



STUDENT HANDBOOK 2010-2011

NORTHLAKE CHRISTIAN SCHOOL
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COVINGTON, LA 70433

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This agenda belongs to:

NAME _____

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MONDAY 1-8 45 min classes	TUESDAY 1-2-3-4-5-6 60 min classes	CHAPEL WEDNESDAY 7-8-1-2-3-4 55 min classes	THURSDAY 5-6-7-8-1-2 60 min classes	ACTIVITY PERIOD FRIDAY 3-4-5-6-7-8 55 min classes
7:50-8:40 1 st	7:50-8:55 1 st	7:50-8:50 7 th	7:50-8:55 5 th	7:50-8:55 3 rd
8:45-9:30 2 nd	9:00-10:00 2 nd	8:55-9:35 JH CHAPEL	9:00-10:00 6 th	9:00-9:55 4 th
9:30-9:35 BREAK	10:00-10:10 BREAK	8:55-9:45 SH 8 th	10:00-10:10 BREAK	9:55-10:05 BREAK
9:40-10:25 3 rd	10:15-11:15 3 rd	9:40-10:35 JH 8 th	10:15-11:15 7 th	10:10-11:05 5 th
10:30-11:15 4 th	11:15-11:55 JH Lunch 12:00-1:00 JH 4 th	11:35-12:10 JH Lunch 12:15-1:10 JH 2 nd	11:15-11:55 JH Lunch 12:00-1:00 JH 8 th	11:05-11:40 JH Lunch 11:45-12:40 JH 6 th
11:15-11:50 JH Lunch	11:20-12:20 SH 4 th	11:40-12:35 SH 2 nd	11:20-12:20 SH 8 th	11:10-12:05 SH 6 th
11:55-12:40 JH 5 th	12:20-1:00 SH Lunch	12:35-1:10 SH Lunch	12:20-1:00 SH Lunch	12:05-12:40 SH Lunch
11:20-12:05 SH 5 th	1:05-2:05 5 th	1:15-2:10 3 rd	1:05-2:05 1 st	12:45-1:10 Activity Period
12:05-12:40 SH Lunch 12:45-1:30 6 th	2:10-3:10 6 th	2:15-3:10 4 th	2:10-3:10 2 nd	1:15-2:10 7 th
1:35-2:20 7 th				2:15-3:10 8 th
2:25-3:10 8 th				

INTRODUCTION

DESCRIPTION

Northlake Christian School is a private, nondenominational, non-profit Christian school that exists to assist the Christian community in providing a Christ-centered environment in which faith can be integrated with learning to offer a high quality education for its students from preschool through 12th grade.

MISSION/DOCTRINAL STATEMENT

Northlake Christian School will provide children with a loving, encouraging, and challenging environment where they can come to know the character and person of the Lord Jesus Christ and can grow to achieve their fullest potential with an emphasis on affirming their knowledge of the Word of God, their growth in spiritual maturity, and their preparation for good works in the will and to the glory of God.

We believe...

- the Bible to be the only inspired Word of God and that such Word of God is without error in its original writing (II Tim. 3:16; II Peter 1:21);
- in one God, eternally existent in three Persons: the Father, the Son and the Holy Spirit (Gen. 1:1, John 10:30; John 10:37-38);
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matt. 1:23; Luke 1:35; Heb. 5:15; Heb. 7:25; John 2:11; Heb. 9:12; Eph. 1:7; Col. 1:14; John 11:25; Acts 1:11; Rev. 19:11-16);
- that salvation rests upon the finished work of Christ's atoning death at Calvary and that salvation is in eternal gift of God's free and unmerited grace. Saving grace results in eternal life. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- that for the salvation of the lost and sinful man, faith in the Lord Jesus Christ and regeneration by the Holy Spirit are essential (Rom. 3:19,23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5-6);
- in the present ministry of the Holy Spirit by whose indwelling and filling the Christian is enabled to live a Godly life (Eph. 5:18; Eph. 4:30, I Cor. 3:16; 1 Cor. 6:19-20);
- in the resurrection of the saved and the lost, the saved unto a life eternal in the presence of God and the lost unto damnation, separated from God (John 5:28-29);
- in the spiritual unity of the Church which is the body of Christ, composed of all who have been regenerated through faith in the Lord Jesus Christ (Romans 8:9; II Cor. 12:12-13; Gal.3:26-28);
- in the creation of man by the direct act of God (Gen. 1:26-28, Gen. 5:1-2); and
- in the eternal security of the believer (Heb. 7-10).

PORTRAIT OF A PEOPLE IN PROGRESS (Philippians 3:10-14)

At NCS, we are a people in progress, perfect in the imputed righteousness of God and yet imperfect in our ability to manifest His indwelling Spirit. We encourage each other to know God and to walk in fellowship with Him. Our purpose is to help each other achieve God's best for our lives – spiritually, academically, physically, and emotionally. In that process, we hope to manifest and foster these qualities:

- Knowledge of God (Philippians 3:10)
- A personal, practical faith in Christ (James 2:17)
- Quality of character, manifested in the fruits of the Spirit (Galatians 5:22)
- Spiritual discernment in every area of life (James 1:5)
- School spirit evidenced by a commitment to God's purpose at NCS (Col. 3:23)
- An appropriate understanding of and response to authority (I Peter 5:5-6)
- A passion for academic, spiritual, and physical excellence (Philippians 3:13-14)
- A cooperative attitude (Psalm 133:1)

ACADEMIC PHILOSOPHY (II Timothy 2:15; 3:16,17)

Northlake Christian School bases its Academic Philosophy on the Bible, God's Holy Word. Since "All truth is God's truth," there is no other foundation upon which to build a curriculum. From this premise the teachers construct their curricular syllabi and work both to integrate and to correlate Biblical understanding with the course work.

Students are encouraged to do their very best for the Lord. Curricula at every grade level are carefully selected. Where electives are possible, students are encouraged to make choices that strengthen their individual talents and abilities. Each student's progress is actively monitored. (See the section on Academics)

Students at Northlake Christian School are expected to be diligent and industrious in completing daily assignments, to be thorough in preparing and presenting reports, and to demonstrate a willingness to apply themselves to the academic learning process.

The curricular offerings and the graduation requirements of Northlake Christian School are designed to meet the needs of our students, to comply with the Mission of the school, and to meet and exceed the requirements set forth by the Louisiana Department of Education.

AFFILIATIONS/MEMBERSHIPS

Northlake Christian School is a member of the Association of Christian Schools International (ACSI). We are accredited by the Advanc-Ed/Southern Association of Colleges and Schools (SACS-CASI). We are listed as an "approved" school in the state of Louisiana, and we are members of the Louisiana High School Athletic Association (LHSAA) as a Class "AA" school (based on enrollment).

ADMISSIONS

DISCRIMINATION POLICY

Northlake Christian School is non-discriminatory in its admission policies and does not offer preferential admission on the basis of race, color, gender, national origin, or ancestry.

NCS reserves the right to refuse admission or hire on the basis of religious belief and/or lifestyle choices contrary to the school Mission Statement or Biblical standards. Families, for example, who deny the deity of Christ will be denied admission as the NCS Mission Statement asserts that the mission of the school is "to assist the Christian community" and Article #3 of the school Doctrinal Statement affirms the deity of Christ. In the same way, families or students who choose to pursue or promote a homosexual lifestyle will be refused admission or hire because of the Biblical standards set forth in Lev. 18:20; Lev. 20:13; 1 Kings 14:24; Romans 1:24, 26-27; and 1 Cor. 6:9.

