



PARENT/STUDENT HANDBOOK

2023-2024

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

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 2023-2024 Parent/Student Handbook. Throughout this Handbook, you will find various policies 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 Nondiscrimination Policy

“North Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic and other school-administered programs.”

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 5th 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 guide students to develop a positive self-image through Jesus Christ and a desire to 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 academic 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 (Deuteronomy 11:18-19, Ephesians 6:4, Proverbs 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: Preschool through 5th Grade, 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.

Instruction: North Christian School offers exceptional academic programs. Beginning with early childhood learning in our two through four-year-old preschool programs, students acquire and develop skills critical to their life success. Students continue to build a strong educational foundation as they progress through Kindergarten to 5th grade while participating in specials such as technology, music, and physical education. Athletic and fine arts programs help to give students a diverse, well-rounded learning experience. NCS alumni achieve academic and spiritual success as they continue their secondary and collegiate education.

North Christian School utilizes Christian-based curriculum from Abeka, BJU, and Purposeful Design with supplementary materials to support Bible integration that aligns with 21st century learning skills and WV College and Career Readiness Standards.

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

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

Standardized Testing: Annual testing will be conducted each Spring, using the IOWA Assessment Test and the ACSI Bible Assessment, both 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.

North Christian School Nondiscrimination Policy

“North Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletic and other school-administered programs.”

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 School maintains the following types of student records: enrollment papers, academic grades, attendance records, immunization records, standardized test results, discipline reports, 504 Plans and Special Education Services.

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. Incident 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 parents 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

Preschool & Kindergarten Enrollment:

1. Complete the necessary introductory and application forms and pay the registration fee.
2. A certificate of immunization and a physical exam must be presented. The certificate of immunization must be in compliance with state law.
3. A copy of the birth certificate must accompany the application.
4. 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.

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.

Transfer Students:

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. 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

The Discovery Club is for students in grades K-5th, from 3:00-5:00 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 all NCS rules. Failure to do so will result in un-enrollment in the club.

BACK TO SCHOOL NIGHT

An orientation meeting is usually held for all parents and students before school begins. This year that event will be held on Monday, August 14, 2023, from 4:00pm-6:00pm. Teachers may also contact their students' families with necessary Back to School information.

BIRTHDAY and HOLIDAY CELEBRATIONS

It is our tradition to celebrate birthdays at North! It is such a special day for the children. We want to continue to do so, but with a few adjustments along the way. We will continue to celebrate in the following ways:

1. Sing Happy Birthday to the child on their actual birthday in the classroom. We will make them feel special and acknowledge them all day.
2. Classroom teacher will give the student a balloon, crown, trinket, or bracelet from Vicki to make them feel special. Parents can donate non-food items to the teacher if they want to help.
3. **Parents DO NOT send in food items** on their actual birthday. We decided this because:
 - a. Not all students can participate due to allergies.
 - b. Not all students can afford to buy food for the whole class.
 - c. Food waste is a big concern.
 - d. Some days we have back-to-back birthdays and parties.
 - e. Parents should not feel like they need to do this because other parents do.
4. We will celebrate all birthdays on the same day of the month by having a mini party at lunch time. The last Friday of every month we will serve pizza for lunch. Birthday students eat **FREE** compliments of North Christian School. Our PTO will provide a treat on this day, which means **ALL** parents are off the hook! If you would like to participate by donating something on this day, please join our PTO and help us make this new adventure successful! Parents of birthday month students can join them at lunchtime on their day.
5. PreK 3 and PreK 4 parents, we will participate in this too! Although most students do not eat lunch at the PreK level, we want them to feel special. On Celebrate Birthday Fridays, we will offer your students' pizza and a treat too! PreK 2 parents, since your students only come on Tuesday and Thursday, we will make arrangements for a special treat on the Thursday prior.
6. Summer Birthdays will be celebrated at the end of the year in May, so they do not miss out!
7. Classrooms may still have Holiday Celebrations where teachers will ask you for food donations.

We understand that this is taking a different approach, but we feel this is best overall for our school. We will start this beginning October 20th, which is the last Friday of October we are here. There will still be PLENTY of opportunities for fun! If you have any concerns, please do not hesitate to reach out to us. We do ask for your support and hope that you all understand.

