days or more, a written note from a doctor is required. This note must be turned in within three (3) school days of returning from an absence, or it will still be deemed unexcused. It is the parent's responsibility to ensure that a note has been sent in and received by the student's teacher.
 - b. The student was absent because of an emergency or urgency and brings in a written note explaining the nature of the emergency or urgency.
 - c. Parents arrange with the school office at least two (2) days in advance any planned absence for reasons such as religious observance, funeral, and out-of town travel. A maximum of three (3) pre-arranged absences is permitted for the school year. It is the responsibility of the parent and student to obtain from the teacher the homework the student will be required to do while absent. All work must be turned in on the day the student returns from the pre-arranged absence.
 - d. Parents must telephone as soon as possible in the day or send a written note when it is necessary to take the child out of class for any reason. All students leaving early must go to the school office before leaving. Parents must sign their child out at the school office.
3. Limit on Excused Absences: A limit of five absences may be excused per semester with a note from the parent including pre-planned absences. A doctor's note will be required for excusal for every absence thereafter. This count will start over on the first day of the new semester.
4. Non-excused Absence: If the parent or Doctor does not provide the required written note within three (3) days

of returning to school, the absence is considered non-excused. If a note is provided without a reason for the absence/tardy, or if the reason is unacceptable, the absence/tardy will be unexcused. Students will not be allowed to make up work (excluding tests and quizzes) missed during unexcused absences. A grade of zero will be issued for work missed during unexcused absences. It is the parent's responsibility to ensure that a note has been sent in and received by the student's teacher. Students who receive Out of School Suspension (OSS) will be given unexcused absences for each day of suspension.

5. Excessive Absences: Excessive unexcused absences will result in the student being required to demonstrate mastery of the material in each subject before being promoted to the next grade. Inability to do so will result in failure of the course/grade and could result in dismissal from school.
6. Make-Up Work: Students will not be permitted to make up work missed during unexcused absences. The student will receive a zero for all assignments missed. (Exclusion: nine week, semester, and/or final exams.) If the absence is excused, students will have one day to make up missed class work for every day they are out, not including the day the student returns.
7. Head Lice: Students who are found to have head lice (nits, eggs, etc.) must bring in either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof.

D. Tardiness: Tardiness means being late to school, class, assembly, program, activity or event. When a student is late it is both distracting and disturbing to the class. Your child will be considered late for school after 8:00 am. 7th – 12th graders will be considered late for each class once the tardy bell has rung for that period.

1. Excused Tardy – a tardy may be excused only if:
 - a. Another teacher, office staff, or the Principal detained the student (for other than disciplinary reasons).
 - b. The student was detained by circumstances beyond his/her control, except as outlined herein.
2. Non-excused Tardy: a tardy will not be excused for oversleeping, 'running late', and traffic congestion (unless there was an accident or other unexpected delay beyond your control). Students are to be in their seats or designated areas at 8:00 a.m. Parents are not to be in the classroom after 7:55 a.m.
3. Three unexcused tardies in a quarter will carry the penalty of an unexcused absence and will count toward the student's attendance total. Students in 7th – 12th grades will receive consequences after the third unexcused tardy: 4th - 30 minutes after school detention, 5th - 1 hour after school detention, 6th - one day In School Suspension
4. Student Responsibility: If absent from or tardy to school or class, the student must provide the teacher with a written note from a parent, doctor and a tardy slip from the school office. Parents are not permitted to accompany the student to their classroom. Office staff will give the tardy slip to the student.
5. Administration Discretion: The Director and/or School Committee have the right to extend grace and/or mercy to excuse any absence or tardy based upon the circumstance.

VIII. ACADEMICS

A. Curriculum: ABeka, BJU, and other relevant curriculum is used in Kindergarten through 12th grade. The curriculum chosen is built upon the firm foundation of Scriptural truth and is written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching.

B. Academic Assistance: Teachers will be available for individual attention in class, after class, or after school for students who may be experiencing academic difficulties.

1. Guidance: Guidance is available to students for personal, academic, and spiritual needs. Students are urged to seek out Ministerial Staff, Faculty, or the Principal for assistance in any of these areas.
2. Tutoring: The school provides tutoring during school hours for McKay Scholarship students first, then other students as needed. Various staff members may be available for individualized tutoring after school and during the summer months at a rate of \$20/hour.
3. Summer School: Students who fail academic subjects or need remediation may be required to attend summer school. Summer school is provided for the 7th – 12th grade only.