ADMISSIONS REQUIREMENTS

Admission to NCS is a privilege granted to qualified students who desire a quality Christian education and who are supported in that desire by their parent(s). The Admissions process normally involves approximately 10 days once all necessary information has been submitted by the incoming student's family.

Necessary information for enrollment requires:

- A completed Application & signed Parents' Pledge. Part of this form is a Consent Form for the school's Drug Testing Program. Secondary students transferring into NCS during the school year may be asked to submit to a school-administered drug test and obtain a negative (drug-free) report.
- A copy of the student's Birth Certificate
- Updated Louisiana Health Card
- Completed Teacher's Referral Form (completed by an instructor from the most recent academic year)
- Completed Pastor's Referral Form (completed by a pastor who knows the student personally)
- Report Cards from the two most recently completed academic years
- Standardized Achievement Test scores from the two most recently completed academic years. Questions on the part of Admissions personnel or Administrators at NCS may dictate additional testing requirements.
- LEAP Test results (if taken by entering freshmen)
- Completion of all necessary financial arrangements

Academic and Behavioral Requirements are as follows:

- A Grade Point Average of no less than 2.0 on a 4.0 scale
- Average stanines of no less than 4.5 on Standardized Achievement Tests
- No record of arrest or expulsion over the past two years. Incidents of suspension must be explained to the satisfaction of the Secondary Principal.

Spiritual Requirements are as follows:

- A favorable interview of both students and his designated representatives (parents)
- Pastor's Referral Form or personal letter of endorsement from the family pastor or youth pastor

- A Personal Student Questionnaire (completed during interview with the Secondary Principal.)
- Assurance that at least one parent (guardian) is in regular church attendance.
- New students will be admitted only at the beginning of a semester (in August or January) unless they are transferring in from outside of the immediate area. NCS reserves the right to determine appropriate grade levels for incoming students and to admit students under conditional and/or probational terms.

The withholding of information by any family regarding a student's diagnosed medical condition, learning disability or expulsion from another school will be grounds for expulsion from NCS.

ACADEMIC STANDARDS, CURRICULAR OFFERINGS & GRADUATION REQUIREMENTS

CARNEGIE UNITS

Students who graduate from Northlake Christian School are required to have at least 32 Carnegie units of credit in an individual program which is cooperatively planned by the student, the student's parents, and the school. **Northlake Christian students are not permitted to graduate early or 'Test out' of their senior year.**

ACT TESTING

Students are required to take the ACT test no later than the fall of their junior year, **including taking the writing portion at least once.** Students must denote that their scores be reported to Northlake Christian with the school code of 190583. To ensure maximum time to raise their score to a satisfactory level to receive TOPS or to broaden their college options, students are encouraged to take the ACT numerous times

Test Date	Registration Deadline	<i>(Late Fee Required)</i>
September 11, 2010*	August 6, 2010	August 7 – 20, 2010
October 23, 2010	September 17, 2010	September 18 – October 1, 2010
December 11, 2010	November 5, 2010	November 6 – 19, 2010
February 12, 2011**	January 7, 2011	January 8 – 21, 2011
April 9, 2011	March 4, 2011	March 5 – 18, 2011
June 11, 2011	May 6, 2011	May 7 – 20, 2011



SECONDARY CURRICULUM 2010-2011

Northlake Christian's curriculum is designed for the college-bound student, with a wide variety of course offerings on each level accommodating individual abilities and interests.

CORE CLASSES (Math, Science, History, English, Bible)							
		7 th Grade	8 th Grade	9 th Grade	10 th Grade	11 th Grade	12 th Grade
Bible		Bible 7	Bible 8	Bible I	Bible II	Bible III	Bible IV
English	ONLEVEL	English 7	English 8	English I	English II	English III	English IV
	HONORS	English 7	English IH	English IIIH	English IIIH	English IVH	AP English or English V
Math (must have 4)	ONLEVEL	Math 7	Pre Algebra	Algebra I	Algebra II	Geometry	Adv Math I or Alg III
	HONORS	Pre-Algebra	Algebra I H	Algebra II H	Geometry H	Advanced Math I or II	PreCalculus or Advanced Math II
	HIGH HONORS	Pre-Algebra	Algebra IH	Algebra IIIH	Geometry H and Advanced Math I	PreCalculus H or Advanced Math I	Advanced Math II or AP Calculus
Science (must have 4)	ONLEVEL	Life Science	Earth Science	Physical Science	Biology	Chemistry	Physics
	HONORS	Life Science	Phys Sci Honors	Biology Honors	Chemistry Honors	Physics Honors	Anatomy or Biology II
Social Studies		US History	Louisiana History	World History (Humanities I)	Western Civ (Humanities II)	American History	Civics/Free Enterprise

OTHER CLASSES and ELECTIVES							
		7 th	8 th	9 th	10 th	11 th	12 th
Fine Arts					Fine Arts Survey	Fine Arts	
P.E.		PE 7	PE 8	PE I (1 sem) Health (1 sem)	PE II	Athletic PE	Athletic PE
Foreign Language	ONLEVEL			Spanish I	Spanish II	Spanish III (Elective)	Spanish III (Elective)
	HONORS		Spanish I	Spanish II	Spanish III (Elective)	Spanish IV (Elective)	Spanish IV (Elective)
Academic Electives		Reading 7	Computer Lit Reading 8	NEW STUDENTS: Computer Lit CURRENT: Career Orientation and Geography	Writing Workshop and Speech	Creative Writing, Financial Math, Computer Animation, Anatomy, Biology II, Ethics (1 sem), Cults and World Religions (1 sem), Current Events 91 sem), Constitutional Law (1 sem), Advanced Composition (1 sem), Psychology (1 sem), Journalism (1 sem), Real Christianity (1 sem)	
Non-Academic Electives						Art I and II, Athletic PE (2-sport Athletes), Reading Support, Math Support, Student Senate, Focus Vocal Ensemble, Praise Team, Publications, Ministry Skills	

Updated June 2, 2010

Northlake Christian follows the Louisiana 'Core 4' Curriculum to ensure that each student has the opportunity to enter a 4 year University.

LA Core 4 Curriculum (Begins with the Class of 2012)

For the Opportunity, Performance, and Honors Awards

UNITS COURSES

English – 4 Units

-English I, II, III, IV

Math – 4 Units

-Algebra I

-Geometry

-Algebra II

-Remaining Unit should come from the following: Financial Math, Math Essentials, Calculus, Advanced Math I or II, Pre-Calculus, Probability and Statistics, Discrete Mathematics, Algebra III, or a locally-initiated elective approved by BESE as a math substitute

Science – 4 Units

-Biology

-Chemistry

-2 units from the following:

Earth Science, Physical Science, Environmental Science, Biology II, Chemistry II, Physics, Physics II, Physics for Technology, AP Physics, Anatomy, or a locally initiated elective approved by BESE as a science substitute

Social Sciences – 4 Units

-½ unit of Civics or AP Government

-½ unit of Free Enterprise

-1 unit of American History

-1 unit from the following:

World History, World Geography, Western Civilization, AP European History

-1 unit from the following:

World History, World Geography, Western Civilization, AP European History, Civics (second semester – ½ credit), Law Studies, Psychology, Sociology

Health – ½ Unit

Physical Education – 1 ½ Units

Foreign Language – 2 Units

- 2 units of the same foreign language or 2 units of Speech

Arts – 1 Unit

-Fine Arts Survey or one unit of Art, Dance, Music, or Theatre (no substitutions)

Electives – 3 Units

TOTAL – 24 UNITS

ACADEMIC ADVANCEMENT

JUNIOR HIGH SCHOOL (GRADES 7 & 8)

A student in Grade 7 or Grade 8 is expected to complete all the assigned course work with passing grades. A student whose average of all grades is passing but who has failed two subjects may be retained in the same grade for another year. Students who fail three or more subjects for a semester will be ineligible to return to NCS for the following semester.