Here are the days we will celebrate each month:

October 20th, 2023

November 17th, 2023

December 15th, 2023

January 26th, 2024

February 23rd, 2024

March 22, 2024

April 26, 2024

May 17th, 2024

BLIZZARD BAGS

In the event of an unanticipated closing due to weather or other circumstances, 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, taunting or cyber bullying. 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 parents 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 unless a suitable plan for catching up the needed immunizations is submitted by the student's physician and the schedule is followed. 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.

Isolation/Quarantine: Any student or staff member who tests positive for a communicable disease, will be required to isolate in accordance with CDC guidelines. NCS adheres to the recommendations of the CDC and the West Virginia Department of Health and Human Resources (WV Bureau for Public Health). *Anyone who is up to date on COVID-19 vaccinations does not have to quarantine unless you develop symptoms.*

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 are required to agree to an Oath of Confidentiality.

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 (1 Timothy 2:9-10; 1 Peter 3:1-2; Genesis 24:65), cleanliness (Genesis 35:2; Leviticus 13:6; Ruth 3:3), and appropriateness (1 Corinthians 10:23; Romans 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.

Specific elements of the Dress Code include:

- Skirts/Skorts/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.
- 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 are acceptable. 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, tennis shoes, and casual shoes may be worn. No flip flops of any type. 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.
- Hair: Avoid extreme hairstyles and coloring, except on 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: Offensive or anti-Christian jewelry is not permitted. Girls – Earrings are only permitted to be worn in ears. No body piercing jewelry or tattoos are allowed. Boys – Earrings, body-piercing, and tattoos are not allowed.
- Cheerleading and athletic uniforms will only be permitted on designated days. Special clothing required for after-school activities should be brought to school and students 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 the 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.

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, i.e., 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 NPBC Friendship Kitchen (first choice), which is located across Emerson Avenue. The secondary site is VanDevender Middle School. 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 a 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 isolated to an area set aside in the school office until parents can be notified and arrange for the student to be picked up by an authorized adult and may not return for at least 24 hours (and only if the student is fever free without the use of fever-reducing medicines). Students with diarrhea or vomiting will automatically be sent home and must be diarrhea/vomit 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.

Students that become ill at home are asked to follow the same guidelines as above.

24-hour fever free (without medications) before returning. A doctor's excuse is required for 3 consecutive days of absence.

ISOLATION/QUARANTINE

Any student or staff member who tests positive for a communicable disease will be required to isolate in accordance with CDC guidelines. NCS adheres to the guidelines of the CDC and the West Virginia Department of Health and Human Resources (WV Bureau for Public Health).

Duration of quarantine applies from the last date of exposure (the date of your exposure is considered day 0).
Anyone who is up to date on COVID-19 vaccinations does not have to quarantine.

LIABILITY INSURANCE

North Christian School is covered under North Parkersburg Baptist Church's insurance policy.

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, students 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. Hot lunch (including milk) will be charged to the student account for \$4.50 per day. Milk can be purchased separately, if eating a cold lunch, for \$.40 per day. Classrooms will be able to eat in designated areas near the kitchen and thorough cleaning of the tables and chairs between groups/classes. All menus will be posted monthly on ClassDoJo and on the NCS 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 and parents notified via DOJO and Schoolcast.

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, colas, energy drinks or coffees.

LUNCH SCHEDULE:

11:00am - 11:30am - 4th & 5th Grade
11:30am - 12:00pm - Kindergarten & 1st Grade
12:00pm-12:30pm - PK4 Extended Day, 2nd & 3rd Grade

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. Epi-pens will be administered by NCS staff in an urgent/emergent situation.
5. Inhalers and other life-saving medications must be accompanied with Doctor's orders. NCS staff will also administer these life-saving medications in an urgent/emergent situation, as well.

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

MEDIA IN THE CLASSROOM

North Christian School classrooms have access to iPads/computers/interactive whiteboard technology. There is antivirus software on all NCS owned equipment, our firewall acts as an antivirus/anti-malware defense with IPS (intrusion prevention) capabilities. Our firewall also forces enablement of Google "Safe search" that helps to filter out adult material. Our content filtering also filters our website.

All internet access is monitored, and content filtered throughout the school. Student access to the internet must be approved before students are permitted to access. If a student is caught on a site that is inappropriate their parents will be notified. Repetitive behavior will result in disciplinary action.

While we encourage the use of technology, we only use media that pertains to our lessons. YouTube (no ads) can be used when it pertains/enhances a lesson.

