

NorthSide Baptist Academy



NORTHSIDE BAPTIST ACADEMY

Academic Manual

2022-2023

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6.2.1 Introduction

6.2.1.1 Philosophy

We believe NorthSide Baptist Academy is to be an extension, reinforcement, and partner with the home, assisting the parents in fulfilling their God-given responsibility to “train up a child in the way he should go” (Prov. 22:6; Deut. 6:6-7). **The school is designed to assist the home in training the child in a Christ-centered philosophy of life.** NSBA desires to graduate young men and women who are so Biblically knowledgeable that they will live their lives based on Biblical principles and, in so doing, discover and do God’s will for their lives.

We believe the foundation for any student’s life ought to be faith, adding to it virtue, and then knowledge. This format will allow students to have a strong foundation in their faith as well as being academically challenged to do whatever the Lord has for their life (II Peter 1:5).

The educational philosophy of NorthSide Baptist Academy is founded upon the inspired, inerrant, and only infallible Word of God. We believe God has given the responsibility for educating children to the parents. (Deut. 6:4-9) The Christian school functions as an education ministry of NorthSide Baptist Church and exists as an extension of the Christian home to benefit parents in their God-given responsibility to “train up a child in the way he should go” (Prov. 22:6).

The Christian school is to assist parents in the education process but never replace the home in its responsibility. The Biblical foundation of the home, church, and school provides each child with the needed resources to be brought to a saving knowledge of Christ; to grow and develop in Christ-likeness; and to glorify the Savior through surrendered service in His will. The entire process of Christian education is seen as a means used by the Holy Spirit to develop each child so that he can fulfill God’s total purpose for his life and in so doing glorify God through holy living and fruitful service. (II Timothy 3:16-17, II Timothy 2:20-21; I Corinthians 10:31)

6.2.1.2 Goals and Objectives

1. For the student’s spiritual and moral growth, NSBA seeks:
 - a. To teach the Bible as God’s inspired, authoritative Word and to love and respect it as our standard for living
 - b. To teach the basic doctrines of the Bible
 - c. To lead each student to a saving knowledge of the Lord Jesus Christ
 - d. To teach Biblical character qualities and to provide opportunities for the student to demonstrate these qualities (I Samuel 16:7, Galatians 5:22,23)
 - e. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7)

- f. To develop a desire to know, to love, and to obey the will of God as revealed in the Scriptures
 - g. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27)
 - h. To help the student develop a Christian worldview (II Peter 1:3)
 - i. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11)
2. For the student's personal and social development, NorthSide Baptist Academy aims:
- a. To teach the student to treat everyone with love and respect since he, too, is made in the image of God. (Gen. 5:1, 9:6)
 - b. 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
 - c. To promote physical fitness, good health habits, and wise use of the body as the temple of God (Romans 12:1-2)
 - d. To impart the Biblical attitudes toward material things and to encourage individual responsibility in using all things for God's glory
3. For the student's academic development, NorthSide Baptist Academy endeavors:
- a. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full potential in the Lord.
 - b. To help each student to gain a mastery comprehension and command of processes used in communicating and dealing with others, such as reading, writing, speaking, and listening.
 - c. To teach and encourage the use of good study habits
 - d. To teach the student how to reason logically and to do independent research
 - e. To discuss current affairs in all fields and relate them to God's plan for man

6.2.1.3 History

All truth is God's truth, because of this the Bible is the original source for all curriculum used at NorthSide Baptist Academy. It is our desire that the students who have been entrusted to us be taught from a Biblical perspective. With this philosophy in place, we have made every effort possible to use Biblically based text in our school.

6.2.2 Classroom Development

6.2.2.1 Scheduling of Classes

Several factors enter into scheduling classes for both the elementary and secondary grades. The most important in scheduling classes is need. Courses that are considered by the school necessary to graduate are given priority in scheduling. Electives are scheduled based on student interest/graduation needs and maybe online courses.

Subjects such as science, history, and Bible topics typically work on a rotating schedule that will allow each student to graduate with the required workload/credit

Due to personnel constraints, some classes may be offered via online opportunities and will be proctored by a teacher/academic advisor.

6.2.2.2 Bible Classes

The academic aspects of Bible are addressed because grades are given in Bible class. Bible is the first class taught in K5-4th grade. Bible class is treated like other academic classes with quizzes, tests, and other academic requirements. Elementary Bible classes follow an age appropriate plan to led students from Genesis to Revelation. A special emphasis is made at the beginning of the year on salvation and a student's understanding of their personal salvation. 5th through 12th grade Bible classes begin to lay foundations to Biblical doctrine and the fundamentals of the faith. Building in students the ability to rightly divide the Word of Truth.