HIGH SCHOOL (GRADES 9 & 12)

Students are expected to complete the coursework for grades 9-12 in the manner specified by the instructor and/or the course syllabus. Typically, a student who falls behind grade level and does not make up work in summer school or approved correspondence coursework will not be able to continue as a student at NCS. (See the section "Curricular Offerings" for courses and units required to graduate for details.)

GRADING SCALE

Northlake Christian School students are graded on the following scale:

ON-LEVEL CLASSES:

A = 94 - 100

B = 87 - 93

C = 77 - 86

D = 70 - 76

F = 0 - 69

HONORS CLASSES:

A = 92 - 100

B = 84 - 91

C = 75 - 83

D = 68 - 74

F = 0 - 67

ADVANCED PLACEMENT CLASSES:

A = 91-100

B = 81-90

C = 71-80

D = 65-70

F = 0-64

Other grading symbols include:

I – Incomplete (limited time allowed to make up work)

P – Pass or F – Fail (for international students only)

CRITERIA FOR SELECTING VALEDICTORIAN & SALUTATORIAN

The honor of valedictorian will be awarded to the senior student who (A) has achieved the highest GPA, (B) has successfully completed the honors curriculum, (C) has taken the most amount of Advanced Placement classes, (D) has the highest NUMERICAL average and (E) has attended NCS for all four years of secondary education, and (F) has not been on behavioral probation. See the section "Curricular Offerings" for specifics on the Honors Curriculum.

The honor of salutatorian will be awarded to the senior student who earns the second highest GPA and fulfills all other requirements set forth for the valedictorian.

In the event of a tie for the valedictorian spot, all eligible students will share the honor. In the event that there are two valedictorians, a salutatorian will be named only if that student's GPA falls within 0.1 of the co-valedictorians. If three or more students are named valedictorian, there will be no salutatorian. If more than three students qualify for the positions of valedictorian and salutatorian, only the valedictorian(s) will speak during commencement exercises.

COURSE CHANGES

No course may be dropped without a reason deemed sufficient by the Academic Assistant Principal. No course may be dropped that endangers any student's TOPS qualifications or that will, in the judgment of the Administration, lessen the student's opportunities to secure college admission or scholarships. No course may be dropped after Labor Day of the fall semester or three weeks into the spring semester without academic penalty.

To drop or add a course a student must:

1. Secure permission to drop from the Assistant Principal.
2. With the Administration's approval, secure the appropriate form signed by:
 - The Academic Assistant Principal or School Counselor
 - The student's parents. Students within a two-parent household must secure the signature of both parents.
 - The teacher(s) involved

While this process is being carried out, the student is to continue his/her original course schedule. Notification from the Administration must be received before the student may actually change his or her schedule.

SUMMER SCHOOL

Academic credit at NCS for summer school courses will be extended only upon successful completion of course work offered through one of the following programs and authorized by the Administration:

1. St. Tammany Parish Summer School
2. LSU Department of Independent Study (highschoolcredit.com)
3. Louisiana Virtual School

The last option for any student who has received a failing grade is to repeat the failed course within the normal school year at NCS. Before choosing this option, however, students and parents should be strongly cautioned that this choice may prevent the student from securing the credit hours necessary for graduation within the usual four-year time period. Before choosing to repeat any course, the student and his or her parents must counsel with the Administration in this regard.

EXAM EXEMPTIONS

No students may be exempted from first semester exams. Teachers may choose to exempt a senior (12th grade) student from the final exam at the end of the second semester if the student has an "A" average in all four grading periods in that particular subject, has not missed more than five classes in a semester, has completed all homework assignments, and has a record of excellent behavior and participation in the classroom. EXAM EXEMPTIONS ARE NOT A 'GIVEN,' AND ARE GRANTED AT THE DISCRETION OF EACH INDIVIDUAL TEACHER.

COMMUNICATION

Communication is a two-way street. At NCS parents are encouraged to call the school or teachers with questions about school issues. Appointments with teachers may be arranged with the secondary office or via email with the individual teacher. Parents may call teachers at home but are asked to be considerate of the teacher's right to privacy and family time.

- Information is provided to students at the beginning of the year including course syllabi, test schedules, project deadlines, supply lists, etc.
- Teachers are to call home or mail/email a note to the student's parents if a student:
 - Misses three homework assignments
 - Consistently lacks materials
 - Misses a project deadline
 - Does not cooperate in the learning process
 - Appears to need special assistance or tutoring
- All teachers issue mid-term reports and nine week report cards

- **All NCS teachers maintain I-Now pages websites where grades and other important information will be clearly posted. Please see below for instructions on how to access I-Now.**

Inow INFORMATION

Northlake Christian School uses Inow as a safe and easy way for teachers, parents, and students to share information online.

Northlake Christian will use Inow to:

- Post weekly grade reports
- Post weekly work in case of an absent student needing to obtain missed work
- Post announcements
- Post calendars
- Post school policies including school handbooks
- Post school newsletters and other pertinent information
- Email Parents

Parents will receive their Inow code in the mail before the start of the school year.

EVERY PARENT AND STUDENT MUST HAVE SEPARATE I-NOW ACCOUNTS.

Inow IS THE PRIMARY MEANS BY WHICH TEACHERS WILL CONTACT PARENTS REGARDING THEIR SYLLABUS, RULES, GRADES AND HOMEWORK.

How To Set Up Your Inow Account

1. Contact the Assistant Principal or School office to obtain an I-Now account login name.
2. Go to the school home page at www.northlakechristian.org and click on 'Parent Login' or 'Student login'
3. Login using your new Inow account and the temporary password of 'northlake123.' Choose a password the first time you log on to one that you will remember.

SECTION 504 GENERAL INFORMATION

Section 504 is an Act which prohibits discrimination against persons with disabilities in any program receiving federal assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working);
- has a record of such an impairment; or is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, NCS recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a disability will be permitted in any of the programs and practices of the school. The school also has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to address the educational discrimination issue through an individual accommodation plan such as:

- preferential seating
- repeated directions
- visual and auditory cues
- a contract detailing specific rules and routines with clearly stated rewards and consequences.

These accommodations are set after the 504 teacher/parent/guidance counselor meeting that occurs when the child enters NCS.

School Uniforms

SCHOOL TIME UNIFORM APPAREL IS THE ONLY ACCEPTABLE UNIFORM.

