



NCS
PARENT/STUDENT
HANDBOOK

2019-2020

TO DEVELOP STRONG
CHRIST-LIKE CHARACTER
AND ACADEMIC
EXCELLENCE
IN A SAFE
CHRISTIAN ENVIRONMENT.

NORTH
CHRISTIAN
SCHOOL

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Letter from NCS Administration Team

Dear Parents, Guardians and Students,

On behalf of the North Christian School faculty and staff, we want to personally welcome you to North Christian School. We are so glad that you've chosen to be a part of our school family and we feel privileged to partner with you in the education of your child. Our calling is to prepare students to live out their purpose as builders of God's Kingdom; therefore, we strive to provide an excellent, well-rounded school experience for your child with Christ at the center of all that we do. We are all looking forward to working together with you to provide the best possible educational experience for all our students.

It is in this spirit of cooperation that we provide this 2018-2019 Parent/Student Handbook. Throughout this Handbook, you will find various policies and procedures, intended to provide students with a safe and secure school atmosphere. Take a moment to carefully review its contents.

We want to thank you for your commitment to Christian education and especially to North Christian School. Ways in which you can participate and show your child that you place a high value in their education include volunteering within the classroom, volunteering in our kitchen, using your gifts to sponsor an After-school club, or participating in our wonderful Parent/Teacher Organization (PTO). We understand the dedication and sacrifice it takes for families to send their students to our school and we pray that we cultivate your confidence, support, and prayers.

If you have any questions, please do not hesitate to call the school office.

Many Blessings,
The NCS Administrative Team

North Christian 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 2 years old 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 fostered 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).
8. *We believe*, as an expression of our union with Christ, in committing ourselves to living in a manner worthy of the Gospel. We believe that God created Adam and Eve in His image as male and female. Hence, the gift of two different yet complementary sexes reflects the goodness of God's creation. Since humanity is the greatest

work of God's creation, each human being is created in His image, is sacred, and is worthy of respect and Christian love.

9. **We believe** that God has ordained the family as the foundational institution of human society and that a marriage, between one man and one woman, reflects the biblical priorities and principles and is the foundation of a healthy family. (Matthew 19:4-6, Romans 1: 18-28, 1 Corinthians 7:1-40, Hebrews 13:4)

Core Principles:

Our core principles represent the values and beliefs that guide our decisions. We hold true:

1. A Christ-centered worldview
2. Educational excellence
3. Children are expressly created by God.
4. Both school and the student's church, unite with parents for a quality education.

Our Promises:

To God: We promise that we will make You our first priority. (Matthew 6:33 But seek ye first the kingdom of God and His righteousness, and all these things shall be added unto you.)

To our faculty and staff: We promise to assist you in becoming successful so that you can both teach and learn.

To our students: We promise to provide an excellent curriculum and atmosphere equal with the highest standards attainable.

To our parents: We promise to help each student to develop a love for God and to know Jesus Christ and the Bible as the authoritative Word of God.

To our community: We promise to encourage our students to gain a deeper understanding, greater awareness, and appreciation of the world/community around him/her as having been created by God.

To our churches: We promise to develop within each child, a positive self-image through Jesus Christ and a desire to demonstrate Christian love and grace towards others.

THE EDUCATIONAL PHILOSOPHY OF NORTH CHRISTIAN SCHOOL

The educational philosophy of North Christian School is based on the belief that God is the Creator 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 worldview 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 a local church.

FACTS ABOUT NORTH CHRISTIAN SCHOOL

Founded: Fall of 1998

North Christian 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 8th, 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 the school Administrative team. The program also includes instruction in Music/Arts, Technology, and Physical Education.

Accreditation: North Christian Elementary School is fully accredited with NCA (North Central Association Commission on Accreditation and School Improvement), a division of AdvancED. <http://www.advanc-ed.org/>

Affiliations: North Christian School is a member of the Association of Christian Schools International. <http://www.acsi.org/>

Standardized Testing: Annual testing is administered using the TerraNova 3 Achievement Test, endorsed by the Association of Christian Schools International.

Tuition: Tuition rates and registration fees are established on an annual basis by the school. 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.

SCHOOL WIDE POLICIES

ABUSE AND NEGLECT POLICY

NCS prohibits the use of corporal punishment of children on its premises and during off site school activities. All staff are required to report any incidents of possible abuse or neglect to WV DHHR @ 1-800-352-6513

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. **It is important that we are provided with a copy of legal documentation outlining custodial restriction if applicable, otherwise both biological parents will be granted access to their child.**

If 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 administration;
2. Those requesting access must present official identification;
3. This written policy statement regarding access to students will be provided upon request;
4. The desire to cooperate with appropriate agencies should be expressed;
5. Permission that a school official be present during the access and visit may 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.

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. Custodial parents or other legal guardians desiring a copy of items in the student's records may request such through the administrator using 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.

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.

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.

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.

ACCIDENTS AND INCIDENTS

North Christian Staff are required to document any incident or accident which occurs while your child is in our care. Reports are completed if there is injury to a child, behavior concerns, or any incident which warrants concern. The teacher responsible for the care of the child is required to complete and sign the report. An administrator will review and sign the report. The parent will receive a copy of the report to sign and return. All incident reports are kept in the child's confidential file. Parents may receive a phone call regarding an incident if necessary.

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 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. Preschool:

1. Complete the necessary introductory and application forms and pay the registration fee.
2. Upon completion of the above, the application will be reviewed and an interview(s) with parents and children will be scheduled. After the interviews have been satisfactorily completed, and age eligibility established, the student may be enrolled.

B. Kindergarten enrollment

1. Any child who will be five years of age prior to July 1 may enroll in Kindergarten. Any child who will be five years of age between July 1 and August 31 may request early entrance to Kindergarten upon satisfactory completion of an assessment administered by the NCS Kindergarten teacher.
2. A copy of the birth certificate must accompany the application and health form for all new registrations.
3. A certificate of immunization and physical exam must be presented. The certificate of immunization must be in compliance with state law.
4. All the above forms must be completed before the end of the first week of school.

C. Transfer Students: students who did not attend NCS the previous year

1. Students who are new to NCS will start only after all the necessary forms (applications, certificate of immunization, progress reports, etc.) and fees have been received, unless otherwise approved by Administration.
2. When pupils are leaving the school, parents are requested to notify the school in writing two weeks in advance. Once all financial accounts are settled, records of standardized tests, health examinations, and other pertinent data will be forwarded directly to the new school upon written request of that school.

AFTER-SCHOOL CLUBS

NCS provides an after-school club, The Discovery Club, for students in grades K-MS, from 3:30-5:30 at additional cost, billed to the students' school account monthly. The club is supervised by NCS staff members and will provide students with a variety of activities. Contact the school office for enrollment information.

Additionally, parent volunteers offer to sponsor after-school clubs that reflect their own special talents/interests. These vary from year to year and also vary in schedule. A description of these parents sponsored clubs is available through the school office or on the school website. Students participating in any after-school club are expected to abide by the NCS discipline policy as outlined on page 25 of this manual. Failure to do so will result in un-enrollment in the club.

BACK TO SCHOOL NIGHT

An orientation meeting is held for all parents and 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

BEFORE AND AFTER SCHOOL CARE

NCS no longer provides before and after school care. Information about after-school clubs is included in the section above and is also available from the school office.

BIRTHDAY and HOLIDAY CELEBRATIONS

Birthdays and holidays are important events in the life of a child. Parents are welcome to furnish a special treat for the enjoyment of the class on these special occasions. **Parents may provide food items for these events if the food is purchased at a store with the label intact. No food prepared at home is permitted.** 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 must be scheduled in advance with the classroom teacher and can be shared only during the last 30 minutes of the school day. Classroom birthday parties are not permitted. Invitations to private birthday parties may not be distributed at school unless every child in the class is included.