C. Study Notes: All students are encouraged to take study notes to aid them in preparation for tests. As an extra incentive, teachers will award 1 point for each full page; up to 5 points towards a test score. To receive credit, students must have their study notes approved before taking a test.

- D. Student Planner/Agenda:** Every student, 1st – 12th grade, is issued a student planner each year. Student planners allow parents and school staff to stay informed on important matters such as demerits, punctuality, daily academic progress, required homework, as well as any minor correspondence. Major correspondence is to be handled through the Administration. Student Planners are property of NCA. Broken, lost, or defaced planners will be replaced at a cost of \$3.
- E. Learning Management System:** We use a learning management system called Gradelink to record attendance, discipline, grades, assignments. This system will also be used for communication purposes between students, parents, teachers, and administration.
- F. Calculators:** Students may not use calculators on their classwork or on tests unless specifically authorized by the teacher. The TI-30X IIS calculator (available at Wal-Mart for around \$20) is suggested for all students 7th grade and up. This calculator will be sufficient for all math work up through Algebra II and Geometry. For Trigonometry, Pre-Calculus, or college math classes, a TI-83 Plus or higher model is recommended.
- G. Dropping Classes:** Students may not drop any class without meeting each of the following requirements:
1. Student and parent must meet with principal or guidance counselor before any class changes are made.
**Notice: Dropping any classes may affect potential college scholarships the student earns at graduation.
 2. Because credits are issued by whole and half credits, the class may not be dropped after the second week of class has finished. After this date, a student dropping a course will receive a grade of “F” in that course. The principal may issue a “W/D” (withdrawn) grade if circumstances warrant dropping the class after the deadline.
- H. Elective Classes:**
1. **PE:** Physical Education will be offered three days each week. 7th -12th grade students will be expected to dress out into the NCA-issued blue PE style shorts and grey shirt and to participate in all activities to earn a passing grade. Weightlifting and archery classes are extensions of the Physical Education program. Archery is available to students 4th-12th grade and weightlifting is available to students in 9th-12th grade. Students must request to be in these additional classes and final acceptance into weightlifting and archery is dependent upon instructor and principal approval.
 2. **Art:** Organized Art will be offered at least once each week. Students may be required to provide a smock or old T-shirt to cover their clothing in order to prevent spills on their school clothes. Students/parents will be informed ahead of time when these will be needed for class.
 3. **Music:** Music will be at least once each week. Students are expected and required to participate in all activities to earn a passing grade. Students may be required to attend and participate in a performance to earn a major part of their grade.
 4. Other Electives that have been added are Drama, Praise Band, and Journalism as well as other electives available through Florida Virtual School / Dual Enrollment.
 5. Additional electives may be added as the need arises, the funds are available, and overall NCA program allows.
- I. Grading:**
1. Grading Scale:

90 – 100	A	60 – 69	D
80 – 89	B	59 & below	F
70 – 79	C		
 2. Report Cards:
 - a. Grades: Grades will be determined based upon daily work, quizzes, tests, projects, attendance, behavior, and participation.
 - b. Grade of Incomplete: An incomplete “I” will be recorded on Progress Reports and Report Cards if the

student has not completed all required work, tests, and quizzes.

- c. Issuance: Report cards will be issued within one week of the quarter ending. Report cards will not be issued to students whose parents have overdue accounts with the school. The final report card can be picked up or will be mailed after the school year ends.
- 3. Honor Roll: Parents are encouraged to support their students' efforts to reach Honor Roll. Honor Roll requirements each quarter are as follows:

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

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

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

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

- K. Dual Enrollment:** High school students may dually enroll in both NCA and Santa Fe College. Students will be allowed to take one dual enrollment class per semester with tuition being paid by NCA. Books are the responsibility of the students. Students may earn both high school and college credit upon successful completion of dual enrollment classes. Dual Enrollment classes will be weighted on the GPA by .5 on the transcript. To be eligible for this, they must have the required grade point average (Freshmen-3.5 GPA, Sophomores-3.2 GPA, and Juniors & Seniors-3.0 GPA), be recommended by a teacher and the principal, and earn college level scores on either the ACT, SAT, or PERT.