BOYS' UNIFORM

- **PANTS:** Long khaki School Time pants with hems, no slits in the bottom cuffs, belt loops and black or brown dress belt. Pants must be worn at the waist and properly sized so as not to sag. Parents should take care that pants are not over-sized permitting the pants to sag below the hip. Long pants must be hemmed with hems resting on the top of the shoe.
- **SHORTS:** Short khaki School Time pants with hems, belt loops and black or brown dress belt.
- **BELTS:** Must be black or brown dress belts. Belts can have no writing on them. Belt buckle must be standard. Designer belts are unacceptable.
- **SHIRTS:** Navy or white School Time knit polo shirts with iron-on or embroidered NCS logos. SHIRTS MUST BE TUCKED IN AT ALL TIMES. Undershirts must be PLAIN WHITE t-shirts (no colors and no writing on the front).
- **SHOES:** Solid white tennis shoes are the only acceptable shoes. There may be no color strips, colored logos (Light grey outline of white logo acceptable), colored shoe strings, or colored soles. No canvas shoes are acceptable. Shoes with eyelets must have laces, and laces should be tied properly. Shoes should be worn correctly.
- **SOCKS:** Socks, plain white, must be worn at all times. Brightly-colored or multi-colored socks are unacceptable. SOCKS MUST BE VISIBLE ON THE SHOE LINE.
- **OUTERWEAR:** Sweatshirts or jackets purchased through School Time are acceptable as well as "Wolverine-wear" (sweatshirts and/or letter-jackets purchased through the NCS Athletic Department. Orders for Wolverine Wear will be taken at the beginning of each school year).
- **FRIDAY SHIRTS:** On Fridays, either approved Wolverine wear t-shirts, NCS event t-shirts, may be worn with regulation NCS uniform shorts or pants. This is a privilege and shirts must be approved by the Dean of Students.

GIRLS' UNIFORM

- **SKIRTS:** Blue School Time houndstooth skirts. In a kneeling position, skirts must be hemmed to a mark three inches from the floor. In the same position. Skirts are NOT to be 'rolled' at the waist. Navy footed tights may be worn on cool days. **NO SWEATPANTS.**
- **SHIRTS:** School Time navy or white shirts with embroidered or iron-on school logo. Shirts may be polo-style or elastic waistband-style available at School Time. Polo style shirts must be tucked into skirts at all time. **UNDERSHIRTS MUST BE PLAIN WHITE, WITH NO WRITING, AND MUST BE TUCKED IN.** Undershirts may NOT be visible beneath elastic waist-style shirts.
- **SHOES:** Solid white tennis shoes or Sperrys are the only acceptable shoes. There may be no color strips, colored logos, or colored soles on tennis shoes. No canvas shoes are acceptable. Shoes with eyelets must have laces, and laces should be tied properly. Shoes should be worn correctly.
- **SOCKS:** Socks, plain white, must be worn at all times. Brightly-colored or multi-colored socks are unacceptable. **SOCKS MUST BE VISIBLE ON THE SHOE LINE.**
- **OUTERWEAR:** Sweatshirts or jackets purchased through School Time are acceptable as well as "Wolverine-wear" (sweatshirts and/or letter-jackets purchased through the NCS Athletic Department. Orders for Wolverine Wear will be taken at the beginning of each school year).
- **FRIDAY SHIRTS:** On Fridays, either approved Wolverine wear t-shirts, NCS event t-shirts, may be worn with regulation NCS uniform skirts. This is a privilege and shirts must be approved by the Dean of Students.

General Rules for All Students

- Hats and/or caps are not part of the uniform.
- Boys are not to wear mustaches, beards, or sideburns longer than the lower part of the ear.
- Girls' fashion accessories (jewelry, make-up, hairstyles, nail polish, etc.) should be conservative in nature. This is at the discretion of the Dean of Students. No parts of the body other than the ears should be pierced. Gauge ear rings are not permitted.
- On any outing, girls bathing suits are to be conservative one-piece suits. Boys are to wear boxer- style trunks only.
- Boys may wear modest, appropriate jewelry. No earrings are to be worn on campus or at school events. No parts of the body should be pierced. No wallet or pocket chains are permitted.
- Boy's hair styles should be neat, moderate and in good taste. When combed straight down, hair should not fall over the top of the shirt collar, the top of the ear, or the top of the eyebrows.
- **Hair rules are clearly stated in this handbook. Students will not receive a warning when not in compliance but will be immediately sent home or have their hair remedied by the Dean of Students.**

Special Events

- Girls are to choose modest dresses. No tight gowns, revealing necklines, low-cut backs, revealing material, short dresses, high slits or bare midriffs are allowed. The school reserves the right to refuse admission to any student, whether an NCS student or a guest, that is dressed inappropriately.
- Boys are expected to wear dress slacks with belt, dress shirt with conservative tie, and dress shoes with socks. Jackets are optional at such night-time events such as Awards Nights, Ring Ceremony, etc. **Jackets are required for boys at dances.** The school reserves the right to

refuse admission to any student, whether an NCS student or a guest, who chooses to dress inappropriately.

- **Teachers and administrators have the right to direct students to make adjustments in their clothing, hair styles or accessories. Students who cannot conform may not remain on campus or at the event.**

STUDENTS WITH DRESS CODE VIOLATIONS SUCH AS NO BELT, IMPROPER SHOES, HAIR LENGTH, WILL BE SENT HOME. IF PARENT IS UNABLE TO BE CONTACTED THE STUDENT WILL SERVE THE REMAINDER OF HIS/HER TIME WORKING ON THE SCHOOL CAMPUS UNTIL THE PROBLEM IS CORRECTED. STUDENTS WILL RECEIVE A "0" FOR ANY CLASSWORK MISSED DURING THEIR TIME OUT OF CLASS.

Behavior Expectations

NCS students are expected to honor God at all times, showing genuine respect for others, regard for the authority of teachers and administrators, and adherence with a joyful spirit to all school policies.

BASIC RESTRICTIONS

1. Students are not to leave campus without permission from the Secondary School Office. Parental permission by itself will not suffice. To do so exposes the school to unacceptable risk and contributes to poor academic performance. Any student leaving campus during the school day or "skipping school" at any time without permission of the Secondary Office will receive an **automatic five infraction points and one or more day's suspension**. Repeated incidents will result in expulsion.
2. Students are not to go to their cars or be in the parking lot during the school day.
3. Students are to respect teachers at all times as representatives of God's authority on campus. Incidents of disrespect or defiance will result in severe consequences. Any threatening behavior, act of violence or threatened violence against a teacher or other school personnel will result in immediate expulsion.
4. Chewing gum is not allowed on campus. **Students caught chewing gum will automatically serve a Saturday suspension and receive three infraction points.**
5. IPODS, tape, CD or MP3 players must be off and put away during school hours. Music listened to after school hours should be appropriate.
6. **ANY STUDENT HAVING A CELLULAR PHONE OR ANY MEDIA TYPE ELECTRONIC DEVICE ON THEIR PERSON WILL BE IMMEDIATELY SUSPENDED AND RECEIVE 5 INFRACTION POINTS.** Cell phones must be kept in a student's locker or car AND MUST BE TURNED OFF. The administration reserves the right and examine the contents of all confiscated cellular phones and other electronic devices.
7. Students are not to be in the school buildings after hours unless accompanied by school personnel.
8. The public showing of physical affection is not permitted on campus or at school events.
9. Vulgar or profane language or gestures, coarse joking, any form of sexual harassment, or other forms of offensive or racist communication are unacceptable and will result in severe disciplinary action.

MAJOR VIOLATIONS

1. **Alcohol:** Drinking alcohol or being under the influence at school or during any school function will result in dismissal. Students providing alcohol will be dismissed. Any student who uses alcohol off campus will be subject to disciplinary action at school including a three day suspension, service hours and counseling if deemed necessary by the administration. Note: A second offense involving alcohol off campus will result in dismissal.