BLIZZARD BAGS

NCS has included one additional instructional day in the year's school calendar in case of an unanticipated closing due to weather or other circumstance. In order to meet the required 180 instructional days, West Virginia's Department of Education has approved the option of providing home assignments in lieu of a school instructional day to make up **additional** closing days. NCS has developed a "Blizzard Bag" program to take advantage of this option. Teachers will provide Blizzard Bag assignments and hard copies of the materials needed to complete them at the first Parent/Teacher conference. Blizzard Bag information and assignments will also be available on the school's webpage. Students must complete the assignments as outlined by the teacher, failure to do so will result in an "unexcused absence" and will impact their grades.

BULLYING

NCS does not condone bullying in any of its many forms, physical or emotional, including hitting, kicking, biting, pinching, spitting, teasing, or taunting. Anti-bullying sensitivity will be addressed in classroom instruction, including a school-wide focus during "Golden Rule Week". Parents are encouraged to immediately bring incidents of bullying to the attention of a teacher or administrator

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

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.

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.

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 wellbeing of that individual. The administrator will refer all reportable communicable diseases to the local health unit.

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.

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.

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.

The Communicable Disease Review Panel will be comprised of the following:

- (a) Administrator;
- (b) Parent Volunteer from the Medical field
- (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

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 Lymph-otoscopic 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.

CONFIDENTIALITY AGREEMENT

Children's enrollment forms and medical information will be kept in a locked file in the school office. Only information necessary for the care of your child should be shared with staff. Parents are asked to share any concerns they may have regarding their child's care with their child's teacher and school administration. Any concerns regarding an employee or another child/family enrolled in the school should be discussed with an Administrator. Parents should also refrain from discussing issues with other parents. NCS staff is required to agree to an Oath of Confidentiality.

COUNSELING AND GUIDANCE

Counseling and Guidance Services are available for students and parents through-the services of a volunteer retired school counselor. Contact an administrator for additional information.

DRESS CODE

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. If students are considered to be dressed improperly or inappropriately, parents will be notified by a school administrator.

Specific elements of the Dress Code include:

- Skirts/Skort/Dresses: Dresses and skirts must be a modest length. **Mid-thigh is an acceptable standard.** Girls need to wear shorts under dresses so sitting on the ground and participating in gym/recess can be done comfortably and modestly. Sleeveless dresses are allowed, but shoulder straps should reach from base of neck to the edge of the shoulders, and arm openings must be form fitting below.

- Shorts: Shorts must be a modest length. **Mid-thigh is an acceptable standard.** Bicycling or spandex type exercise shorts are considered inappropriate. Loose fitting athletic shorts should be worn with the appropriate undergarments.
- Shirts: Shirts must be long enough to comfortably keep the belly covered (when moving around or raising hands no skin is exposed.) **Sleeveless shirts are allowed, but shoulder straps should reach from base of neck to shoulder tips, and arm openings must be form fitting below.** Spaghetti strap tops are not allowed. Do not allow your child to wear questionable slogans or pictures on T-shirts. See illustration below.



- Slacks/Jeans/Leggings: Pants and jeans, and leggings, should be modest and loose fitting - traditional, crop or capri styles that do not have any type of holes in the material. A fray-less hem is required at all times. Pants must be worn at the normal waistline and be appropriately sized. Undergarments should not be visible at any time. **Leggings may be worn with longer tops that reach at least mid-thigh in length.** Spandex leggings are not considered appropriate for school wear.
- 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 required for safety purposes. 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.
- Hats: No hats or head coverings may be worn in the building, except on special days that are announced by the Administration.
- 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.
- Make-up: Make-up, when age appropriate, should be neat and modest.
- Jewelry: Girls - Earrings are only permitted to be worn in 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. Offensive or anti-Christian jewelry is not permitted. No chains will be permitted.
- No athletic or cheerleading uniforms are to be worn to school. Cheerleading and athletic uniforms will only be permitted on designated days. Special clothing required for after school activities, should be brought to school and children will be given an opportunity to change into them before the activities begin. After school activities do not exempt students from adhering to the school dress code during the school day.
- Students who participate in classes away from the school, such as TREK, are required to adhere to the dress code of NCS.

School Procedure for Dress Code violations:

- Parents will be notified through a 'Dress Code Reminder' slip, sent home in a sealed envelope, to be signed and returned
- If the concern continues, school administration will call parents directly to discuss the issue
- If after discussing directly, the concern continues, parents will be asked to bring appropriate clothing to school or pick up their student
- Parents will be asked to schedule a conference meeting with school administration to discuss further action.

Students engage in a variety of activities during the day that should be taken into consideration when choosing appropriate clothing: gym, recess and playground equipment, sitting cross-legged on the floor, etc. We encourage all parents to dress their children with modesty and to be sure garments worn to school are weather appropriate.

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

EARLY RELEASE OF STUDENTS

Children will only be released to those individuals listed on the child's enrollment form and must be signed out in the school office. You may be asked to show photo identification at the time of pick-up.

EPA

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

EMERGENCIES DRILLS

Fire drills will be conducted monthly. Record of this is kept in the School office. A plan of action is posted in each room. If a fire occurs, all staff and children will evacuate the building and the local fire department will be contacted. Drills for other emergency situations, ie. a natural disaster, environmental threat or situation or threat of violence will also be conducted following procedures outlined in the NCS Emergency Handbook. In any situation that would require evacuation of the children we would go to the Wood County Library, which is located across Emerson Avenue. The emergency number for the Library Director is 304-481-7989. The school will make every effort to contact parents to inform them of an emergency situation if phone use is available.

GRIEVANCE POLICY

Parents should attempt to resolve all grievances informally through an Administrator, however, if you feel you have not received satisfactory resolution the following procedure should be followed.

- Submit a formal written complaint to a school administrator
- Within 7 days of receiving the written letter, an administrator will distribute copies to the North Christian School Administrative Team.
- If a meeting is necessary, you will be contacted to schedule a time to meet with members of the NCS Administrative Team.
- Within 7 days after the meeting, the NCS Administrative Team will prepare and submit to all parties, findings and a conclusion. This decision will be final and binding.

ILLNESS

School Administration should be made aware of any chronic medical conditions.

If a student becomes ill during the school day, a parent (or another named individual listed on the emergency form) will be notified. Upon having their temperature taken, **students with a temperature of 100 degrees or higher will automatically be sent home** and may not return for at least 24 hours. Students with diarrhea will automatically be sent home and must be diarrhea free for 24 hours before returning. 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 designee in charge. Parents must sign out the student in the school office before leaving the building. **PARENTS SHOULD MAKE SURE THAT CONTACT INFORMATION IS KEPT CURRENT IN THE SCHOOL OFFICE.**

LIABILITY INSURANCE

North Christian Preschool is covered under North Parkersburg Baptist Church's insurance policy through Brotherhood Mutual.

LICE

Students found to have lice/nits will be sent home for a 24-hour period for treatment. Upon return, students must report to the office for a head check before returning to class. If live lice are still observed, student will not be allowed to return to class until further treatment is administered at home.

LOST AND FOUND

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. Unclaimed items are donated.

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

NCS offers a hot lunch program. Costs for meals **will be charged to student accounts**. All menus will be posted monthly in each classroom and copies will be given to parents each month and are also available on the school website. If for any reason we are unable to serve what is posted, we will make a substitution, and this will be changed on the menu for that particular day.

NCS encourages children to try new foods and offers a variety of fresh fruits and vegetables, homemade entrees and whole grain foods each month.

