

NorthSide Baptist Academy



NORTHSIDE BAPTIST ACADEMY

Secondary Handbook

5th – 12th Grade

2022-2023

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LETTER FROM THE SCHOOL ADMINISTRATOR

Dear Parents and Students,

The NSBA Secondary Handbook has been written to explain NorthSide Baptist Academy's daily policies and procedures. Please take the time to read it thoroughly since the enclosed information is vital to your child's progress and conduct.

If you have any questions while reading this handbook, please call the school office at 254-690-6722 ext. 2 or use this link <https://bit.ly/nsbaparent> to schedule a meeting with the school administration. If, at any time during the school year, you feel a conference or clarification is needed on a matter, please do not hesitate to use the methods posted above to set up a meeting with the administration.

The administration and staff at NSBA take our responsibility as partners with you seriously. We realize that God has placed us in a position to come alongside you in the shaping of your child's attitudes, priorities, and in the molding of his mind to that of the Lord. Your concern and cooperation with NSBA will directly determine the results of the various aspects of your child's education, discipline, and spiritual training.

We appreciate your confidence in us, and we look forward to the opportunity of working with you.

In Christ,

Joel Veteto
School Administrator

1. SCHOOL INFORMATION

| | |
|-----------------------|---|
| Bro. Adam Garber..... | Pastor |
| Bro. Joel Veteto..... | School Administrator |
| School Mascot..... | Navigators |
| School Colors..... | Royal Blue and Green |
| School Address | 1800 W. Highway 190 Nolanville, TX 76559 |
| School Telephone..... | 254-690-6722 |
| School Email..... | info@northsidebaptistacademy.org |
| School Website | www.northsidebaptistacademy.org |

2. STATEMENT OF FAITH AND PHILOSOPHY

NorthSide Baptist Academy, as a ministry of NorthSide Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

- **The Scriptures**
We believe the Holy Scriptures of the Old and New Testaments to be the Bible, “as it is in truth, the Word of God...” (I Thessalonians 2:13). We believe in verbal, plenary inspiration in the original writings, and God’s preservation of His pure words to every generation (II Timothy 3:16, Psalms 12:6-8). We believe that the Scriptures are inerrant, infallible, and God-breathed.

The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages we use; the Authorized King James Version of the Bible is the English version we use in the English-speaking world. The Bible is our sole and final authority for faith and practice.

- **The Godhead**
We believe in one Triune God, eternally existing in three persons—Father, Son, and Holy Spirit, co-eternal in being, identical in nature, equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians

13:14). We believe that God created the entire universe in six literal, twenty-four hour days (Genesis 1:1-27).

- **The Person and Work of Christ**

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philippians 2:5-8; Galatians 4:4-5).

We believe that the Lord Jesus Christ accomplished our redemption through His finished work on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ was raised bodily and that He ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24, 7:25; Romans 8:34; I John 2:1-2).

- **The Person and Work of the Holy Spirit**

We believe that the Holy Spirit is the Person who reproves the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, indwelling all believers and sealing them unto the day of redemption (John 16:8-11; II Corinthians 3:6; Romans 8:9; Ephesians 1:13-14). We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayer of believers for physical healing. (II Corinthians 12:12; I Corinthians 13:8; Hebrews 2:3-4; Mark 16:17-20; I Corinthians 1:22, 14:21-22).

- **Satan**

We believe in the reality of the person of Satan and that he and the fallen angels wage a spiritual warfare against the plan and purposes of God (John 13:2; Acts 5:3; Ephesians 6:11-12). We believe that Satan is a created angelic being who rebelled and who tempted man to join him in rebellion against God (Isaiah 14:12-17; Ezekiel 28:11-19; Genesis 3:1-5). We believe his power is supernatural, yet limited, and that he cannot act without the permission of God (Job 1:6-12; I John 4:4). Satan's eternal end is everlasting torment in the Lake of Fire (Revelation 20:10).

- **Man**

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God. Therefore man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12).

The sacredness of human personality is evident in that God created man in His own image and is mindful of him, and in that Christ died for man; therefore every individual possesses dignity and is worthy of respect and Christian love (Psalm 8:4-9; Colossians 3:9-11).

We believe that the only marriage recognized by Scripture is the joining of one man and one woman (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23). We believe that God expressly forbids intimate sexual activity outside a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are perversions of God's intended purposes and are therefore sin. We believe that God forbids any attempt to alter one's God-given gender identity by any means, including surgery or appearance (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4).