6.2.2.3 Homework

NorthSide Baptist Academy believes that homework is an integral part of the school program and is not simply "busy work." We do expect parents' full cooperation in seeing that assignments are completed. NorthSide Baptist Academy teachers can administer penalties per the student handbook for assignment that are incomplete or not turned in on time.

Elementary classes, K5 through 2nd grade, homework primarily consists of reading and should last no longer than 30 minutes. Elementary classes, 3rd & 4th grade, homework may also include any incomplete seatwork and should last no longer than 45 minutes. 5th through 8th grade homework should typically last no longer than 1 hour. 9th through 12th grade homework should typically last no longer 2 hours. Parents of students spending an excessive amount of time on homework should contact administration to review the student's homework difficulties.

In order to encourage church attendance for both children and parents, it is the policy of NSBA that teachers will not give homework on Wednesday that is due on Thursday. In keeping with the spirit of this rule, no test will be given on Thursdays and quizzes will be kept to a minimum.

Homework is assigned for various purposes:

- Practice – Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.
- Drill – It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
- Remedial activity – At times some students may have weak levels of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.
- Enrichment activity – Many children will need to be challenged to move on to higher levels of attainment. Their own creativity will help to “spark” them to independently reach a broader scope of understanding in various subject fields.
- Special projects – Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

6.2.2.4 Graduation Requirements

NorthSide Baptist Academy requires the successful completion of an academic program in excess of the requirements of the State of Texas. To graduate from NorthSide Baptist Academy, a student must accumulate 26 credits during the 9th through 12th grades. To earn one credit, a student must pass both semesters of a subject area. Credits are NOT earned on the yearly average. Credits are earned on a semester average (1/2 credit per semester). Each student must be enrolled in and pass a Bible class each year.

Credits Required for Graduation	Honors Diploma
Bible.....	4
English.....	4
Math.....	4
Science.....	4
History.....	3
Personal Finance.....	½
Speech/Logic.....	½
Physical Education.....	1

Foreign Language.....	2
Fine Arts.....	1
Electives.....	2

All students in grades seven through twelve should follow the course of study recommended to them by their parents and the administration. This, of course, is to ensure that each student attains as much as possible academically while at NorthSide Baptist Academy.

Graduation Marching Requirements:

- (1) A student must have the full 26 credits in order to receive his or her diploma at the annual commencement exercises unless otherwise approved by administration.
- (2) Students must take a minimum of 6 ½ credits every year, including their senior year. Exceptions may be made for students who are taking dual credit courses through approved colleges.
- (3) Results of the ACT or SAT college entrance test must be on file in the school office before the diploma is granted.

6.2.2.5 Schedule Change

No course may be dropped or added unless the student secures permission from the administration to do so. Any course dropped after the first two weeks of school will be recorded as an “F” unless such a change is recommended by the administration.

No courses may be dropped or added after the fourth week of the school year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year.

6.2.2.6 Credits

One unit of credit shall be based upon 180 class periods of a minimum of 45 minutes net. One-half credit shall be based upon 90 class periods of 45 minutes; one fourth credit shall be based upon 45 class periods of 45 minutes.

6.2.3 Reporting / Report Cards / Records

6.2.3.1 Grading Scale

Score	Grade	GPA Points
99-100	A+	4.00
96-98	A	4.00
94-95	A-	3.67

91-93	B+	3.33
88-90	B	3.00
85-87	B-	2.67
82-84	C+	2.33
79-81	C	2.00
76-78	C-	1.67
74-75	D+	1.33
72-73	D	1.00
70-71	D-	0.67
Below 70	F	0.00
Excessive Absence	X	0.00

Grading periods are divided into four nine-week periods. There should be at least 3 homework grades for every test given, and there should be at least three quizzes or test given per grading period (exceptions for classes meeting only half a week).

6.2.3.2 Report Cards

1. Report cards are produced at the end of every nine-week period. Grades are recorded in MySchoolWorx computer software provided by the school office. MySchoolWorx automatically averages grades. Report cards are viewed and digitally signed online via MySchoolWorx.
2. Attendance is recorded by the school office.
3. Any incompletes should be made up as soon as possible and entered in the appropriate subject area on the MySchoolWorx software. All incompletes not completed by end of the grading periods (exceptions for extenuating circumstances) are automatically graded as a zero.
4. Report cards are withheld for past due accounts.