If your child has been diagnosed by a physician with a food allergy, we will do our best to accommodate food substitutions. We are required to have a **Dietary Needs Form**, available from the school office, on file for all food substitutions. North Christian School also allows students to bring a packed lunch to school. Because we are committed to the healthy development of our students, we require packed lunches to meet dietary guidelines set forth by health and nutrition experts. We have provided a chart in the Appendix for you to use to evaluate your child's lunch. All home packed lunches should have the required components. Children packing cold lunch are still able to purchase milk. **Student lunches must be "ready to serve" due to the lack of microwave/refrigerator accessibility and may not include carbonated beverages, such as colas.**

Parents are welcome to come have lunch with their student. Please let the office know by 9:00 am if you're eating hot lunch so you can be included in the daily lunch count, Parents must sign-in in the school office and respect the school rules and the authority of teachers during their visit. **If bringing in outside food, please do not share food with other students and be aware of any allergy concerns of other students lunching at the same time.**

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

MEDICAL EMERGENCIES AND TRANSPORTATION

We take every precaution to prevent injury to your child, but in the event of accident or medical emergency, we proceed as follows:

1. A staff member will administer emergency first aid or CPR.
2. If the situation warrants, we will request emergency assistance by calling 911.
3. We will notify you by telephone and provide a written accident/incident report.
4. If you are not available, we notify the person you designated as your emergency contact.
5. If a parent or the emergency contact does not arrive before the emergency transport, a school staff member will accompany the child to the hospital.

MEDICATIONS

North Christian School prefers that all medications be given at home.

- A. Non-Prescription Medications will **not** be administered. Students may not carry any medications on school property, including cough drops and vitamins. Hard candy for sore throats is allowed at the discretion of the classroom teacher.
- B. Prescription Medication (filled by a Pharmacist)
 1. Medication must be brought to school **by an adult**, in a properly labeled container from the pharmacy. The label must have the child's name, drug directions, and the date when the prescription was filled.
 2. Parents must complete the school's **Medication Order form**, available from the office and are responsible for delivering and picking up the medicine, **it may not be sent back and forth from home to school and back by a student.**
 3. Parents have the option of coming to school to administer the prescription or may send a care giver with a handwritten note that includes parent signature, date and properly labeled medication.
 4. EPI-Pens: require an emergency medical plan from a Doctor to be filed in the office, along with permission to use Benadryl as a first response.
 5. Inhaler and rectal medications must be accompanied with Doctor's orders.

Parents are responsible for updating their students' medical information if changes occur.

MEDIA IN THE CLASSROOM

North Christian School classrooms have access to computers/smartboard technology. While we encourage use of technology, we only use media that pertains to our lessons. Teachers are able to show videos that are of value to the curriculum. Children are not permitted to bring movies, video games, or I-pads from home.

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 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 school community events such as the annual school carnival, field day, Christmas store, sportswear sale etc. If you are interested in getting involved and connecting with other parents, please contact the school office or plan to attend a PTO meeting.

PARENT INVOLVEMENT and VISITATIONS

The school encourages parents to participate in school and classroom activities. Parents should make prior arrangements with the teacher before coming to the classroom to visit. For safety, parents are required to sign in and out in the school office when visiting the school. Parents may be asked to participate in classroom activities and field trips as long as it does not distract students from learning. The classroom teacher will always be in charge and will make the final decisions. Visitors not familiar to the staff will be asked to leave their driver's license in the office when signing in and may retrieve it when signing out.

Parents should not meet with the teacher about matters of concern while school is in session, unless an appointment has been arranged with the teacher. Interrupting a class during the school day is interrupting the learning in progress there. Teachers can be contacted outside school hours by either leaving a voice mail on the teacher's school phone extension or sending an email to their school email account. We ask that parents respect the personal lives of our teachers as much as possible.

PARENTAL CUSTODY AGREEMENTS

In the case of separated or divorced parents, NCS requires the parent to provide a legal document outlining divorce decree sections related to the welfare of the children. We will follow the court documentation and direction from the custodial parent, if needed.

PROBLEM SOLVING

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

SEVERE WEATHER

You can hear emergency school closings or delay information by tuning in to WTAP- TV and local radio stations. **Please be aware that NCS does not necessarily follow other schools in closing or delay decisions.** If early dismissal is needed, parents will be notified through the NCS School Cast System.

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

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

**** Parents have the ultimate discretion in the decision regarding safe travel to school. Absences due to unsafe weather conditions will be considered “excused” absences.**

SOCIAL MEDIA

Some parents do not want their children's photos to be posted on social media, so we ask that their privacy be respected. Please check with the classroom teacher or a school administrator before posting any photos that include children other than your own. Also, in accordance with the parent commitment, parents are asked not to use social media, or encourage other families to do so, should a conflict arise with the school faculty, administration, students or their families. Concerns should be addressed directly to school personnel. See Grievance Policy on page 15.

SNACKS

Daily classroom snacks are part of classroom routines. Parents are encouraged to help their children select healthy snacks to bring to school. Candy, cookies, donuts and carbonated beverages are not considered healthy snacks. Snacks should be “finger food” and not require forks or spoons. Refrigeration for snacks is not available.

Please watch for any allergy alerts sent home by the classroom teacher.

TOYS AND TREASURES FROM HOME

The school provides equipment for recess activities. We ask that children **DO NOT** bring toys to school. Teachers will provide opportunities for show and tell during the school year. If your child has a toy or game that is age appropriate, easily shared with the group and corresponds with the teacher's weekly theme, you may make arrangements with the teacher to share them. I-pads, SMART watches and video games are not allowed. 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. The school will not be responsible for lost or damaged cell phones. 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.

VIDEO SECURITY

To the extent that North Parkersburg Baptist Church uses video devices or video equipment at any time as part of its security measures at any of its facilities or on any of its property, any such resultant videos are not to include any audio component. Furthermore, such video device or equipment is not to be used in any areas designed for or designated for the health or personal comfort of employees, church members, guests, or students or for safeguarding their possessions, such as rest rooms, shower rooms, locker rooms, dressing rooms, and employee lounges. Video results of any such device or equipment are intended for internal use. Due to potential privacy concerns of those individuals appearing in any such video, such video results are to be kept confidential, and not shown to anyone not associated with the North Parkersburg Baptist (and with a need to know), to the extent possible, with exception of members of law enforcement, or pursuant to Court Order, or as otherwise authorized by the Advisory Team.

POLICIES SPECIFIC TO PRE-SCHOOL

STATEMENT OF PURPOSE

North Christian Preschool is a ministry of North Parkersburg Baptist Church: therefore, the environment is distinctly Christian. The bible lessons, stories, activities and songs are non-denominational.

OUR ASPIRATIONS FOR YOUR CHILD

At North Christian School, our objective is to provide a wonderful atmosphere and program equal with the highest standards attainable which will allow each child to develop at his/her own pace.

Spiritual:

1. To help the child develop a love for God and bring him/her to the point of accepting Jesus as his/her personal Savior.
2. To teach students to know Jesus Christ and the Bible as the authoritative Word of God.
3. To teach students to develop a positive self-image through Jesus Christ and demonstrate Christian love and grace toward others.

Physical:

1. To protect the health and safety of the young child and to help him/her develop physically.
2. To encourage the development of large and small muscles.
3. To help the child learn good health habits and to use his/her body wisely as the "Temple of God".

Emotional:

1. To develop the feelings of competence and satisfaction in the mastery of new skills and to develop an intrinsic motivation for learning.
2. To help the child develop a sense of responsibility and cooperation.
3. To stimulate the child's curiosity and imagination and contribute to his/her development of ideas and concepts.
4. To encourage the child to gain deeper understanding and a greater awareness and appreciation of the world around him/her as having been created by God.

Social:

1. To help the child develop a sense of self-acceptance.
2. To provide an environment that will foster a sense of security in the child.
3. To help the child express himself in a socially acceptable, Christ-like manner.