- **The Way of Salvation**

We believe that the clear message of salvation is "repentance toward God and faith toward our Lord Jesus Christ" (Acts 20:21). We believe that salvation is "by grace" plus nothing minus nothing. We believe that Jesus Christ died for every man, and that each individual chooses to accept or reject the grace of God (Hebrews 2:9; I John 2:2). We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Ephesians 2:8-10; John 1:12; I Peter 1:18-19).

We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. We believe that eternal life is the present possession of every believer (John 6:37-40, 10:27-30; Romans 8:1, 38-39; I Corinthians 1:4-8; I Peter 1:4-5; Jude 1, 2).

- **The Church**

We believe that the New Testament church is a local assembly of baptized believers who have voluntarily joined themselves together to carry out the Great Commission. The Lord is doing His work in this world through local churches. The establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church; the church should be free of any external authority or control. Christ is the only Head of the church (Acts 13:1-4, 15:19-31, 20:28; Romans 16:1, 4; I Corinthians 3:9,16; 5:4-7,13; I Peter 5:1-4).

We recognize the ordinances of the Lord's Supper and baptism by immersion in water as a Scriptural means of testimony for local churches in this age (Matthew. 28:19-20; Acts 2:41-42, 18:18; I Corinthians 11:23-26).

- **Biblical Separation**
We believe that all the saved should live in such a manner as to not bring reproach upon their Savior and Lord, and that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded of God (II Timothy 3:1-5; Romans 12:1, 2, 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14-7:1).
- **The Return of Christ**
We believe the “Blessed Hope” of our Lord’s return is literal, personal, visible, imminent, premillennial, and pretribulational. Believers will be caught up to be with the Lord prior to the seven years of tribulation, and at the end of the tribulation Christ will return with His saints to establish His thousand-year reign on the earth (I Thessalonians 4:13-18; Titus 2:13; I Thessalonians 1:10; Revelation 3:10; Zechariah 14:4-11; Revelation 19:11-16, 20:1-6; Psalm 89:3-4).
- **Our Eternal State**
We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29, 11:25-26; Revelation 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body will be reunited to be glorified forever with the Lord (Luke 23:43; Revelation 20:4-6; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when, with soul and body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Luke 16:19-26; Matthew 25:41-46; II Thessalonians 1:7-9; Jude 6-7; Mark 9:43-48; Revelation 20:11-15).

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. We do believe, however, that the preceding Statement of Faith accurately represents the teachings of the Scripture.

Philosophy of Education

- **Our Philosophy Grows Out of Our Theology.**
The philosophy of education held by NorthSide Baptist Academy grows out of our theology. Believing in the one true and living God as revealed in the Scriptures, and believing that redemption for fallen man has been provided through the death, burial, and resurrection of His Son, the Lord Jesus Christ, we therefore hold a philosophy of education which recognizes God as the Author of all truth, and which

centers on the Person of Jesus Christ. We reject any philosophy that does not recognize the existence and nature of God as taught in the Bible, and that does not recognize that the chief end of man is to know God through His Son and to glorify Him.

- **The Goal Is to Develop the Mind of Christ.**
We believe the goal of Christian education is to develop the mind of Jesus Christ in students. Knowing that Christ Himself is the Creator, and that all things were created by Him and for Him, we hold that all truth finds its origin in the Person of Jesus Christ. In Him are all the treasures of wisdom and knowledge (Colossians 2:3).
- **God's Word Is the Cornerstone.**
We believe that God's Word, the Bible, must be central in all learning. As the divinely inspired, written revelation of God, the Bible is the cornerstone of Christian education. All knowledge and truth discovered in the processes of learning find bedrock in God's Word. The Bible is the unchanging, absolute truth by which we interpret and understand all truth.
- **Christ-centered Education Provides the Foundation for Life.**
We believe that a Christ-centered education provides the foundation for all of life. Christian education is not confined to a classroom but is committed to the development of the whole person—spiritually, intellectually, emotionally, socially, and physically. Therefore, all requirements and opportunities placed before students are viewed as a part of their education. Training both inside and outside the classroom helps them to grow in favor with God and in favor with man, and thus be prepared for life.
- **The Supernatural Work of God is Necessary.**
We believe that the supernatural work of the Spirit of God is necessary to Christian education. It is only by the Spirit of God that we are born into the family of God, and this regeneration is required if one is to develop the mind of Christ. It is also the work of the Spirit of God to illumine the minds of those who have been regenerated. The Spirit of God teaches us all truth and guides us into the understanding of truth. He also grants wisdom to apply truth to life, because truth is given to us not simply to be known, but to be lived (Joshua 1:8). Without the work of the Spirit of God, Christian education cannot take place; we will be ever learning, and never able to come unto the knowledge of the truth. Teachers and students alike must be ever aware of their need for the Lord and must pray for His enabling.