Teachers are able to show movies/videos that are of value to the curriculum/enhance student learning and are rated "G" (General).

"PG" (Parental Guidance) rated movies must be approved by parent/guardian before classrooms can watch and movies are ONLY for special occasions. All movies/videos must be prescreened by teachers before they are shown in the classroom. 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 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 fall festival, field day, Christmas store, etc. If you are interested in getting involved and connecting with other parents, please contact the school office. You can also connect via DOJO or Facebook.

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, or contacting them through ClassDojo. 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 directions 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 a 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

NPBC Advisory Board
NPBC Senior Pastor
NPBC Executive Pastor
NCS Administration Team
NCS Principal
Vice Principal
Instructional Specialist
Classroom Teachers
Teaching Assistants/Service Personnel
Parents
Students

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 12.

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 reserve 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.

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 SchoolCast 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)
- Temperature below 32 degrees F
- Excessive wind chill
- 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.

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

The preschool is open on Tuesday and Thursday from 8:00 a.m. to 11:00 a.m. for PK2 and Monday through Friday 8:00 a.m. to 12:00 p.m. for PK 3-4, excluding major holidays and any teacher in-service days. Enrollment forms and nonrefundable registration fee are required annually. PK-4 full- day programming is available until 2:45 p.m. for children ages 4-5 years of age, at an additional cost. 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

Preschool classes integrate Christian curriculums (Abeka) 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 and technology/library. 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 cannot 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/Spitting Policy

Children in all age groups are susceptible to bites, and sometimes spitting from other children, from time to time. When biting or spitting becomes a safety concern, the teacher will use a proactive approach to address the behavior of the child who is biting by removing the child from the vicinity of other students until ready to re-enter appropriately. If a bite breaks the skin or draws blood, the parents of the child who has been injured will be notified and the child who has bitten will be sent home immediately. If the problem persists, the teacher will notify parents of the issue for additional strategies to address it. If these strategies fail, the school Administration team may consider requesting that the child unenroll from the school.

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 a two weeks notice prior to the last date of attendance.

Safety Policies

Parking Lot and Horseshoe Safety

Parents of PreK2 students will enter the building through the school office 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.

Preschool Child Wellness Plan

For Illness and Disease

All children enrolled in the Preschool are required to have a recent medical well-child evaluation. 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 upon submission of a completed West Virginia State Medical Exemption form.

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.

PK2 Diaper Changing Procedure

- 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 Hands and Return to Play
- Sanitize the Changing Table and Wash Your Hands

Field Trips

Our Pre-school children may participate in routine walking trips to the Wood County Public Library and other places near the school when it is considered safe to do so.

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.

Outdoor Physical Activity

Please dress your child for playing 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 at 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 PK4 Full Day 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.

Speech Screening Evaluation

If you are interested in having your child screened by a speech pathologist or are concerned that your child may have a speech delay of some sort, call the school office. You will be provided with a form to fill out and return to the school office. Once we get this form back, we will schedule a screening with a local Wood County Board of Education Speech Pathologist. The meeting will be here at NCS for the speech pathologist to meet both the parents and the student for the initial screening. There is no charge for this service.

POLICIES SPECIFIC TO K-READINESS-5th GRADE

ATTENDANCE POLICY

The 2023-2024 school day will begin promptly at 8:00 A.M. and end at 2:45 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.

NCS is required to notify the Wood County Schools Truancy Office of excessive absences.

- 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 with 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 at 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 will be 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. 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 2:45 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, etc.), protect our flooring, and accommodate dismissal, NCS requires all K-5th grade students to have backpacks without wheels. 5th Grade Students are required to have a zipper police.

CHEATING POLICY

A student caught cheating the first time will receive a zero for that assignment. The teacher will inform the parents of the incident. The second offense of cheating will result in the student receiving a zero for that assignment and a parent meeting will be scheduled to address the issue. The third offense will result in the student receiving a failing mark for that subject for the nine-week period.

DISCIPLINE POLICY

North Christian School, in accordance with 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,*" 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. The first course of action is a tailored behavior/discipline plan for the student. The following are the progressive discipline steps incorporated into the behavior/discipline plan:

In-School Suspension: Students may be sent 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. No cheating. Students will not act dishonestly or unfairly in order to gain an advantage, especially during an exam/test or a game. (Refer to NCS Cheating Policy on page 21 of the Parent/Student Handbook.)
7. 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.
8. 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 taking 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, iPads 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 permission from your teacher.