2. **Drugs:** The sale, purchase, possession, consumption, etc., of illegal drugs at any time, while at school or elsewhere, will result in expulsion and the necessary notification of proper authorities. All students and employees are subject to random drug tests.
3. **Tobacco:** The use of tobacco in any form will result in suspension. Repeated offenses will result in expulsion.

4. ANY SYNTHETIC INHALENT, CHEMICAL or MIND/MOOD ALTERING SUBSTANCE or NON-PRESCRIBED SUBSTANCE

Serenity (also known as Spice, MoJo, K2, Genie, or the latest version): The sale, purchase, possession, use, etc. of these products at any time, while at school will result in dismissal. The sale, purchase, possession, use, etc. of these products at a school function or on a school trip will result in dismissal. Any student who uses these products off campus not in conjunction with a school sponsored function or trip, will be subject to disciplinary action at school including a three day suspension, service hours and counseling. A second offense involving these products will result in dismissal.

ADD BATH SALTS

4. **Fighting:** Students who fight will be suspended or expelled.
5. **Harassment:** Each student at Northlake has a right to his or her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing or demeaning another student or students will be suspended or expelled. Racial insults, ethnic insults, sexual innuendo or prejudicial behavior will not be tolerated.
6. **Threats:** A threat is considered assault under LA Criminal Code R.S. 14:36. NCS maintains a No-Tolerance policy toward any kind of threat (verbal, written, gesture, picture or otherwise). Any student making such a threat will be immediately suspended or expelled. Local authorities will be called and consequences determined in a meeting attended by the offending student, parents, school personnel and a police officer.
7. **Weapons:** Bringing or threatening to bring a gun or other weapon to school is against NCS policy and is also a violation of state law (La. Revised Statute Title 14-95.2) In addition to immediate suspension or expulsion, the offending student may be subject to consequences as mandated by law.
8. **Cheating:** Dishonesty or cheating on test, quizzes or papers will result in a zero on the assignment involved AND A 69 "F", OR NUMERICAL GRADE, WHICHEVER IS LOWER, IN THAT CLASS FOR THE QUARTER IN WHICH THE CHEATING TAKES PLACE. In addition, an up to three day suspension will be served. Students caught cheating at any level for a second time will be expelled. Students cheating on homework or other "take home" assignments in which a grade will be assigned will receive a "0" for the work and a two day suspension.
9. **Pregnancy/Marriage:** Students who are married or involved in a pregnancy are not permitted to attend NCS.
10. **Vandalism:** Any student caught vandalizing the school campus or intentionally defacing school property may be suspended or expelled.
11. **Theft:** Theft is a violation of fundamental commandments. Incidents of theft, once proven, will result in suspension or expulsion.
12. **Truancy:** Any student who is consistently absent from school without authorization will be suspended or expelled.

NOTE: It is impossible in any handbook to include all the details of appropriate conduct. In general, a Northlake Christian School student is to conduct himself/herself in a Christ-like manner. When a student's behavior falls outside the realm of what is generally expected, appropriate disciplinary action will be administered.

BULLYING POLICY: One of our primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community – so that all of our students can focus on their work

and do their best. In order to achieve this goal we must acknowledge that bullying sometimes occurs within our community and that is harmful to everyone involved—perpetrators, bystanders, and victims alike.

We have outlined characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school. Examples of bullying outside the school can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander.
- “Hit lists” via e-mail or other methods of communication naming specific students and/or teachers.
- Changing other people’s e-mail personal profiles.

As a school we will take seriously any report of bullying behavior. The school will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or school functions) depending on the frequency and severity of the behavior.

While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined here in our policy, the school makes a distinction between the two:

- Most students will experience some degree of age-appropriate peer conflict during their school years. We consider whether the issues of aggression, power, domination, humiliation and control play a role in the situation in question. The Dean of Students will investigate the situation thoroughly to determine whether a behavior fits the characteristics of bullying.

DISCIPLINE

Godly discipline is the responsibility of every parent. Teachers and administrators, as part of their calling and ministry, take upon themselves the responsibility of assisting parents in this process. It is therefore the expectation of every teacher and administrator that parents will support the school in upholding Biblical disciplinary standards and actively reinforce the student’s understanding of the teacher’s authority in the classroom. ***Parents who cannot support the discipline standards of Northlake Christian School should consider other educational alternatives.***

Every teacher in the NCS secondary faculty adheres to a three-step in-classroom discipline plan. The following steps provide a guideline for most minor offenses. Certain behavior such as “disrespect” may cause the teachers to move beyond steps one and two straight to a “Discipline Referral.”

- 1) 1st Offense: Verbal Warning
- 2) 2nd Offense: In class punishment at teacher discretion/Communication with parent(s).
- 3) 3rd Offense: Discipline Referral

The first opportunity in the discipline process involves classroom teachers and their relationships with students, followed by communication with parents, and then, if necessary, administrative intervention. The goal of the school is to work toward high standards of consistency. As necessary, additional steps in the discipline process will be instituted in accordance with the following policy:

INFRACTIONS

As faculty or administrators deem necessary, infraction notices will be written for students who violate school rules or policies. Each infraction, regardless of the violation, will result in a 45-minute detention to be served on the next Wednesday or Friday beginning at 7:00 a.m.. Failure to report for detention will result in three more infraction points. Infraction points may be assigned by the Dean of Students depending upon the severity of the offense. Point totals will accrue by semester. Disciplinary actions will be instituted according to the following schedule:

Step 1:

- 7 Infraction Points
- Parent Conference.

Step 2:

- 10 Infraction Points
- Parent Conference
- One-day Suspension.
- Placement on Behavioral Accountability

Step 3:

- 15 Infraction Points
- Parent Conference
- Two-day Suspension.
- Placement on Behavioral Probation.

Step 4:

- 20 Infraction Points:
- Withdrawal or Expulsion

PROBABLE POINT ASSIGNMENTS. All infraction points are handled at the discretion of the Dean of Students.

1 point infractions: Tardy to class, foolishness in class

2-3 point infractions: Class disruptions

5+ point infractions: Disrespect, foul language

DETENTION: Detention will begin promptly at 7:00 a.m. on Wednesday and Friday mornings. Tardy to detention will be considered a failure to attend. Failure to attend will result in an additional day of detention. Missing detention twice will result in a suspension.

SUSPENSION/SATURDAY SCHOOL/ Students who are **suspended** will not be permitted on the campus unless arrangements have been made by the Dean of Students and Maintenance Director for on-campus labor. Students on suspension will receive a zero (0%) for all daily work, homework and quizzes. **Tests or projects due during the time of suspension will be marked down ten percent (10%) for each day of suspension.** All suspensions are recorded in the student's cumulative file. Students suspended from school are not allowed to participate in any extra-curricular activities on the day/days of their suspension. **Students serving a suspension or Saturday suspension on campus must be in school uniform.**

Saturday school is a form of suspension that may be used as a discipline measure for major or repeat offenders. Saturday School students will work for four hours at the convenience of the supervisor. Students must be in school uniform. Failure to show or inadequate performance will result in a two day suspension.

EXPULSION

Expulsion from school will result when a student, by repeated violations of school standards, demonstrates that he/she is unwilling to function within the parameters of acceptable behavior as established for students of Northlake Christian School. Students may also be expelled if parents/guardians refuse to support the school's disciplinary/ educational standards, refuse to comply with state requirements such as those involving health cards or compulsory attendance, are perceived as sowing dissent or disorder among the school family as a whole, or fail to meet required tuition payments, regardless of the culpability or lack thereof of the actual student(s) involved. Students expelled from NCS will not be allowed to attend any school sponsored event.