Academic:

1. To challenge the child to participate in a variety of classroom activities and tasks while developing an increased ability to make independent choices.
2. To challenge the child to approach tasks with flexibility, imagination, and inventiveness.
3. To prepare the child for kindergarten through a developmental academic program.
4. To provide dedicated Technology and Spanish instruction to all PreK 3 and PreK 4 classrooms.

Pre-K Two through Pre-K Four (Kindergarten-Readiness) Programs:

Children in our Preschool programs enjoy daily activities which will promote learning in all areas of development. Our teachers use the West Virginia Early Learning Standard Framework to create a classroom environment and activities which promote the development of the "whole child". Our children will develop the skills necessary to succeed as they continue the education pathway to kindergarten.

Hours of Operation

Monday-Friday

8:00 am-11:00am PK2 8:00-12:00 PK 3-4

The preschool is open from 8:00 a.m. to 11:00 for PK2 and to 12:00 for PK 3-4, Monday through Friday excluding major holidays and any teacher in-service days. Enrollment forms and nonrefundable registration fee are required annually. Extended day programming is available at additional cost until 3:00 p.m. for children ages 4-5 years of age, arrangements can be made by contacting the school office.

ALL Preschool Classrooms will follow the North Christian School's Calendar and Closing schedule. Please refer to the school's calendar for all Parent/Teacher conference, Holiday, and pre-determined days off. North Christian School's Preschool will follow all NCS delays and closings due to inclement weather. In the event of a 2- hour delay, PK2 hours will switch to 10:00-12:00. PK2 students are dropped off and picked up on the 31st Street horseshoe entrance. PK3-4 students are dropped off and picked up on the 32nd street side of the school.

Curriculum and Assessment

Pre-K Two, Pre-K Three, Pre-K Four: We integrate Christian curriculums to ensure consistency with North Christian School and to maintain our focus on Christ-centered learning. Materials are placed within the PreK classroom with specific academic goals in mind, but at the center of every learning experience is a Bible story. Teachers provide learning experiences in other curricular areas that integrate each week's Bible story focus. Teachers use developmental assessment tools to make certain that we are meeting the developmental needs of each child and progress will be reported quarterly. Children will also receive instruction in physical education, technology/library, and Spanish. Chapel services occur weekly so that the students may share their Bible lessons through songs and worship.

Guidance and Discipline Policy

Our goal at North Christian Preschool is to instill self control, social skills and moral values in our children. We teach this through positive guidance, role modeling and redirection. Our teachers set short and specific rules for classrooms and encourage appropriate behaviors.

At times, there are behaviors which are inappropriate for the safety of the children such as; hitting, biting, and throwing objects, inappropriate touching of others, leaving the classroom without permission and destruction of property. When concerns arise, teachers will begin documenting behavior to see if a pattern occurs. Incident reports will be completed when injury or potential injury occurs. The teacher will bring concerns to the school administration and a conference will be scheduled with the parents. Together, we will develop a plan for helping the child be successful.

If a serious behavior can not be resolved, the child may be withdrawn from the program at the discretion of the school Administration Team. Our School Age Programs will follow the North Christian School policies when handling behavior concerns.

Biting Policy

Children in all age groups are susceptible to bites from other children, from time to time. When the biting becomes a safety concern, the teacher will use a proactive approach to target the behavior of the child that is biting. This will include assigning a temporary shadow to stay within two feet of the child who is exhibiting the biting behavior. The shadow will remain in place until a qualified interventionist is able to observe the child, peers and teachers in the classroom environment. If the child bites while being shadowed, he/she will be removed from the classroom until the day the interventionist can be on site. After implementing the suggestions from the interventionist, the child will only be removed from the classroom permanently if he/she continues to bite.

Discharge Policy

In addition to discharging a child for behavior issues as stated in our Discipline Policy, North Christian Preschool may discharge a child/family for the following reasons:

- Your financial obligations to NCS Preschool are not being met according to the payment policy.
- We feel we cannot meet the needs of your child.
- Or for other reasons, as deemed necessary by the Administration.

Withdrawing from a Program

If a parent wishes to withdraw a child from a Pre-School program, they will need to provide two weeks notice prior to the last date of attendance. If two weeks notice is not possible, they will be required to pay a two weeks notice. A Parent Exit survey may also be requested upon withdrawal.

North Christian Preschool Safety Policies

Parking Lot and Horseshoe Safety

Parents of PreK2 students will be given the security code to the door on the 31st street side where the drop-off horseshoe is located so they may walk their children into the building between 7:45 and 8:00 am. Children may be picked up through that same door at 11:00 a.m.

Parents of PreK3 and Kindergarten Readiness half day classes are asked to drop their students off at the 32nd Street curb alongside the gym between 7:45 and 8:00 am. Pickup will take place at 12:00 along the same curb, though further down at the door with the cement pad protected by the red awning.

Preschool Child Wellness Plan

For Illness and Disease

All children enrolled in the Preschool are required to have a medical evaluation within thirty days of enrollment. The schedule for updating a medical evaluation is as follows: Children two and up need updated medical forms every two years.

Along with the medical evaluation form, we are required to have a copy of the child's vaccination record. To protect the health of all children, vaccinations must be current prior to enrollment. If children are behind in immunizations, we will accept a schedule of planned immunizations from the physician. Parents should be sure to submit an updated immunization record any time a new immunization is given.

A child may only be exempt from immunization requirements with a written statement from the child's licensed health care provider indicating that immunization is contraindicated based on the child's medical condition.

Oral Health

All children enrolled in the YMCA extended care program will be required to brush their teeth every day after lunch. Children may bring a toothbrush from home, or one will be provided for them. The Preschool will provide non-fluoride toothpaste for the children. Toothbrushes will be stored so they do not drop on other toothbrushes, separate from one another and exposed to the air to dry, and not in contact with any surface. Teachers incorporate activities which promote good oral health into their curriculum.

Allergies

Parents are to provide information on children's allergies to the school at the time of enrollment. Food allergies are to be documented by the physician on the physical form. If substitutions are to be made to a child's diet due to an allergy, the parent must have Dietary Needs Form completed by the physician. The physician must include a list of acceptable substitutions.

Personal Care Routines

Washing hands and toileting are routine parts of your child's day. Children are closely supervised to ensure proper hygiene. Our teachers use daily routines as an opportunity to teach your child healthy habits, sharing, and independence. Children are free to use the restroom as needed and are given assistance, if necessary. PK2 students are diaper changed every two hours or as needed. Parents need to supply diapers, pull ups and extra clothes for each day. These supplies need to be labeled and can be left at the school. PK3 students must be toilet trained in order to enroll.

Diaper Changing Procedure for NCS Teachers

- Get Organized-Be sure to wash your hands and gather all supplies.
- Gently Place the Child on the Changing Table
- Glove Hands, Remove Diaper, Clean Bottom-One Wipe/One Swipe
- Dispose of Soiled Diaper, Wipes and Protective Paper and Gloves
- Wipe Your Hands with a Clean Wipe-Apply Fresh Diaper and Clothes
- Wash Child's Hand and Return to Play
- Sanitize the Changing Table and Wash Your Hands

Diaper creams, lip balm and sunscreen can be applied with parent permission. However, if the diaper rash develops blisters or open sores we will discontinue use of the cream and request the child be seen by their physician.

Field Trips

Our Preschool children may participate in routine walking trips to the Wood County Public Library and other places near the School.

Parent Conferences

Parent Conferences will be conducted twice yearly for all children enrolled in the Preschool. This gives parents and teachers the opportunity to discuss the well being of their child. Every parent is asked to attempt to make an appointment. We will provide you with a written form of progress and improvements. A parent may request an individual conference with an administrator or teacher at anytime.