3. SCHOOL HISTORY AND PURPOSE

Since its establishment in 2014, NorthSide Baptist Academy has existed to encourage and assist families committed to fulfilling the biblical mandate to provide a Christian education for their children. The purpose of NSBA is to provide a biblical education following the precepts set in God’s Word of adding to our faith virtue, and to virtue knowledge.

NorthSide Baptist Academy provides an individualized education environment that provides a safe and effective program of study to allow all students the opportunity to achieve their full Christian potential, both in spiritual and secular professions and careers.

We believe the goal of Christian education is to develop the mind of Jesus Christ. Knowing that Christ Himself is the Creator and that all things were created by Him and for Him, we hold that all truth finds its origin in the Person of Jesus Christ. In Him are all the treasures of wisdom and knowledge (Colossians 2:3).

Therefore, NorthSide Baptist Academy strives to fulfill the following goals:

1. To develop the mind of Christ in each student.
2. To come alongside families to assist them in their responsibility to provide an education for their children.
3. To provide a safe environment that is conducive to student learning.
4. To employ dedicated and skilled faculty who provide both academic and spiritual guidance to the students.
5. To prepare students for life through academic instruction from a biblical worldview.

4. ACHIEVEMENT TEST

Iowa Testing

- ◆ Most are familiar with S.T.A.R. testing, but the Iowa testing is geared toward our educational goals.
- ◆ 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.

5. ADMISSIONS PROCEDURES

The administration of the Academy reserves the right to establish and maintain standards for student conduct, dress, and academics. Students are expected to make acceptable progress both spiritually and academically, abide by the school rules and guidelines, and conduct themselves in a manner consistent with the policies and practices as established by the administration. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school.

To be accepted as a student in NorthSide Baptist Academy, potential students must:

1. Step 1:
 - a. Complete the application online at www.northsidebaptistacademy.org
 - b. Submit most recent report cards for those entering 1st – 12^h grade
 - c. Referrals
 - i. Teacher Referral – For students entering 1st – 12th grade
 - ii. Pastor Referral – For students entering 5th – 12th grade
 - d. Pay the Application Fee - \$25 per student
2. Step 2 – Interview
3. Step 3 – Complete grade assessment
4. Step 4 – Pay registration fee, curriculum fee, and submit acceptance paperwork
5. Attend Open House and Orientation Day

NorthSide Baptist Academy admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, and national or ethnic origin in the administration of its education, admissions policies, and other school-administered programs. As a private, Christian institution, admission to NorthSide Baptist Academy is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. It is vital that each student and his family are fully supportive of the goals of the Academy.

6. AFFILIATIONS

NorthSide Baptist Academy is a member of the Mid-South American Associates of Christian Schools and the American Association of Christian Schools. We are not currently accredited by any organization.

7. ARRIVAL AND DISMISSAL

We strive to make the drop and pick-up process as safe as possible. To this end, we have two drop-off and pick-up lines. As one enters the property, they will be directed to drive

up the left side of the driveway, make a U-turn at the end of the building, and choose one of the two lines available. The inside (left) line is for families with one or more students in a child car restraint. The outside (right) line is for families with no students in a child car restraint. Please watch for and follow all directions given by traffic controllers.

Two teachers will be at the school doors before and after school to help students to and from the car safely. Unless you are coming in for an appointment, please do not park and go into the building.

8. ATHLETICS

NSBA provides opportunities for students to participate in four sports: flag football (boys only), soccer, basketball, volleyball (girls only).

Information concerning each sport will be sent home at an appropriate time. Sports fees cover the cost of uniforms and participation. Students are to wear the school-provided and approved sports uniforms for all practices and games.

9th – 12th Grade students who participate in sports will receive a .25 credit per sport for each year that they participate towards their Physical Education credit.