HOMEROOM RESPONSIBILITIES

Homeroom stands among the most important moments of the day. Normal procedures involve prayer to open the day, roll call, announcements and class business. Students are to be seated, quiet and attentive to the business at hand. Students who are late to homeroom, miss homeroom entirely, or who behave in such a way as to disrupt homeroom activities will face the same consequences they would face in any other class. Any student missing homeroom needs to make arrangements for his or her own lunch as daily lunch orders are taken during this time.

SUBSTITUTE TEACHERS

There are times when NCS depends upon the services of substitute teachers. A negative report to the school office by a substitute teacher will result in disciplinary action for any or all students in the class.

DRUG TESTING POLICY

In 1999, NCS adopted a Drug Testing Policy to protect all of our students, to provide additional incentive for NCS students to avoid the use of illegal drugs, and to comply with new regulations from the Louisiana High School Athletic Association (LHSAA). As part of the admission process, every secondary student must submit to drug tests conducted either randomly or for cause as determined by the Secondary Principal. Refusal to consent is grounds for dismissal. The Principal, Assistant Principal or their designee are the only people on campus authorized to actually collect the hair samples. Some students, due to excessive behavioral incidents, may come under additional scrutiny and may be subject to additional testing. For a complete copy of the Drug Testing Policy, please inquire in the school office.

Note: Students testing positive will be suspended for 5 school days. Students that the administration discovers used drugs by other means will be subject to the same consequences.

OFF-CAMPUS BEHAVIOR/ELASTIC PRINCIPLE

Students need to recognize the elastic principle as part of the discipline policy at NCS. The elastic

principle simply means that NCS students are accountable to the school for behavior occurring off campus. Students who engage in behavior outside of school that brings discredit to themselves and the school will be held accountable by the school and may have privileges revoked, detentions assigned, be suspended or expelled. Although the school's intent is not to monitor students' behavior off campus, NCS students are expected at all times to act in a manner which brings credit to our Lord, themselves, their families and the school.

END-OF-THE-YEAR STUDENT REVIEW

At the end of the school year, the Secondary Principal and Dean of Students will review the performance of all students. Special attention will be given to any student who accumulates either 12 or more infraction points in a semester or 25 total infraction points or more during the school year. The Principal will then decide, whether the student be re-admitted, readmitted conditionally, readmitted under Academic or Behavioral Accountability, or denied the opportunity to re-enroll.

PARENT CONFERENCES, ACADEMIC & BEHAVIORAL ACCOUNTABILITY

PARENT CONFERENCES

The ultimate responsibility for the successful “training up” of any student rests with the parents. Should there be any reason to suspect that a student is struggling academically or behaviorally, parents are encouraged to arrange for a parent conference. All conferences should be arranged through the school office.

ACADEMIC ACCOUNTABILITY PROGRAM (AAP)

NCS is an accelerated and challenging learning environment. In order to provide the best opportunity for students to fully meet their potential, some students may be better served with extra attention and support from teachers, parents and administrators. Students may be placed upon Academic Accountability for any of these reasons:

1. A GPA of less than 2.0
2. A pattern of missed homework assignments
3. Transfer into NCS
4. Teacher recommendation

Students on AAP will be closely monitored by one teacher whose purpose will be:

1. to counsel and encourage that student and
2. to communicate educational deficiencies or progress to the parents.

Monitoring teachers will make an extra effort to communicate with parents. At the same time, parents should recognize their responsibility to follow-up on a regular basis with the monitoring teacher and take the initiative in this regard, if necessary. All teacher’s phone numbers are published in the school directory.

ATHLETIC ACADEMIC ELIGIBILITY

NCS holds to a higher standard of participation in athletics. A minimum 2.0 GPA and passing grades in at least seven of eight classes are required in order for athletes to participate. Grades are checked at every 4 ½ week grading period and at the end of each nine week grading period. Any athlete who falls below a 2.0 GPA or is passing fewer than seven of eight subjects is ineligible to play sports, is placed upon Academic Accountability (AAP), and has until mid-term reports are issued to pull grades up to a 2.0. The Secondary Principal then decides whether the student is eligible or ineligible for athletics. Students on AAP are required to attend all practices, attend all home games and be with the team on the bench, and NOT travel to away games.

Students who do not achieve a 2.0 GPA after remaining on Academic Accountability for a full nine-week grading period will be moved to Academic Probation. A student must achieve a 2.0 GPA during that nine-week period. If the student does not meet the minimal 2.0 GPA during his or her period of Academic Probation or fails three or more subjects for the semester, he or she will be ineligible to continue at NCS for the following semester.

BEHAVIORAL ACCOUNTABILITY

Upon accumulating **10 infraction points in any given semester**, or **two suspensions in any given semester**, students will be placed into a Behavioral Accountability Program. The purpose of this program is to offer assistance to the student in improving behavior or attitudes and prevent the further accumulation of infractions. The student will remain on this program throughout the semester. Behavioral Accountability may be extended at the recommendation of the faculty advisor or administration.

While on Behavioral Accountability, the student will:

- 1) Be assigned a faculty advisor whose role will be to model and encourage appropriate behavior, counsel, encourage and support the student.
- 2) Attend a conference with the faculty advisor, parents and a school administrator.
- 3) Attend a follow-up conference with the faculty advisor, parents and a school administrator approximately four weeks after the student is placed on Behavioral Accountability. At the close of this conference, the secondary principal has the option of setting aside the Accountability program, continuing the program as is, placing the student on Behavioral Probation, prescribing a more rigorous program such as professional counseling as a condition for continued attendance at NCS, denying the student the opportunity to re-enroll for the following semester, or expelling the student.

STUDENTS DEMOTED TO BEHAVIORAL PROBATION WILL NOT PARTICIPATE IN ANY ATHLETIC GAMES AND WILL BE BARRED FROM FUNCTIONS SUCH AS HOMECOMING, PROM, MISSION TRIPS, ETC.

THE MATTHEW 18 PRINCIPLE FOR SOLVING CONFLICT BETWEEN STUDENTS, PARENTS, and FACULTY

A Christian school is made up of people-parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is god's will that we live and work together in harmony. Jesus said, "'A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another" (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, NIV, Jesus gives His formula for solving person-to-person problems. I call it the "Matthew 18 principle" for solving school problems. The following are the words of Jesus:

"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

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 a tax collector."

Northlake will follow Jesus' example for solving patterns of conflict between students/students, student/teachers, parents/teachers, parent/faculty or any other Christians involved in Northlake Christian School.

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With his mouth the godless destroys his neighbor, but through knowledge the righteous escape" (Proverbs 11:9, NIV).

Two: Keep the circle small. "If your brother sins against you, go and show him his fault, just between the two of you. . ." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate a face-to-face dialogue. Most problems are solved on the two-person level.

Three: Be straightforward. "Show him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says "Wounds from a friend can be trusted . . ." (Proverbs 27:6, NIV).

Four: Be forgiving. "If he listens to you, you have won your brother over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, NIV, reads "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

Five: The parent and teacher should agree to share the matter with the school principal. At this stage the counsel of Jesus would be "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.'" Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

Six: The school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems is inappropriate. The

idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "If any of you has a dispute with another, dare he take it before the ungodly for judgment instead of before the saints?" (1 Corinthians 6:1, NIV).