Transitioning of Children

When new families enroll in our program, they will receive a personal tour including a physical tour of the classrooms, cafeteria, playground, gym and other common areas. Each family also will be offered a complimentary day to “tryout” our program to make sure it is a good fit before committing to the program. After the trial period, the parents can request a meeting with an administrator to discuss any further questions and concerns and go over enrollment paperwork.

As children are enrolled and continue to grow through our program in both age and mastering skills there will be a need for transition. The Lead Teacher will talk with each parent about the transition to the next class. Parents are encouraged to discuss the transition process with their child’s current teacher, an administrator and the new teacher. **According to WV policy, children will transition to the next classroom based on their birthday. For example, a child must be four years old by July 1st to transition to the PreK 4 classroom at the start of the school year.**

Transitions from pre-kindergarten to kindergarten will begin in the spring with a visit to the North Christian School kindergarten classroom. Teachers will assess kindergarten readiness using a checklist provided by the NCS kindergarten teacher. Kindergarten readiness will be discussed with parents at the May parent-teacher conference. Teachers, as well as Administrators will be available to answer questions about our kindergarten program.

Outdoor Physical Activity

Please dress your child for play outdoors no matter what the weather. Snow boots, mittens, hats, rain gear, sunglasses are all encouraged!

If you feel your child is too ill to participate in outdoor play, you are encouraged to keep your child home. It is not possible to accommodate individual “inside recess”.

Children will be provided opportunities for physical activities in the morning and if participating in the After-School Care program, in the afternoon as well. Physical activities may be planned for the outdoor playground, in the gymnasium, in multi-purpose areas or in the classroom.

POLICIES SPECIFIC TO K-MS

ATTENDANCE POLICY

The 2018-2019 school day will begin promptly at 8:00 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 student who is absent from school during the day, due to illness, may not attend school extracurricular activities that same day or evening.

- 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 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;
 - (c) Unusual and uncontrollable circumstances validated by the school office; and
 - (d) Inclement weather or extremely hazardous conditions verified in writing by the parent.

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.

- 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. Typical family vacations are considered unexcused absences; however, parents may submit a request for an absence to be excused if they justify an educational benefit subject to approval by the administration. 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 for assignments missed and credit will not 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.

C. Habitual Absences:

Habitual absences interfere with the continuity of learning for students. If student absences are deemed excessive by the school Administration, North Christian School will address the situation as follows:

Step 1: After the 3rd Unexcused absence, a policy reminder will be sent home from the School Office.

Step 2: After the 4th Unexcused absence, a reminder will be sent home from the School Administration

Step 3: After the 5th Unexcused absence, a conference held with parents and the School Administration

Additionally, Excused absences that become too frequent will be addressed by an administrator.

- D. Tardiness** is defined as "being late or delayed beyond the expected or proper time." If a student arrives after 8:10 A.M., the student must report to the office upon arrival to sign in and get a tardy slip. Habitual tardiness disrupts the classroom and erodes student instructional time. If students are chronically tardy, North Christian will address this situation in the following manner:

Step 1: After the 3rd Unexcused Tardy, a reminder will be sent home from the School Office.

Step 2: After the 4th Unexcused Tardy, a reminder will be sent home from the Administrator.

Step 3: After the 5th Unexcused Tardy, a conference with parents and the school Administrator will be scheduled to develop an improvement plan.

- E. "Half Day" absences:** Generally speaking, there are about 3 hours of instructional time during the morning and 3 hours of instructional time during the afternoon of a typical school day (this does not count lunch and recess time). If a student misses two or more hours of instructional time during the morning or the afternoon, they will be considered to have been absent a "half day". (examples: arrive after 10:15 am, leave before 1:00pm)

Dismissal time is 3 P.M. Parents are discouraged from coming into the school to pick up their students prior to dismissal for convenience purposes, unless needed for doctor's appointment, etc.

BACKPACKS

In order to conserve space, fit into organizational areas (lockers, shelves), protect our flooring and accommodate dismissal, NCS requires all K-8th grade students to have backpacks WITHOUT WHEELS.

DISCIPLINE POLICY

North Christian School, in accordance to Christ's instruction in Matthew 18: 15

“if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained a brother, NKJV” practices a “restorative” approach to school discipline. Unlike the traditional “punitive” approaches, restorative discipline focuses on teaching children to develop self-discipline, empathy and responsibility for their actions. Recognizing that the old “one size fits all”, predetermined sequence of consequences approach, although equal, is not necessarily fair, does not consider individual student needs and other extenuating circumstances.

NCS teachers will facilitate student participation in the development of classroom rules. Once the rules for each classroom have been established, students will be responsible for respecting them, as well as typical school-wide rules. If a rule is broken, the student(s) involved will be encouraged to reflect on the following questions.

- What happened?
- What were you thinking about at the time?
- What have your thoughts been since the incident?
- Who do you think has been affected by your actions, and in what way?
- What do you need to do now to make things right?

Using “negotiation rules” taught by NCS teachers, student(s) will be facilitated in their own individual reflection of the incident and then share in a “peace conference” with others involved.

The right to take additional disciplinary action in any case where restorative practice does not resolve an issue is at the discretion of the school administrator.

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, he/she will not be allowed to return to school until it is served.

In-School Suspension: Students may be “timed-out” to another classroom or even to an Administrator's office as deemed appropriate.

Out of School Suspension:

A student may be assigned an out of school suspension for a period of 1 to 3 days to be determined by the school administration. The student will be responsible for making up any class work, tests and homework assignments missed during the period of suspension. A student may not attend school functions during the period of the suspension, including sports practices or events, field trips or school programs.

Expulsion:

When efforts to change a student's behavior have not been successful, expulsion may be necessary.

General School Rules:

1. Respect others and respect property.
2. Follow directions the first time given.
3. Play and work safely.
4. Be prepared for class
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, I-pads, 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.

Repeated acts of verbal and physical abuse towards a teacher or another student will be considered as bullying.

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, and administration.
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/tests missed as a result of disciplinary action
6. Gum, candy, and other inappropriate 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 electronic games, radios, MP3 players, I pads 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.

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.

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, bottoms only, walking up and down slides is dangerous
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 wait outside with parents until doors are opened.
2. Toys and food are not permitted.
3. Students arriving after 8:00 A.M. are to walk directly to the gym/playground
4. Students arriving after 8:10 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. Playing with toys or eating 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 remaining 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 school's expectation for appropriate behavior.

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 as directed.

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 adult responsible or until school personnel are at the location of the function.

DROP-OFF AND PICK-UP PROCEDURES

Drop-off: (7:45-8:00)

Parents will approach the school through the parking lot from the 33rd Street side. Teachers will motion several cars at a time to pull across 32nd street to the curb for teacher assisted drop off. 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 8:10 will enter the building through the school office. Children are considered tardy after 8:10 AM.

Pick-up: (3:00-3:20) A larger Dismissal Map is provided in the Appendix section

- Students will be assembled in the gym at the end of the day.