Eligibility Requirements:

1. Students must maintain at least a “C” in all classes to participate in sports
2. Eligibility reviews will happen every 3 weeks to determine a student’s eligibility for sports
3. Probation Status
 - a. Students with a “D” will be put on probation for the next three weeks during which their grades will be closely monitored.
 - b. During probation students may participate in sports
 - c. If a student does not bring their grade up to a “C” during the initial probation period, they will become academically ineligible to play the next three weeks.
4. Academically Ineligible Status
 - a. Students who have an “F” will be immediately ineligible to play sports for the next three-week period.
 - b. If a student raises their grades during their ineligible period to a “D” they will be put on probation status.
 - c. If a student does not raise their grade above the “F” during their initial ineligible period, they will become permanently ineligible for the remainder of the sport season.
 - d. Students who within the same sports season move from Ineligible to Probation and then back to Ineligible will fall under the same guidelines as letter c.

- e. Students who are ineligible to play will still practice with the team, and will sit on the bench during games.

9. ATTENDANCE AND TARDY POLICIES

The school day begins promptly at 8:00 A.M. In the case of an absence, the office should be contacted as early in the day as possible. Excused absences or tardies will be granted for the following reasons:

- Doctor or dental appointment (appointments should be made after school hours when possible); doctor's note should be received
- Funeral
- Local disaster
- Personal illness or emergency (with doctor's note)

Tardy

Students arriving after 8:00 a.m. are considered tardy but should report immediately to class. Requests for excused tardies must be received in the Academy office no later than the day following the tardy. The accumulation of three tardies in a semester will result in a charged absence as related to perfect attendance.

Absence

Students arriving after 8:15 a.m., or reporting to school following an absence, must check-in at the Academy office. Students must obtain an admission slip from the office before attending class. Students with an excused absence must complete missed assignments, for full credit, within the number of days absent plus one day. Students charged with an unexcused absence must complete missed assignments within the number of days absent and may receive, at the discretion of the administration, full or partial credit for work completed. Exams missed due to an unexcused absence must be made upon the first day of a student's return to school or within a reasonable time per the teacher's discretion.

Within a semester an accumulation of three unexcused absences will result in 30-minute after-school detention. After six unexcused absences, students will receive a 1-hour after-school detention. After nine unexcused absences, students will receive a Saturday detention. After an accumulation of twelve or more unexcused absences, additional penalties will be assessed by the administration up to and including suspension or removal from school.

10. BOOK POLICY

All textbooks and workbooks are provided through the Academy. The curriculum fee covers all books. Books are the property of the student. Students are responsible for lost or damaged textbooks and will have to replace them at cost if lost or damaged beyond use.

11. CONDUCT AND DISCIPLINE POLICY

Biblical discipline demands positive training in the right direction (Proverbs 22:6). However, biblical discipline also requires appropriate consequences in certain cases. NorthSide Baptist Academy desires to train children to behave in a way that is pleasing to the Lord and honoring to their parents. As such, certain compliance to rules is necessary.

Parents and teachers must cooperate fully with one another. Christ is honored when we support one another, and the student receives a great benefit. When there is a misunderstanding, a student should take it quickly to the teacher. Often a conversation can clear up the situation. Should the problem remain, the parent, student, or teacher should then feel free to consult with the Head of School.

Such disciplinary measures that are considered reasonable by the teacher or Head of School will be meted out to the offending student. This will include verbal correction, conduct points, demerits, in-school suspension, and expulsion from the academy's program.

It would be impossible to make rules to cover every type of infraction. Good behavior must come from the heart and not by mere conformity to regulations. However, the following items will be expected to be strictly observed:

1. Respect for authority toward the administration and faculty.
2. Disobedience and insolence will not be tolerated.
3. Improper speech, vulgarity, profanity, and lying shall have no place in NorthSide Baptist Academy.
4. Mutilation or destruction of property. Students must pay for any damage.
5. Off-limit boundaries shall be observed for all areas so designated. Being off the academy grounds or away from class without excuse shall be considered off-limits. Being in the classroom during lunch without permission shall not be permitted.

6. Stealing and cheating are considered very serious and may subject the student to immediate dismissal.
7. Firecrackers, explosive devices, or firearms of any kind are not permitted.
8. Students bringing articles which distract the attention of other class members will be subject to disciplinary action. This includes such articles as knives, water pistols, rubber bands, radios, dolls, magazines, toys, games, etc.
9. Students reading, writing, or passing notes will be subject to disciplinary action. The student receiving any note will be treated as if he had written it.
10. Eating candy, chewing gum, or eating food without teacher permission while in class is prohibited. Lunches and snacks must be eaten in the dining area.
11. No physical contact is permitted between members of the opposite sex.

I Timothy 4:12 exhorts, *“Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.”*

In K-3 through 5th grade classes, a four-level discipline system is used.