THE SCHOOL YEAR & ATTENDANCE

School Year

Northlake Christian functions on a semester calendar. The school year begins in August and the first semester is completed before the Christmas vacation. The School calendar is created a year in advance. Since the School enforces a strict attendance policy, parents are asked when making early vacation plans to check the School calendar in advance so that no conflicts will occur.

School Hours

The School offices are open from 7:30 a.m. to 4:00 p.m. Classrooms are opened at 7:40 a.m. The academic day begins at 7:50a.m. and ends at 3:10 p.m. After the academic day, students may remain on campus to use the Media Center and to participate in athletics or other organized, supervised activities.

Attendance

State Guidelines on attendance policies have changed for the 2010-2011 school year. Parents should take note that excused and unexcused absences are affected. Beginning in August 2010, Secondary students are only allowed five absences, per class, per semester.

Two or fewer days of absences attributed to personal illness or a serious illness in the family may be validated by a parent or caregiver in a written excuse note. If a student is absent for three or more consecutive days due to illness or for any number of days due to other types of absences, a student must present a note from a physician, nurse practitioner, or dentist to be excused.

The new guidelines do not allow students to be excused for vacations or other family trips. Parents should note this and schedule appointments and vacations during school breaks.

Extenuating circumstances (such as extended illness) verified by a physician, nurse practitioner, or dentist will be considered, but must be approved by the administration to be considered as an excused absence. School system travel for education, death in the family or natural catastrophe or disaster will be evaluated by the administration.

Problems with Excessive Absences

While NCS strives to be gracious to our school family, parents should consider that allowing excessive absences compromise NCS's integrity as a state recognized institution and its ability to implement fine Christian education. Northlake Christian School will follow these steps to determine excessive absences:

Letters are sent to parents on a periodic basis leading up to five absences per course. Consideration is made for excused absences (see Attendance Policy for guidelines on what is considered excused).

Students with a balance of over five days will be considered at a formal hearing of the administration. Parents will be notified of this meeting via certified letter. Hearing outcomes may include, but are not limited to: retention at the current grade level, required summer school, non-awarding of credit for a course, recommendation to the St. Tammany Parish Youth Service Bureau for legal review, or discontinued enrollment at NCS.

1. Absences Relative to Course Credit: A student will **forfeit credit for a course** if he accumulates more than 5 (five) excused or unexcused absences per semester, per course. Absences for educational and athletic purposes **sponsored by the School** do not count toward these totals.

All absences are assumed unexcused until verified by either a parent (1 or 2 days) or a doctor (3, 4, or 5 days).

2. Excused Absence: (Student will be allowed to make up work provided a proper note is furnished on the day following the absence)

- Illness of the student (1 or 2 days may be verified by a parent note; 3, 4, or 5 days MUST be verified by a licensed doctor or nurse)
- Death in the family
- Severe injury or illness in the family
- Doctor or dentist appointment
- Court appearance
- Participation in authorized school activities
- College visits pre-approved by the College Counselor.

3. Unexcused Absence: (Student not allowed to make up work and will receive a zero on all work missed). The following are unexcused absences:

- ANYTHING NOT INCLUDED IN THE LIST ABOVE FOR EXCUSED ABSENCES
- The days before and/or after school holidays
- Pleasure trips or family vacations
- Most appointments for reasons other than medical
- Truancy.

This is an absence policy set by the BESE Board and cannot be manipulated in any way.

4. Make-up Work:

- An unexcused absence means the student will forfeit the right to make up work missed, except in the case of suspension, in which case students can make up work beginning with an automatic 10% off.
- Students who have missed a test or quiz because of an excused absence are required to make up that test or quiz on the first appropriate date after returning to school.
- **Make up tests are administered on MONDAY AFTERNOONS from 3:15-4:15, WEDNESDAY and FRIDAY mornings from 7:00-7:50am. If a student arrives to a makeup test after 7:00am, he/she has only the time remaining to complete the test.**
- If a student is absent for part of a school day, the student must make up all missed tests and quizzes before the end of that day.
- If a student is absent only one day, he or she is responsible for all work missed by the end of the first day back or as arranged by the instructor of record.
- If a student is absent for two or more days, the student has the number of days missed to make up any work. For example, if a student misses Monday and Tuesday (two days), he/she has

until Thursday (two days) to turn in missing work. **It is the student's responsibility and not the teacher's, to find out what work is missed. Weekly assignments will be posted on I-Now. Parents are not to call the school office for make up work.**

5. Early Dismissal by Written Request: Appointments for students should be made after school hours whenever possible. A student must have a parent present to sign him or her out (if the student does not drive), or a parent's note to sign himself or herself out (if a student drives). **A phone call from a parent is NOT sufficient to check a student out. NO STUDENT WILL BE ALLOWED TO CHECK OUT BETWEEN THE HOURS OF 2:30 AND 3:10.** Again, this ensures that **maximum instructional time is protected.** Upon returning to school, the student must have an appointment verification form from the doctor (not merely the parent) for the absence to be excused. Early departure for appointments other than medical will be considered an unexcused absence and will be issued an infraction.

STUDENTS WHO DO NOT FOLLOW THE PRESCRIBED CHECK-OUT PROCEDURE ARE, IN EVERY EFFECT, SKIPPING SCHOOL. THE PENALTY FOR SKIPPING SCHOOL IS FIVE INFRACTION POINTS AND ONE DAY'S SUSPENSION.

6. Early Dismissal for Illness: Students wishing to leave school due to illness must sign out in the Secondary office after receiving authorization from the School secretary.

7. ATHLETIC ELIGIBILITY: Students who check in later than 11:00 a.m. or check out for any portion of the day are ineligible for extra-curricular or athletic activities for that day. Exceptions will be made **ONLY** with a signed, dated note from a physician or dentist. To comply with state regulations, an absence of 1/2 day may be recorded.

TARDINESS

When a student arrives **any time after 7:50 a.m.**, he or she must "sign-in" at the Office and obtain a pink slip for class admission. Students will be permitted two tardies per semester. On a student's third tardy, the student will receive an infraction and serve one detention for every unexcused tardy for that semester. Upon a student's sixth tardy, the student will receive an In-School Suspension.

Students may accumulate tardies throughout the day by not making it into the classroom before the class bell rings – each resulting in a separate disciplinary penalty or detention.

OFF-CAMPUS EVENTS/FIELD TRIPS

Students may not miss class to travel to or from any off-campus school event without a parent, teacher or legal guardian traveling in the same vehicle. Parental permission, especially obtained after the fact, will not suffice.

GENERAL INFORMATION

EMERGENCY CLOSING OF SCHOOL

When bad weather is impending parents should listen to the radio for announcements concerning school closures. Please do not call the School due to the fact that the School's telephone system cannot handle the enormous number of incoming calls regarding severe weather or community emergencies. When St. Tammany Parish radio and TV announcements indicate that public schools will be closed because of severe weather conditions or other community emergencies, this should be interpreted to include Northlake Christian unless otherwise stated or communicated by the NCS Administration through e-mail, School-reach phone blast, the school webpage, or other means of communication. When new media refer only to specific schools in particular areas of the parish, however, we will be in session unless the broadcast media specify Northlake Christian.