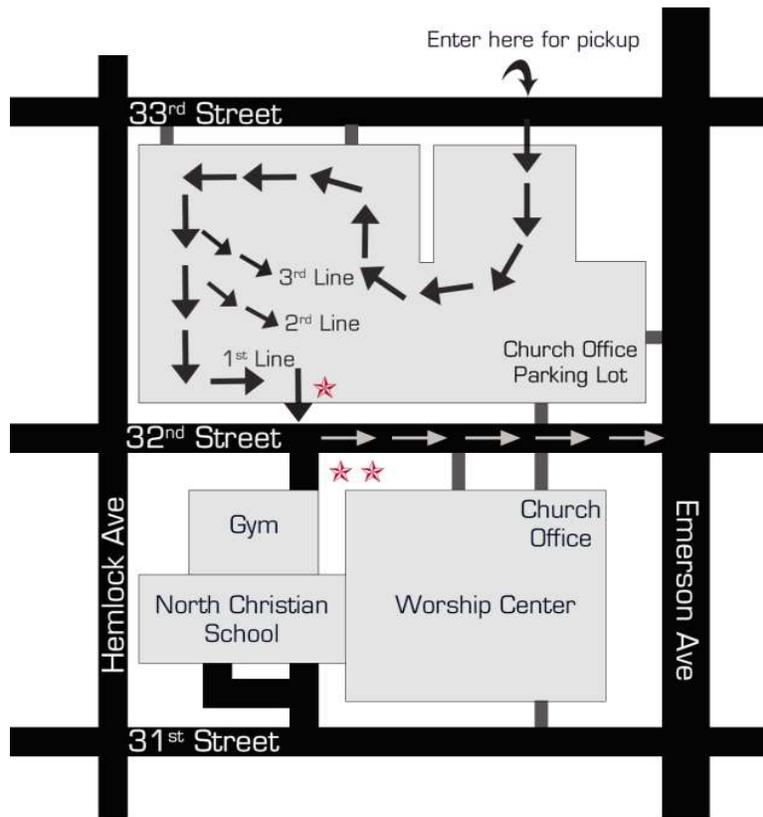
Students being picked up from the gym door:

Parents who do not wish to participate in the “snake” procedure, may wait until 3:15 to arrive to pick up their student. In order to avoid the traffic of the snake procedure, children being released to parents at the gym door will not be dismissed until 3:15.

Students being picked up by car:

- 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. *Refer to dismissal map.*
- 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.**
- If a teacher needs to talk to a parent, that parent should pull up to the church office entrance. The teacher will walk up to meet there instead of holding up the rest of the line.
- Parents of students not picked up by 3:30 will be contacted by phone. Parents will be required to enroll their children in after school care if this becomes a recurring issue.

Parking on either side of 32nd Street is not permitted during dismissal. Parents should not park across the street and walk over to pick up their students because it requires the student to then cross back in between cars pulling into and away from the curb. No unattended parking is allowed in the horseshoe on 31st Street (School Office Side), this is reserved for Pre-School parents. A larger map is provided in the Appendix.



ELEVATOR

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

FIELD TRIPS

In the best interest of students, NCS field trips require a North Parkersburg Baptist van, or bus driven by a CDL-licensed driver, or transportation provided by Wood County Schools. If transportation cannot be secured, NCS reserves the right to use an alternative plan.

The standard number of chaperones needed is **one** adult for every **four** students on walking and bus trips.

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. Repeated behavior issues may result in a student being excluded from field trips.
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 their own children on field trips. No other child will be permitted to ride in your vehicle without permission. Parents who transport their children and are not designated as an official chaperone 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 with Administration 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 who come to school but do not attend the field trip, will be assigned to another classroom to work on classroom

assignments until their class returns to the school. Student absences will be considered unexcused if they do not attend school on field trip days for reasons other than described as excused in the school attendance policy

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 this trip is one adult for every student. 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.
7. Field Trips provided by Wood County Schools, such as ARTSBRIDGE performances, limit chaperones to teachers only. NCS must honor that policy in order to participate. Watch for a schedule of performances to come home so you can be aware of when your child's class will be traveling away from North Christian School.

GIFTED

1. The teacher or parent/guardian will initiate a referral for special services.
2. The NCS Administrator will send a permission form for referral home to the parent.
3. The classroom teacher will fill out a Classroom Observation form.
4. The NCS Testing Examiner will administer the Woodcock Johnson Test.
5. The referral forms will be 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 Administrator 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. To protect the gym floor, a separate pair of tennis shoes must be used for gym.

HANDWRITING

Kindergarten and First Grade students will receive instruction in manuscript printing. Instruction in cursive writing will begin mid-year in 2nd grade and will be reinforced in 3rd grade. Grades 3-Middle School will require student work to be completed in cursive writing.

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. Please refer to NCS Homework Policy in the Appendix.

LATE ARRIVAL & EARLY DEPARTURE

All students arriving after classes begin must sign in at the office. Students are considered Tardy after 8:10. All students leaving the school before 3:00 P.M. must be signed out by a parent/guardian.

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

PAYMENT POLICY

All book and material fees, as well as any outstanding bills from the previous year, must be paid at the beginning of the school year. Tuition may be paid in a full lump sum, and if paid that way will receive a 2% discount. Tuition may also be paid in 10 monthly installments, August through May, either by check or through Electronic Fund Transfer (EFT). Report cards and Achievement Testing reports will not be released at the end of the school year until accounts are paid in full. Transfer records for students moving to another school will not be released until accounts are paid in full. Delinquent accounts will be sent reminder notices, followed by phone contact if necessary. Parents are required to communicate with the school administrators to develop payment plans as needed for overdue accounts. Severely overdue accounts with no attempt to resolve them will result in students being unenrolled from the school. If the terms of a scholarship agreement have not been fulfilled, reapplication for scholarship assistance for the next year will not be considered.

PLANNERS

Each student in 1st– 8th grades will be provided a student planner for the school year. The cost is included in the annual textbook fee. **Replacement planners will be billed to your account in the amount of \$10.** The full Planner policy is outlined in the Handbook Appendix.

Student Planner Purpose:

- (1) To facilitate parent/school communication
- (2) To develop student responsibility

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 coming to school each day.

Parent Responsibilities:

- (1) Parents are expected to check planners each evening and sign in the “Parent/Teacher” box to verify that their child’s homework has been completed.
- (2) Parents can communicate messages back to the teacher, using the “Notes” section of the planner.

Teacher Responsibilities:

- (1) Teachers will initial planners to verify the student’s assignments have been copied in it before sending it home each afternoon.
- (2) Each morning teachers will verify that students have brought back their planners from the night before and that the planner has been signed by a parent or guardian.
- (3) Teachers will read all “Notes” from parents and respond as soon as possible.

PLANNER, HOMEWORK, TEXTBOOK, AND SUPPLIES DISCIPLINE PLAN

Discipline for planners, homework, and materials are at the discretion of the teachers and will be communicated to parents by the individual classroom. 3rd grade through 8th grade teachers have established a consistent planner and homework policy which can be found in the handbook appendix

Points may be deducted from assignments at the discretion of the classroom teacher. Students are responsible for having all supplies and assignments when school begins. Parents may bring forgotten items to the office so they may be delivered to their student, but classroom consequences will still apply.

PROGRESS REPORTS and PARENT CONFERENCES

- A. Report cards are issued four times during a school year.
- B. Report card format may vary from grade to grade. All report cards emphasize effort and academic progress.
- C. There is at least one parent-teacher conference day scheduled each year, others may be arranged as needed.
- D. Mid-term Progress reports are sent home between report card periods.
- E. NCS grading scale reflects the grading scale adopted by the West Virginia Department of Education

Grading Scale: 90%-100% =A 80%-89%=B 70%-79%=C 60%-69%=D 59% and below =F

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.

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.

Promotion to the next grade level shall be awarded upon demonstrated mastery of the content standards and objectives for the student’s current instructional/grade level. Other 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; (c) Maturity and social concerns and (c) Whether the student is impeded by a physical or language handicap.

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. 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 be assigned to retake and complete the grade level. Parents of students being considered for retention shall be notified no later than April 1st of each school year. Promoting or retaining any student will be a collaborative decision by the parent(s), student's teacher(s) and, administration.

RE-REGISTRATION AND SCREENING

- a. Kindergarten Screening is normally scheduled in February.
- b. Priority re-registration of current students opens in January. Current students must re-register within the priority period 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.
- 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 offers a variety of extracurricular activities. Parents are responsible for all entrant and travel fees for extracurricular events. **For athletic teams, there is a \$30 participation fee per student** to be used for officials, coaches, uniforms, and other expenses 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 elsewhere in the handbook. Those ineligible, due to maintaining below a "C" average, may continue to attend practices, but may not play in games until eligibility is reestablished. Students 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. Students who are absent during the school day, due to illness, will not be allowed to participate in extracurricular activities that afternoon/evening.