- Level 1 – conduct point is given, and 5 minutes of recess is lost
- Level 2 – second conduct point is given, and 10 minutes of recess is lost
- Level 3 – third conduct point is given, and 15 minutes of recess is lost;
Administration is informed, and a note is sent home to the student’s parents
- Level 4 – fourth conduct point is given; student is sent to Head of School’s office, and parent is contacted; student may be sent home at the discretion of the Head of School

Depending on the severity of the misbehavior, the teacher may proceed directly to the fourth level at his or her discretion. When the school feels that student/parent cooperation is lacking, the student may be dismissed. If the behavior of the student indicates an uncooperative spirit, he/she may be dismissed. If the Head of School must contact the parent three times in one semester regarding the child’s behavior, the child may be dismissed.

6th through 12th grade students are subject to the demerit system given later in this chapter.

Note: Any student who makes a threat verbally, through writing, or through graphics to shoot the school property, employees, or other students in the school, will be subject to immediate expulsion and police action. Any student who makes allusion or contrast to incidents in other schools and expresses a desire for this to happen at our school is

subject to immediate expulsion.

Parents should be aware that NSBA reserves the right to search the student's belongings in the event the academy suspects the student possesses an unapproved item or substance. Registration of a child constitutes parental consent to such searches. Automobiles, backpacks, purses, pockets, lockers, desks, etc. may be searched if there is reasonable suspicion that any unapproved item or substance may be present. Any student refusing such a search will not be forced to comply. However, refusal is grounds for dismissal from academy and/or referral to law enforcement officials. Academy administration will not conduct strip searches but may require access to pockets, etc.

NOTE: *Students who are dismissed from NorthSide Baptist Academy will not be eligible to apply for enrollment for one year from the date of expulsion in most cases. A written request from the student addressed to the academy administration must accompany the application upon eligibility.*

NorthSide Baptist Academy is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at NSBA for worldly practices or diversions so common among other institutions. NSBA desires to have the reputation of having a student body with an excellent spirit and where every student treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of NSBA and may be withdrawn or refused reenrollment at the discretion of the administration.

Student Responsibility

Each student should remember that his behavior reflects not only himself, his home, his church, and the academy, but also the Savior. Worldly habits, disrespect for the academy or its staff, a sullen and negative attitude, or any other evidence of a lack of cooperation may result in dismissal.

Each student's record is reviewed in the summer for the following year. To attest to their willingness to cooperate, students in grades six through twelve are required to sign the student agreement located at the end of this handbook. Parents of all students in all grades are also asked to sign the agreement.

One of the goals of Christian education is to develop a self-disciplined young person who is submissive to the Word of God and the will of God. Our academy hopes to cooperate with the home in forming the following good habits in the student:

1. Cheerful obedience to authority
2. Responsibility in completing assigned or expected tasks
3. Cooperation with others in playing and working

4. Courtesy and respect for others and their property
5. Cleanliness in person and property
6. Truthfulness and honesty in work and life
7. Promptness in attendance and assignments
8. Morally sound conduct with respect to language, recreation, and social relationships

The Demerit System

In 6th through 12th grades, a demerit system is used for discipline. Demerits are accrued on a semester basis and are a part of the student's permanent file. The following actions will cause a student to earn demerits:

Class 1 Demerits

- These demerits are given for violations of the Student Handbook that have not caused a disruption in the classroom.
- These are simple infractions in which no disrespect or disobedience to the faculty or staff has occurred.
- Class 1 demerits have a value of 1 demerit.
- Examples of Class 1 demerits may include, but are not limited to, having food or drink in class, dress code violations, tardiness, being unprepared for class, etc.

Class 2 Demerits

- These are demerits that are given to correct a behavior that has caused or is causing a disruption in the classroom.
- Class 2 demerits have a value of 2 to 4 demerits based on the severity of the infraction.
- Examples of Class 2 demerits may include, but are not limited to, talking in class, making noises, distracting other students, etc.

Class 3 Demerits

- These are demerits given to correct a behavior that is directly disobedient or disrespectful to the faculty, staff, or handbook policies.
- Class 3 demerits have a value of 5 demerits or more depending on the severity of the infraction. If more than 5 demerits are to be given for any individual infraction, the Head of School will be involved in the decision.
- Examples of Class 3 demerits may include, but are not limited to, talking back to a teacher, body language that shows disrespect, cursing/foul language, bullying or demeaning another person, display of affection, misconduct on special trips, cheating (which will also result in a loss of grade), destruction of school or church property, stealing, etc.

Details of each assigned demerit will be sent to parents via email.