6.2.3.3 Permanent Records

The following information is recorded in the student's permanent record:

1. Name
2. Birthdate
3. Sex
4. Date of Entrance
5. Academic records
6. Testing records
7. Health records
8. Miscellaneous records

The office maintains and updates these files. Access is limited to only the administration, office, and teaching personnel.

6.2.4 Testing Program

6.2.4.1 Teacher-Made Tests

There are no policies in place to govern the use of publisher or teacher made tests. It is left to the teacher's discretion. We ask our teachers to follow the following guidelines when administering quizzes or tests:

6.2.4.1.1 Policies for Quizzes

1. A quiz should not take more than 15 minutes of class time.
2. Any quiz which is missed can be allowed to be made up after school or at the teacher's discretion, except for in the case of unexcused absences or suspensions.
3. Quizzes should be used to help prepare students for upcoming test and to determine mastery of the subject.
4. Give enough quizzes so that a valid grade may be assessed.
5. Do not put students in unsupervised areas to do make-up work or quizzes.

6.2.4.1.2 Policies for Tests

1. Testing should be done for only that material which has been previously taught.
2. Each course should have at least one major test every three weeks, or weekly mastery quizzes with a cumulative test at the end of the quarter.
3. Tests should be graded and returned in a timely manner.
4. Tests missed while a student is absent should be made up according to the time designated in the handbook. Teachers should schedule make up tests and let the student know when it is to be made up. **Zeros for missed test should not be placed into MySchoolWorx unless permission has been granted from the administration.**
5. Test should be kept in a secure location.

6.2.4.1.3 Administration of Tests

1. There is to be no talking between students after a test has begun. If a student has a question regarding the test, his hand should be raised.
2. All books and other materials will be placed under the desk.
3. The teacher will move around the room during a test.
4. The teacher will not leave the room during a test.

6.2.4.1.4 Exams

A semester exam is to be given in every academic subject in grades 7-12, unless specific approval to omit an exam is obtained from the administration. A semester exam schedule will be distributed prior to exams and should be followed by both students and faculty. Semester and final exams must be graded by the teacher.

6.2.4.2 Achievement Testing

The Iowa Achievement Test is administered to students in kindergarten through 11th grade. Iowa testing is an informational test that allows NSBA to assess a student's progress. This test does not determine a student's promotional status.

ACT/SAT tests are taken by juniors and seniors at area schools and universities.

6.2.4.3 Aptitude and Other Tests

The Iowa Achievement Test is administered to students in kindergarten through 11th grade. Iowa testing is an informational test that allows NSBA to assess a student's progress. This test does not determine a student's promotional status.

ACT/SAT tests are taken by juniors and seniors at area schools and universities.

6.2.5 Programs

6.2.5.1 Chapel

1. Chapel is held once per week typically on Friday for students in the k5-12th grades, with additional chapel services scheduled for special activities and speakers as needed. Students in 5th – 12th grades are required to wear their "Dress Uniform" on chapel days. *See Uniform policy in the handbook.*
2. 1st through 12th grade will have chapel every day during the 2nd week of school. This is our spiritual emphasis week designed to start the school year off by putting the Lord first in the lives of our students. Special speakers are typically brought in for this event.
3. Purposes for chapel
 - a. Salvation and spiritual growth of every student
 - b. Appreciation of various preaching styles and personalities
 - c. Introduction to Bible-believing Christian colleges
 - d. Exposure to quality Christian music
 - e. Introduction to Christians serving Christ in different professions
 - f. Heritage chapels teach students about our Christian Heritage
4. Speakers from local churches of like faith, NorthSide Baptist Church staff and members, and traveling evangelists or missionaries are brought in to speak on topics such as salvation, the will of God, living the Christian life, etc.

6.2.5.2 Music

Musical groups are divided as such: K3 & K4, K5-2nd, 3rd – 5th, and 6th – 12th grades. Handbells choirs are available for students in the 6th – 12th grades. Music groups perform at the following programs: Parent Teacher Meetings, Christmas Programs, Legacy Saints Meeting, Spring Program and Graduation.

Specific dress requirements will be sent home ahead of performances. Choir programs are a graded assignments and students are required to participate to receive a passing grade.

6.2.5.3 Plays/Drama/Speech

NSBA performs a yearly Christmas play with most parts going to Middle School and High School students, some smaller parts may be given to elementary students. Only those plays which are considered Christ-honoring and appropriate will be performed. The choirs, handbells, and drama presentation revolve around the birth of Christ.