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. Practices are scheduled at the coach's discretion and may not always include the entire team, especially if the focus is on a particular skill or play.

Cheerleading

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

Cheerleading is for students who meet the academic and behavioral guidelines outlined by NCS. Tryouts will be held if more students wish to participate than there are roster spots. Students below 4th grade may tryout for the squad if there are not enough interested students 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 those age ranges are not eligible to participate at WCRC meets. **Middle School** boys and girls need a physical before participating in practice and will follow the WVSSAC guidelines. Practice will be five nights a week. NCS can compete at Wood County Middle School meets as well as other State middle school events but cannot compete in the Wood County League Championship until a probation period after we become a three-year Middle School.

Wrestling

if a coach is available. “No cut” policy for boys wishing to participate from Kindergarten and up. Elementary practice will start in early November, 2-3 nights per week and continue through early March, concluding with the West Virginia Jr. State Tournament. **Middle School** boys need a physical before participating in practice and will follow the WVSSAC guidelines. Practice will be five nights a week and will start around mid-November. NCS can compete against Wood County Middle School teams as well as other State middle school events but cannot compete in the County League Tournament until a probation period after we become a three-year Middle School. We will also compete in open events and conclude the season the first full weekend of March with the Jr. State Tournament.

SCHOOL PARTIES

Two classroom parties, Christmas and Easter, are permitted during the school year. Other parties are not permitted unless special approval is granted from the Administration. Room parents, under the direction of the classroom teacher, will be in charge of classroom parties. Parties are approximately one hour in length (2:00 – 3:00).

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 304- 485-0241. Office staff will be present to answer the phone. Messages for teachers or students may be left with the office secretary or on voice mail. Messages will be responded to as quickly as possible

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

DIAGNOSIS:

Parents are responsible for obtaining a medical diagnosis, if it is recommended.

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 through WCS and/or provide suggestions for accommodations at NCS.

SERVICES:

Children who qualify are entitled to Wood County’s special education services. Service arrangements are at the discretion of Wood County Schools. NCS provides “in-house” intervention services for eligible students.

IMPLEMENTATION:

Services in WCS are outlined in an Individualized Education Plan. Services provided at NCS may be outlined in a 504 Plan.

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 school’s program. The discipline plan is outlined in this 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 exceptions regarding discipline. Failure to adhere to the school’s discipline policy will result in consequences.

STANDARDIZED TESTS

Nationally standardized achievement testing is administered each spring to all grades using the TerraNova 3 Achievement Test. Parents will receive a detailed report of the results.

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, which requires pre-registration by parents. 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. 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.

MIDDLE SCHOOL ADDENDUM

SECTION I – INTRODUCTION:

We are glad that you are here as part of our Middle School community. We look forward to providing you the education, experiences, and challenges that will allow you to fulfill God's plan for your life – to become the person that He created you to be. The purpose of this handbook is to acquaint students and parents with the organization, policies, and procedures of North Christian Middle School. It is the responsibility of each student and parent to be knowledgeable of the contents of this handbook. As a school, we will do our best to administer these guidelines with fairness and consistency. As students, we ask that you honor and respect these guidelines, doing your best to follow them as written. As parents, we simply ask for your support as we strive to educate your child and help them grow closer in their walk with Christ. We trust that you will utilize this book as questions arise at home during the school year. Please do not hesitate to contact the school office if you need further information or clarification. We are grateful to God for what He has given us: a quality, Christ-centered, educational institution that is both biblically integrated and academically challenging. We are so glad that you have chosen to follow the Lord's calling by being a part of the North Christian School family. The success of our school is a direct reflection of you.

SECTION II – ACADEMICS

NCS is partnered with Liberty University and provides all Middle School curriculum through them. An adult Proctor/Facilitator will be present to serve as a liaison between students and Liberty and to provide additional support as needed. Middle School students will receive additional “specials” classes in Technology, Music, Spanish and Physical Education taught by certified teachers.

Students will be expected to supply their own computers, with the understanding that NCS staff members have permission to review browsing history at any time. **Students will be expected to monitor their test grades and take advantage of the opportunity to retake any test for which they received a failing grade.**

The main emphasis of most middle school programs is to prepare and transition students for high school. Here at North Christian School, we serve a higher calling. We believe Middle School is a place where faith and culture serve to develop tomorrow's leaders for Christ's Kingdom. We believe in:

A Stronger Faith Confidence

- Confidence is part of the faith development of the adolescent.
- If you are willing to walk with them along their faith journey and are willing to surround them with a community of believers that love and encourage them, then doubts can lead to firm conviction and deeper faith.

A Deeper Faith Culture

- Middle schoolers need a faith culture that emphasizes a relationship with Christ as opposed to an adherence to a set of rules.
- The integration of faith into learning is a necessary ingredient in a student's search for truth, reason, and morality, as well as the student's academic, social, and spiritual development.

The Barna Group studies have found “that a person's worldview is primarily shaped and is firmly in place” by the age of thirteen, and it's “refined through experiences during the teen and early adult years.” (Barna.org) Our students are still in training. Children and teens are especially impressionable and are still learning how to distinguish truth from error. Now is the time that they need Biblical guidance and direction. Our goal is not to insulate them from “the real world” but to intently teach and train them as young people so that they will grow up to be extremely effective champions for Christ.

North Christian School strives to challenge students towards allowing God to mold their hearts into obedience to Him, and in doing so, equip them to be the hands and feet of Christ in the world. We want our students to not only be well-educated, but also to be prepared to stand out at whatever God calls them to do.

The Source Makes the Difference: Student Leadership

WHAT DOES THE BIBLE SAY ABOUT STUDENT LEADERSHIP DEVELOPMENT?

Basic Premise: Leadership changes everything.

This statement is hard to deny. It is easy to think of many examples in the Bible where God used leaders to make great changes. Biblical examples like David, Nehemiah, Joshua, Peter, and Paul were men who not only led but also pursued God with their whole hearts. At a young age, Joshua started following Moses around. Moses invested in Joshua with the purpose of creating a leader who could lead the people when he was gone. Joshua became the man God used to lead His people into the Promised Land. Jesus found a rough fisherman named Peter and took him under His wing for three years. Through the process of failure and mentoring, Peter was shaped for leadership. He became the backbone of the early church and his influence is still felt today.

These people didn't just fall into leadership roles, they grew into them. Throughout their lives they were able to affect everyone around them and make a difference for eternity. God's plan centers on faithful Christians who are willing to do what is necessary to be effective for Him. It is the job of Christians to develop themselves, with God's help, into the most useful tools possible for the Kingdom.

As Christians, we all have a responsibility to God to develop ourselves as leaders in order to be of the most use in the Kingdom. We also have a responsibility to hand off the reigns of leadership to those on the path behind us. Students are ready and able to learn leadership principles. The next generation of leaders is right in front of us.

THE 3C LEADERSHIP CURRICULUM:

Each year, from 6th – 8th grade, students will explore the qualities of a Christian Leader and focus on the three aspects below.

- The Call of a Leader
- The Character of a Leader
- The Capabilities of a Leader

Appendix

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.