Feet are the only part of the body that should be on the floor.

Lunch:

1. While waiting to be served, remain seated as directed and maintain social distance.
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 while eating unless given permission.
7. Cold lunch students who are buying milk should ask for it to be brought to them after being seated.
8. Clean up around your eating area prior to being dismissed from your table.
9. Stay in your assigned lunch seat until dismissal directions are given.

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 the 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, monkey-bars, 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 the gym floor is not permitted.
6. Pushing, pulling, or tackling is not permitted.
7. Students are to wait outside the gym door until the duty teacher arrives.

Before School:

1. Students arriving before 8:05 a.m. are to wait outside with their parents until doors are opened.
2. Students are to enter the door assigned to their class.
3. Students arriving after 8:10 a.m. 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 2:45 p.m. Dismissal begins promptly at 2:45 p.m.
2. Students are to sit in designated areas.
3. Playing with toys or eating food while waiting are not permitted.
4. Students are expected to sit quietly in order to hear their name 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 3:00 p.m. the gym doors are closed, and remaining students will report to the school office where their parents will be called for pick-up. At 3:30 students not picked up will be sent to the Discovery Club and parents will be charged accordingly.

Fire Drill:

1. When the 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 the alarm sounds, line up and leave according to teachers' directions.
 - b. Students should remain silent during fire drills.
 - c. Students should walk to the assigned area with their hands in the air.
 - 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 to 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: (7:45am-8:00am)

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. Children arriving after 8:05 will enter the building through the school office.
Children are considered tardy after 8:10 AM.

Pick-up: (2:45pm-3:00pm) A larger Dismissal Map is provided in the Appendix section

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

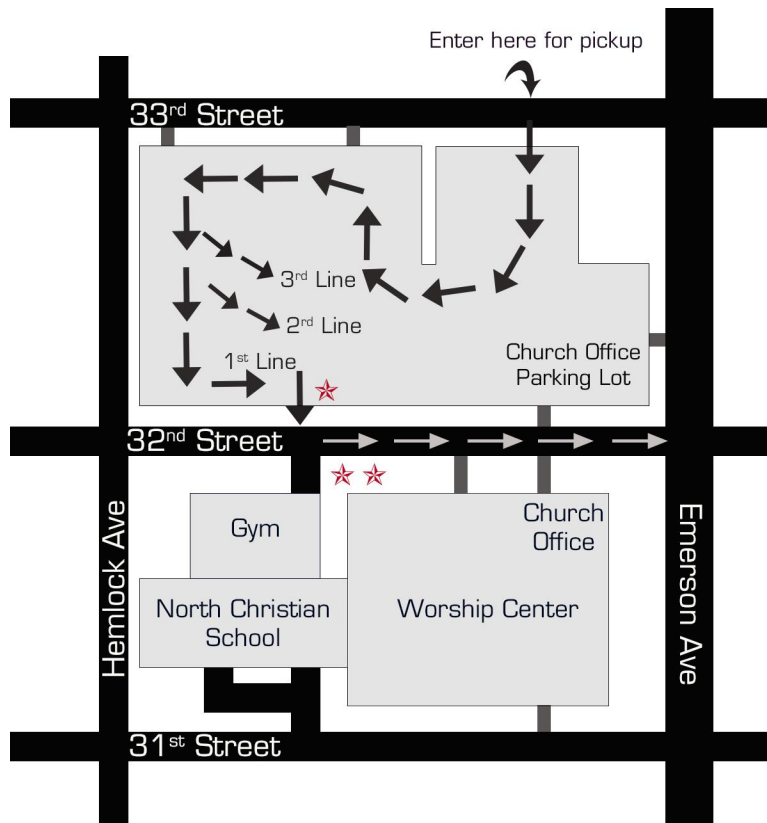
Students being picked up from the gym door:

Parents who do not wish to participate in the “snake” protocol are asked to wait until the snake is completed 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 the snake protocol has ended.

Students being picked up by car:

- Each family will have an assigned “Pick-up Number” to be displayed on their vehicle windshield/dashboard. 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 3:00 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.