Freshman and sophomores who wish to dually enroll in Santa Fe College must take College Success their first semester and receive a minimum of a B in the class. All dual enrollment students are expected to be in attendance for Bible and Chapel each day of the school week. Students are expected to schedule their college classes so that they will not miss their first period class (Homeroom/Bible).

In order to continue taking courses through Dual enrollment, students must maintain a B average (all grades in college added together). If they receive a C in a class they will be on probation, meaning they must make a B or better the next semester in all classes taken, if a C or less is made then they will NOT be allowed to take dual enrollment classes the following semester (i.e. semester 1 student receives a C in College Success. Semester 2 student receives a C in Int. Algebra, Semester 3 student is NOT ALLOWED to dual enroll). At the end of semester student will be reevaluated by Santa Fe Dual Enrollment coordinator and principal/guidance counselor at Northside to determine reenrollment. An F in any college class can result in removal from the dual enrollment program for the following semester at the principal's discretion.

- L. Advanced Placement Courses:** Advanced Placement Courses will be weighted on the GPA and transcripts by .5 additional points. These courses are of a rigorous nature and require dedication and determination. High school credit will be awarded, college credit will awarded for corresponding class after passing the National AP Exam with a score of 3 or higher. Taking the class does NOT guarantee college credit, but does guarantee high honors in GPA. In order to enroll in an AP class, a student must have a B or better in the previous subject class (i.e. a student who make a B in English III, can enroll in AP English Literature). Students enrolling in Advanced Placement classes may incur an additional fee for National Testing and additional materials not covered by book fees. Fees for AP classes are stated in fee structure and schedules.

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

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

N. Graduation: The current graduation requirements are found on page 21. All students are encouraged to pursue the highest level of academics possible. This will ensure preparedness for college and the ability to be competitive in the pursuit of scholarships. Parents desiring for their student to change their course of study must notify the school in writing. All students are encouraged to take either the ACT or SAT before graduation regardless of the student's post-high school plans.

1. **Enrollment:** In order to graduate from Northside Christian Academy, students must be enrolled and attending NCA for the whole of their senior year.
2. **Credits:** Only half and whole credits are awarded and/or accepted. NCA uses a 4.0 scale in high school, therefore; only courses with a final letter grade of "C" (70%) or above earn credit toward graduation. Since some schools consider "D" as a passing grade, NCA may or may not accept transfer credits with an average lower than a "C" (70%).
3. **Honors Recognition:** Students wishing to receive Honors recognition during the graduation ceremony must meet the following requirements:
 - a. **Honors:** Earn a 3.76 or higher on a 4.0 GPA scale. Student will wear a white cord at graduation.
 - b. **Outstanding Honors:** Earn a 4.01 or higher on a 4.0 GPA scale. Student will wear a gold cord at graduation
4. **Class Rank:** NCA will weigh Honors courses, Advanced Placement courses, and college level Dual Enrollment classes for the purpose of determining the Valedictorian and Salutatorian and for Honors Recognition.
5. **Valedictorian and Salutatorian:** To be considered for the distinction of either Valedictorian or Salutatorian, a student must be a member of the senior class, have attended NCA for at least the three consecutive semesters immediately preceding graduation and receive Honors Recognition. The student who meets these requirements with the highest weighted GPA will be named Valedictorian and the second highest will be named Salutatorian. Final averages for all awards will be based on grades/credits earned through the third quarter of the senior year. If there is a tie in the GPA calculation, numeric averages will be used to break the tie. Each will wear a gold stole at graduation and will give a speech.
6. **Bright Futures Scholarship:** Students interested in the Bright Futures Scholarship must choose a College Preparatory or Honors course of study. Must adhere to the requirements of the state.
7. **Handbook for Graduation:** All graduates must use the graduation requirements as presented in the 2017-2018 Student Handbook or a more current revision. Northside Christian Academy will ensure that its minimum requirements for graduation will meet or exceed the graduation requirements as presented by the Florida Department of Education. Changes by the state could necessitate changes in our requirements.