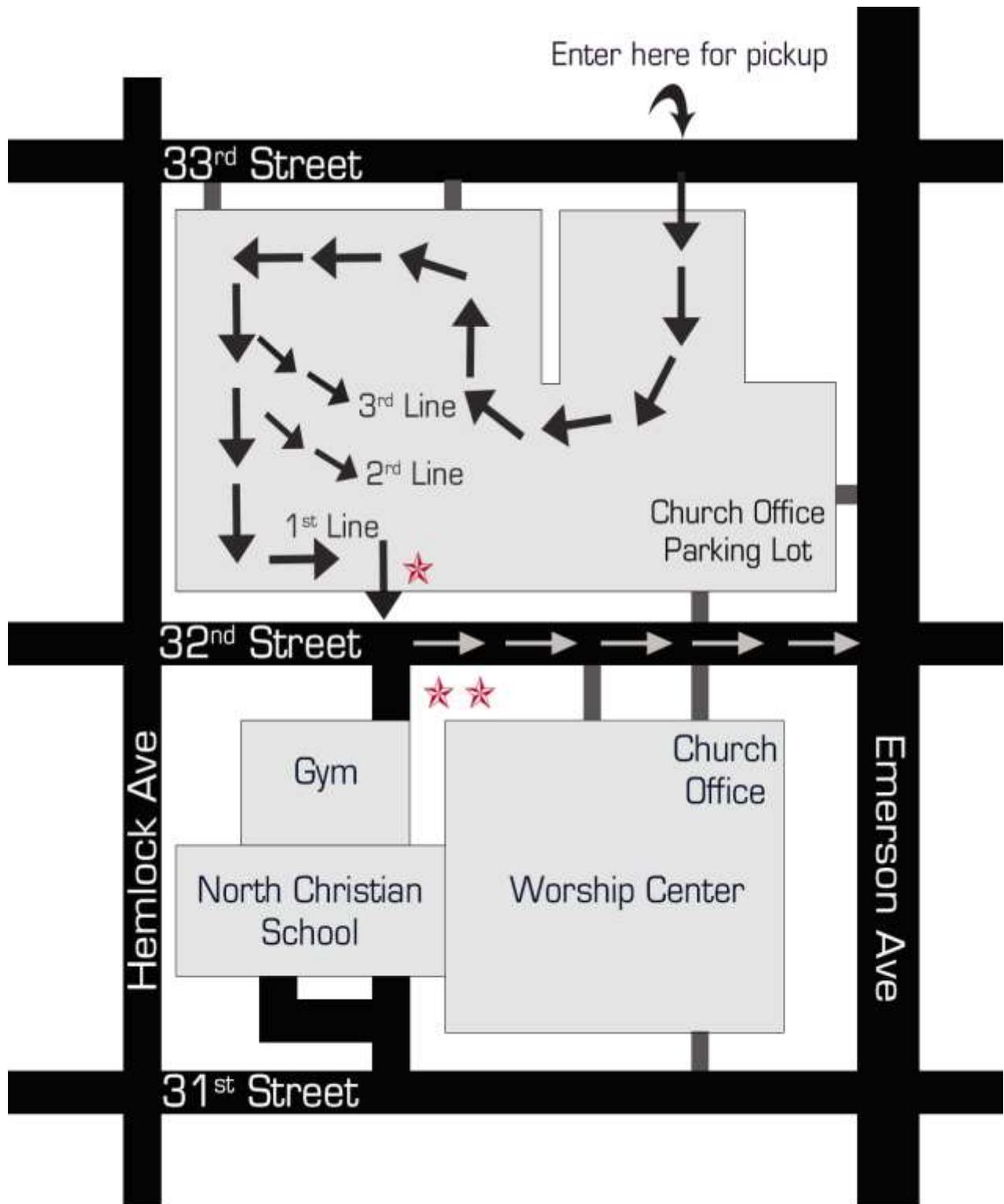
□ PLEDGE TO THE CHRISTIAN FLAG

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.

DISMISSAL MAP



Daily Planner Objectives and Rules For: Grades 3rd-8th



Planner Objective:

The purpose of the daily planner is to facilitate parent/student communication and to develop student responsibility.

- Students are to use their planners to write down all the homework and other assignments due the next day or in the near future.
- Students must write legibly, or they will be asked to rewrite entries.
- **Teachers and parent/guardians are to sign the planner EACH evening.** Parents are asked **not to sign planners ahead**. The planner is designed to help parents keep up with assignments or tests/quizzes students are having each day. The teacher will use the planner to write notes to parents as needed. Parents may use the planner to make comments or ask questions back to the teacher.

Consequences for Unsigned Planners

1. Student will be given a limited number of warnings according to their grade level as indicated below:

3rd grade: 4-“unsigned planner” warnings

4th-5th grades: 3-“unsigned planner” warnings

6th-8th grades: 2-“unsigned planner” warnings

Upon receiving the final of the allotted warnings, a call home or a note to parents will be issued and student loss of recess will be assigned.

2. Following a call home or note to parent, the consequence cycle for continued “unsigned planner” incidents will repeat as described above.
3. At the end of each nine-weeks grading period, the count for unsigned planner incidents will be reset to zero.

Homework Policy: Grades 3rd – 8th

1. Students will have a set amount of warnings depending on their grade level before an administrator is informed
 - 3rd Grade: 5 missed assignment warnings
 - 4th-5th Grades: 4 missed assignment warnings
 - 6th-8th Grades: 3 missed assignment warnings
2. Administrator notification will be issued on the same day that the last warning has been given. The Administrator will contact parents to arrange an improvement plan.
3. The student will only receive 1 warning per missed homework assignment.
4. The students will also be issued points off the homework assignment each day it is late. The number of points taken off each day is broken down by grade level
 - 3rd Grade: 1 point taken off each day late
 - 4th-5th Grades: 2 points taken off each day late
 - 6th-8th Grades: 3 points taken off each day late
5. After an Administrator notification has been made, the student will repeat steps 1-4 for each additional missed homework assignment.
6. At the end of each nine weeks, the count for missing homework assignments will be reset to zero, a clean slate.

This copy is being included for your own records, a hard copy of this Commitment will be available at Back-to-School Night, in the school's office, or online, and must be signed, dated, and returned to the school office.

PARENT COMMITMENT

1. We have read and understand the school's philosophy of Christian Education and the Statement of Faith. We agree 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 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.
4. We do hereby state that we have-thoroughly read, understand, and agree to abide with the policies outlined in the school handbook. *
5. 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.
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 will support the school by involvement in Parent-Teacher conferences, school-sponsored meetings and activities, and by offering volunteer service.
10. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child. 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.
11. We agree that we will not take to social media nor encourage other families to do so, should conflict arise with the school faculty/administration/students or their families. We pledge to follow the Matthew 18 principle of conflict resolution.
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 _____

***The Student/Parent handbook is available online, or one hard copy per family will be printed upon request by contacting the school office.**

I/We have elected to use the online version of the handbook: _____ (signature)

Requirements for Packed Lunches

Lunch:		
Food Components	Ages 1-2	Ages 3-5
<u>1 milk</u>		
Fluid milk	½ cup	¾ cup
<u>2 fruits/vegetables</u>		
Juice, fruit and/or vegetable	¼ cup	½ cup
<u>1 grains/bread</u>		
Bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	½ slice ½ serving ¼ cup ¼ cup ¼ cup	½ slice ½ serving 1/3 cup ¼ cup ¼ cup
<u>1 meat/meat alternate</u>		
Meat or poultry or fish or Alternate protein product or Cheese or Egg or Cooked dry beans or peas or Peanut or other nut or seed butters or Nuts and/or seeds or yogurt	1 oz 1oz 1oz ½ ¼ cup 2 Tbsp. ½ oz 4 oz	1 ½ oz 1 ½ oz 1 ½ oz ¾ 3/8 cup 3 Tbsp. ¾ oz 6 oz.
Milk served must be low-fat (1%) or non-fat (skim) for children ages 2 years and older and adults. A serving consists of the edible portion of cooked lean meat or poultry or fish.	Fruit or vegetable juice must be full-strength Nuts and seeds may meet only one half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch requirement.	Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. Yogurt may be plain or flavored, unsweetened or sweetened