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. A Field Trip Permission Form will be sent home with your student with trip details and requiring a parent/guardian signature for the student to be able to participate. 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 the 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, if planned, will be approved by the Principal 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, if 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. All documentation will be sent to the Wood County Board of Education office.
5. The Wood County Special Education Department will administer the Woodcock Johnson Test.
6. The parent is contacted by the Wood County Special Education Department regarding IQ testing.
7. Wood County Special Education Department determines eligibility.
8. Wood County Schools is responsible for scheduling students in the Wood County Gifted Programs (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 non-marking tennis shoes must be used for the 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 3rd-5th 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 schoolwork. 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.

LATE ARRIVAL & EARLY DEPARTURE

All students arriving after classes begin must sign in at the office. Students are considered Tardy after 8:10 a.m. All students leaving the school before 2:45 p.m. must be signed out by a parent/guardian from the school office.

This year students will not be allowed to leave campus for lunch away from the school.

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 payment, and if paid that way will receive a 2% discount. Tuition may also be paid in 10 monthly installments, August through May, either by cash or check to the school office or through Electronic Fund Transfer (EFT) in your FACTS account. Statements are sent on the and payments are due based upon what you set up in your FACTS financial agreement and are considered delinquent if the balance is not paid in full by that date. A late fee of \$25 will be charged to your NCS account by FACTS for delinquent accounts. 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.

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. 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 parents 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 (d) 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-enrollment 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 and cheer 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.

Boys/Girls Basketball

Tryouts will be held for boys and girls, in 3rd through 5th 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

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 in 3rd through 5th grade may try out for the squad. 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. Practice will be five nights a week.

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 by voice mail. Messages will be responded to as quickly as possible.

SPEECH SCREENING EVALUATION

If you are interested in having your child screened by a speech pathologist or are concerned that your child may have a speech delay of some sort, call the school office. You will be provided with a form to fill out and return to the school office. Once we get this form back, we will schedule a screening with a local Wood County Board of Education Speech Pathologist. The meeting will be here at NCS for the speech pathologist to meet both the parents and the student for the initial screening. There is no charge for this service.

STANDARDIZED TESTS

Nationally standardized assessments are administered each spring to all grades Kindergarten through 5th using the IOWA Assessment Test and the ACSI Bible Assessment. Parents will receive a report of these test results with the student’s final report card.

TEXTBOOKS

Students will be issued textbooks at the start of the school year. Book fees are billed to student accounts in July, the month prior to the start of the new school year. Students 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, the student is responsible for the cost of replacement or repair.

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

1. I/We have read and understand the school's philosophy of Christian Education and the Statement of Faith. I/We agree with the mission and vision of North Christian School.
2. I/We, as parents, accept the challenge to "train up a child in the way he should go" (Proverbs 22:6), and I/we do state that this training will be carried out in the home. I/We place our trust in North Christian School to extend that training more completely.
3. I/We will faithfully support the school through our prayers and a positive attitude, and in keeping with Matthew 18:15, I/we am/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. I/We do hereby state that we have-thoroughly read, understand, and agree to abide with the policies outlined in the school handbook. *
5. I/We understand that I/we have an obligation to be actively involved in the education of my/our child/children. I/We agree to uphold and support the high academics of this school by providing a place at home for my child to study, and to give my child encouragement in the completion of homework assignments.
6. I/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. I/We believe that discipline is necessary for the benefit of each student as well as for the entire school. I/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. I/We further agree that I/we will cooperate and discipline my child in the home as needed.
8. I/We understand that there is always a risk of children transferring contagious viruses to each other, such as the flu, Covid-19, etc., through their interaction with other students while at school.
9. I/We pledge that if, for any reason, my/our child does not respond favorably to the school, I/we will do everything in our power to cooperate with the school to help my child make the necessary adjustments. If these adjustments cannot be made, then I/we agree to quietly withdraw my/our child.
10. I/We will support the school by involvement in Parent-Teacher conferences, school-sponsored meetings, and activities, and by offering volunteer service.
11. I/We understand and will fulfill our financial commitment to pay for the educational services the school is providing for my child. I/We understand that assessments will be made to cover damage to the school, including breakage of windows, book damage, and the abuse of other personal property.
12. I/We agree that I/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. I/We pledge to follow the Matthew 18 principle of conflict resolution.
13. I/We, as parent(s) of the student, do sincerely give my/our pledge to the above items. I/We understand that failure of the parent(s) 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 School.

Parent Signature _____ Date _____

Parent Signature _____ Date _____