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

P. Cheating: Cheating is defined as anything that would give a student an unfair advantage over his peers. This could take place in many forms. Students who are found to have cheated overtly or covertly will be subject to suspension or expulsion. It is considered unethical for parents or students to have access to teacher guides or test/quiz answer keys. Use of these items will be considered cheating. More obvious examples of cheating would include – students viewing the test before it is given, student viewing or possession of test keys, and having answers to the test written down to look at while testing.

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

IX. PARENTS

A. Communication:

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

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

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

C. Involvement: each class is permitted to have parents to assist the teacher on a volunteer basis.

1. Selection: The Principal will select parents on the basis of willingness, availability, reputation, and Christian testimony and upon approval. Parents will be given advance notice of at least one week before his/her assistance is needed, time permitting.
2. Duties: Parents may not plan or undertake activities on their own. The exception to this rule is if the parents are planning something special for the teacher. Under the supervision of the homeroom teacher, parents may:
 - a. Assist the teacher in planning and supervising field trips and class parties.
 - b. Assist in the classroom during periods when the teacher may desire additional assistance.
 - c. Telephone parents of class members to remind them of field trip requirements, school events, soliciting refreshments for events, and any other contacts with which the teacher may need assistance.

X. RESERVATIONS:

- A. Determination:** NCA reserves the right to make final determinations and judgments regarding all matters covered herein concerning the school.
- B. Enforcement:** NCA reserves the right to enforce all policies.
- C. Enrollment:** NCA reserves the right to refuse enrollment or re-enrollment to any student for any reason.
- D. Revisions:** NCA reserves the right to update, change, or otherwise revise this manual at any time during the school year. If revisions are made a written notice of the change(s) will be sent home with the student.
- E. Standards:** NCA reserves the right to set and maintain standards for student conduct, dress, academics, and all other NCA matters as determined in accordance with NCA mission, beliefs, values, objectives, and understanding of Scripture.

GRADUATION REQUIREMENTS

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

<u>Subject</u>	<u>Credits Required</u>	<u>Subject</u>	<u>Credits Required</u>
Bible	Minimum of 2	Social Studies	3 ½
Kings of Israel	1	World History	1
Bible Doctrines for Today	1	American History	1
Jesus and His Followers	½	American Government	½
Life Management Under God	½	Economics	½
Genesis – First Things	½	World Geography	½
Book of Revelation	½		
Math	4	Science	3
Algebra I	1	Physical Science	1
Algebra II	1	Biology	1
Geometry	1	Chemistry	1
Trigonometry/Analytical Geometry/ Business Mathematics	1		
English	4	Other	7 ½
English I	1	Practical or Performing Art	1
English II	1	Physical Education	2
English III	1	Health	½
English IV/AP English Literature	1	Electives	4
Total Credits Required for Graduation	24		

9th – 12th GRADE COURSES

Below is the recommended course plan for high school students. It is set up with the above graduation requirements in mind.

<u>Freshman Year</u>	<u>credits</u>	<u>Sophomore Year</u>	<u>credits</u>
Algebra I	1	Algebra II	1
English I	1	English II	1
Geography	½	World History	1
Physical Science	1	Biology	1
Health	½	Elective	1

Bible	1
Bible	1
SpanishI	1

Bible	1
SpanishII	1

<u>Junior Year</u>	<u>credits</u>
Geometry/	
Consumer Mathematics	1
English III	1
American History	1
Chemistry	1
Bible	1
Elective	2

<u>Senior Year</u>	<u>credits</u>
Trigonometry/Analytical Geometry/	
Precalculus	1
English IV	1
American Government	½
Economics	½
Bible	1
Electives	2
Anatomy and Physiology	1

<u>Electives</u>	<u>credits</u>
Spanish I	1
Physical Education	1
Vocal Ensemble/Band	1
Teachers/Office Assistant	1
Virtual School Electives	

<u>Electives</u>	<u>credits</u>
Spanish II	1
Sign Language.....	1
Art	½
Other Electives TBD	

Northside Christian Academy
Acknowledgment of Discipline Policy/Handbook

Students Name:

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

Parent Signature

Date

Parent Signature

Date

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

Student Signature

Date

Parent please initial one choice:

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

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

Revised 02/21/2017