VISITORS

For the protection and security of the School community, strict regulations with regard to visitors on the School campus must be enforced. **EVERY VISITOR ON CAMPUS IS REQUIRED TO CHECK IN AT THE FRONT OFFICE AND GET A YELLOW VISITOR NAMETAG.** No student from any local school is permitted to visit the school campus without permission from the Secondary Principal or Dean of Students. Alumni are welcomed provided they are in good standing. Former students are not welcomed without special consent from the Principal or Dean of Students. Additionally, all visitors to our campus will be regarded as trespassers if they have not first registered in the office and received an identification tag. Authorization for friends or relatives to visit during the School day must be secured in advance from the Secondary Principal.

CLASSROOM ILLNESS

If you become ill during the school day, come directly to the Office. If you are in a classroom, please ask to be excused to the Office.

MEDICATION

It may be necessary for students to take medication during the school day. Northlake's policy, which complies with state guidelines, is as follows:

1. Only the school secretary may assist students in taking medication.
2. Short-term prescribed medication must be sent to school in its original bottle accompanied by instructions written on the office pad of the prescribing physician.
3. Long-term prescribed medication must be sent in its original bottle. Forms available in the school office, must be completed by the parents and prescribing physician.
4. School personnel may not administer over the counter drugs such as cough medicine, Tylenol, etc., unless it is prescribed by a physician following procedures recorded above for either the short term or long-term prescribed medication.

LOCKERS

Lockers are provided for the convenience of all students. Christian love and respect require that students not borrow, re-arrange, tamper with or even closely inspect the belongings of other students – regardless of whether those belongings are locked away or left in plain view. **Locks are optional but strongly encouraged.** The school will not be held responsible for material missing or stolen from lockers, regardless as to whether the locker was padlocked or not. Students may not change assigned lockers without permission from the office to do so. Lockers may be inaccessible after 4:30 p.m. The administration reserves the right to search lockers at any time without cause.

AUTOMOBILES

Many students drive to school each day, a privilege that is recognized as a clear benefit to their parents. At the same time, that privilege comes with a responsibility to drive and park safely. Safe parking includes parking in designated areas. Drivers who endanger the wellbeing of other students or parents will have their driving privileges revoked by the school. **Cars are not to be used for lockers or to store lunches.** Students are not allowed to visit their cars during the school day without the permission of the main office. Students doing so will be suspended on the first offense. On the second offense a student's car will not be permitted on campus for a month. **Students must purchase a parking permit from the school office.**

LUNCH

Northlake offers a hot lunch program. Students may buy a hot lunch, salad, sandwich or bring lunch. All such purchases are handled by the Business Office at the beginning of the year. Daily lunch orders are taken during homeroom; students missing homeroom should make arrangements for their own lunches prior to coming to school. Students are to in the lunch area, unless permission is given by a teacher to come to his/her room. **THERE SHOULD BE NO FOOD EATEN IN THE BUILDING.**

TELEPHONES/CELL PHONE USE

The Office telephone is for business calls only. Students are strongly discouraged from using the Office telephone to call home for missing materials, etc. **ANY STUDENT HAVING A CELLULAR PHONE ON THEIR PERSON WILL BE IMMEDIATELY SUSPENDED AND RECEIVE 5 INFRACTION POINTS.** Cell phones must be kept in a student's locker or car AND MUST BE TURNED OFF.

TEXTBOOKS

School textbooks are provided for student use without additional fees. **Students are required to keep books covered and to handle them with care.** Appropriate fines will be assessed for excessive wear, damage or lost textbooks. "Damage" is determined by the individual teacher and confirmed by the Principal or Assistant Principal.

- Price for damaged texts (any damage): \$25.00
- Badly damaged textbooks which are still useable \$40.00
- Cost to replace a textbook, a book beyond repair, or no longer useable \$80.00

SCHOOL DIRECTORIES

School directories, including phone numbers and addresses for all teachers and administrators, are distributed to every school family as soon as those can be compiled. It is requested that students and parents respect the teachers' and principal's need for uninterrupted family time. Appointments, including telephone appointments, should be made through the school office. Additional directories can be obtained from the school office for a charge of \$10.00.

NCS MEDIA CENTER

As many as four books may be checked out of the school Media Center by any student from 4th through 12th grade. Fines will be charged on overdue books (.10 per day) to a maximum of \$2.00 on any one book. Once the limit is reached, library privileges will be withheld until book and fine are returned or replacement cost of book is submitted. The replacement cost is nonrefundable since a new book must be ordered.

STUDENT ORGANIZATIONS

All students are encouraged to participate in student organizations. There are a number of organizations from which to choose. Some of them have prerequisites for membership. Club meetings will take place during Activity Period and will be scheduled in advance.

ATHLETICS

Northlake Christian School is a member of the Louisiana High School Athletic Association (LHSAA). We are a Class "AA" school (based on high school enrollment). We compete interscholastically with other LHSAA member schools. Parents and students interested in being a part of the athletic department should contact the Athletic Director for details. Please read the Academic Accountability section of this handbook for details on academic requirements for eligibility at NCS.

NATIONAL HONOR SOCIETY

NCS has a National Honor Society chapter. In addition to scholarship, members of the NHS are required to demonstrate good citizenship, leadership, service and character, in accord with the standards set forth in its charter. Students in Senior High School (Grades 9-12) with a GPA of 3.5 or higher are eligible to be considered for membership in the National Honor Society. NHS members will be required to give a specified number of hours in service as a condition of membership. Students must meet the 3.5 GPA requirement every nine weeks and may NOT be placed on behavioral probation or their membership will be suspended or terminated. Students who are terminated from the National Honor Society are not eligible to re-enlist for one academic year.

STUDENT SENATE

The Student Senate serves as the liaison between the school's administration and the student body. In addition, the Student Senate is involved in creating interesting activities and "Spirit Days" during the school year to encourage WOLVERINE SPIRIT! Student Senate officers are elected in May of each year. The Student Senate Constitution details the requirements for candidates. Each High School class has two Senators on the Student Senate. In addition, students in grades nine thru twelve will have class elections for officers as follows: President, Vice-President, Secretary, and Treasurer. Each Junior High School (Grades 7 & 8) class has one Senator on the Student Senate.

OTHER ORGANIZATIONS

WOLVERINE ATHLETIC PROGRAM ASSOCIATION (WAPA)

Membership in WAPA is open to any person who wants a part in promoting the athletic program of our school. WAPA is the primary source of income and support for our competitive teams in the Junior and Senior High School.

PARENT-TEACHER FELLOWSHIP (PTF)

The quality of the educational experience at NCS ultimately depends upon the involvement of our school parents. Col. 3:23 encourages us with these words: "And whatsoever ye do, do it heartily as to the Lord and not unto men." In this spirit, the NCS PTF exists to encourage, support excellence, unity and thanksgiving in every endeavor of the Northlake Christian School students and teachers.

As a spiritual union of believers, the PTF seeks to partner with teachers and the staff of NCS, uniting with families to form a culture where studies and relationships center upon the Lord Jesus Christ.

Priorities of the PTF shall include: (1) promoting and sustaining volunteer efforts helpful to the NCS teachers and staff; (2) encouraging clear communication between the school and families; (3) assisting the administration in orienting and embracing new families; (4) encouraging and organizing families to accomplish those priorities set forth by the PTF and school administration. This fellowship recognizes the authority of the NCS Administration and the Board of Trustees in all matters pertaining to NCS and its programs. The fellowship operates under the authority of the Principals, while anchoring ourselves in an environment that recognizes all truth as God's truth.

To volunteer for the Parent-Teacher Fellowship, please see information on the school website, and contact the PTF President to volunteer.