6.2.6 Field Trips

6.2.6.1 Purpose

Field trips are an important part of the learning process. When used in conjunction with the material taught in the classroom, field trips can create a more meaningful learning experience. Field trips must reinforce instructional objectives or assist in attaining knowledge which is significantly important.

6.2.6.2 Field Trip Policies and Procedures

1. Each class is allowed a maximum of three field trips per year.
2. A *Field Trip Information Sheet* must be submitted and approved by the administration at least three weeks in advance of the requested date.
3. The teacher is responsible to secure transportation. The Academy office can assist in assigning vehicles and drivers.
4. The teacher is responsible to obtain directions, on-site unloading and loading instructions, parking availability, cost information, etc.
5. All chaperones must honor the Academy dress code. Teachers are responsible for obtaining an appropriate number of chaperones for the trip.
6. Following administrative approval, an information sheet and parental permission form must be sent home at least one week in advance of the scheduled date. The information sheet must be on file in the Academy office and should include the following:
 - a. Date
 - b. Destination

- c. Departing and returning times
 - d. Dress code
 - e. Cost
 - f. Brief description of activities
7. The permission form should include the following:
- a. Space for the student's name and grade
 - b. Space for a parent/guardian's signature
 - c. Information regarding the opportunity for parents to accompany the class
 - d. Time frame for returning permission form and activity fee
8. Traveling Instructions
- a. Students are not allowed on the bus without adult supervision
 - b. Students will load onto the bus under the direction of adult sponsors
 - c. Students will unload from the bus only after the sponsor has given detailed instructions (where the students will sit, line up, etc.) and gone ahead to prepare the way.
 - d. The sponsor will specify seating instructions
 - e. Boys and girls will be seated separately while travelling to and from student activities (when traveling after dark, the boys and girls should be separated by one empty row of seats).
 - f. When space permits, the back rows of the bus should be unoccupied
 - g. Sponsors must monitor student behavior. Student conduct should be pleasant and orderly. Do not allow students to "pick on" each other.
 - h. When eating in a public establishment, students are to give thanks for their meal when their table is filled.
 - i. Students are never to cross a thoroughfare on foot.
 - j. No one may exit the rear of the bus except in the case of an emergency.
 - k. When traveling at night, the sponsor should remain alert. Student safety is the sponsor's responsibility.
 - l. Upon return, the teacher is responsible to ensure that the vehicle is clean.

6.2.6.3 Follow-Up

Follow-up is accomplished through assigning reports, a panel discussion, a class discussion, or a quiz.

6.2.7 Extra-Curricular Activities/Awards

6.2.7.1 Awards

End of the year awards for Elementary, Junior High, and Senior High are as follows:

- a. Principal's Honor Roll – All A's for all four quarters
- b. Honor Roll – All A's and B' for all four quarters

- c. Pastor's Trophy – Given to the student in 9th – 12th grade with the highest GPA. Must be within the range of 3.67 to 4.00
- d. Principal's Trophy – Given to the student in 9th – 12th grade with the second-highest GPA. Must be at least a 3.33 to 4.00
- e. Gold Ticket Awards
 - 1) Gold Club – 1 to 4 Gold Tickets
 - 2) Double Gold Club – 5 to 9 Gold Tickets
 - 3) Bronze Club – 10 to 14 Gold Tickets
 - 4) Silver Club – 15 to 19 Gold Tickets
 - 5) Double Silver club – 20 to 24 Gold Tickets
 - 6) Platinum Club – 25 to 30 Gold Tickets
 - 7) Double Platinum Club – 31 plus Gold Tickets
- f. Honors Cord – Given to students on the honors tract with a GPA of at least 3.5 or greater.
 - 1) Honors – 3.33 to 3.6 GPA
 - 2) High Honors – 3.6 to 3.8 GPA
 - 3) Highest Honors – 3.8 plus GPA

6.2.7.2 Activities – Sports

The following sports are offered at NSBA as intramural sports:

- Boys' Flag Football for 5th – 12th grade
- Boys' Soccer for 3rd – 12th grade
- Girls' Soccer for 3rd – 12th grade
- Boys' Basketball for 3rd – 12th grade
- Girls' Basketball for 3rd – 12th grade
- Girls' Volleyball for 5th – 12th grade

6.2.7.3 Advisors/Coaches

All advisors and coaches are chosen and approved by the administration of NSBA. They may be chosen from the membership of NorthSide Baptist Church as approved by the administration. All volunteers are required to go through background checks and safety training.