Disciplinary Action

Demerits will accumulate throughout the semester, and will result in the following disciplinary action:

- 10 demerits – conference between student and Head of School
- 15 demerits – first detention
- 25 demerits – second detention
- 35 demerits – third detention
- 40 demerits – one day of in-school suspension
- 45 demerits – fourth detention
- 55 demerits – fifth detention and meeting with parents, student, and Head of School
- 60 demerits – three day in-school suspension
- 70 demerits – Head of School reviews for possible expulsion

The following violations will result in discipline at the discretion of the Head of School, ranging from immediate detention to legal action:

- Bullying/Intimidation/Harassment
- Reckless driving on campus
- Vulgarity/profanity
- Fighting/physical altercations
- Intentional, inappropriate contact with another student
- Dishonesty (lying, cheating, stealing)
- Possession or use of tobacco in any form
- Possession or use of any alcoholic beverage
- Possession or use of a controlled substance
- Theft
- Offensive or profane material (literature, material on an electronic device, etc.)
- Possession of a weapon
- Assault
- Vandalism

Merits

Faculty and staff members may also award merits to students for exceptional behavior or going above and beyond in assisting a faculty member, staff member, or another student. Merits will be applied to the student's record to alleviate demerits.

Detention

The format for detention will be as follows:

- Detention will be assigned on Tuesday mornings at 7:00a.m with Mr. Leopper (or a designated teacher).

- Families will be notified by email/text on Mondays if their student will need to be at detention on Tuesday morning.
- Failing to serve a scheduled detention will result in a \$20 fine. The detention will be made up at the next appointed detention time.
- If a family conflict arises, the Head of School must be notified immediately.
- Students must come dressed in work clothes to help maintain the property during detention. School clothes must be brought with the student, and they will be allowed time to change prior to school starting.

In-School Suspension (ISS)

- The Head of School will work with teachers to choose a day that causes the least interruption with student's class time. Parents will be notified about the day chosen for the in-school suspension.
- All class work will be allowed to be turned in on the day the student returns to school for full credit after serving an in-school suspension.

12. UNIFORM POLICY

The biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but also to the matter of calling undue attention to oneself. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in both facets of modesty.

While at school, student dress will be governed by NSBA's Uniform Policy. Students are to be neatly and appropriately dressed for all NSBA sponsored activities. Students are not allowed to attend class without meeting NSBA's Uniform Policy standards. Students in violation of the Uniform Policy may be asked to report to the office to contact parents so the violation can be corrected. Consideration may be given by the administration in circumstances involving new students or difficulties in ordering required portions of the uniform.

NorthSide Baptist Academy uses Lands' End as the provider for student uniforms. School clothing must be purchased from NSBA's Lands' End website, and it must be worn and fit the student according to the design description on NSBA's Lands' End website.

NSBA's Lands' End – www.landsend.com. School Code: 900174848

*****Please label all clothing with student's name. NSBA is not responsible for clothing items that are lost. *****

- Boys

- All clothing must be purchased from NSBA’s Lands’ End website.
- Articles of clothing purchased from NSBA’s Lands’ End website must fit according to the design description.
- Students will be required to wear either a **“School Uniform”** or a **“Dress Uniform”**.
 - “School Uniform” is the appropriate attire for most school days. All items must follow the guidelines given below.
 - “Dress Uniforms” must be worn on chapel days which is typically Friday and on days requested by the administration.
- Neatness
 - Students must be neat and clean in appearance and hygiene.
 - Clothing should not be faded, stained, or have holes. Students should maintain a sharp and orderly appearance.
 - Clothing should be clean, pressed, and not tattered or missing buttons.
- Hair / Accessories
 - Boys should strive for a sharp, conservative, and masculine look.
 - Boys cannot wear jewelry. A watch and one ring are acceptable.
 - Piercings and tattoos are not permitted.
 - Boys must have neat, conventional haircuts. Any style that has the appearance of being unkempt is unacceptable.
 - Hair should not touch the collar or ears. Hair should be tapered and not long.
 - Sideburns should not come lower than the bottom of the ear; bangs should not cover the eyebrows.
 - Boys are not to dye, tint or bleach their hair.
 - Boy’s hair should be clean and neatly combed.
 - Facial hair is not permitted.
- Boys **“School Uniform”**
 - Shirts – Required from NSBA’s Lands’ End website
 - Button-up dress shirt/ oxford style
 - Must have an NSBA school logo
 - May either be short or long sleeve.
 - Polos are not permitted.
 - Shirts must be and must remain tucked in at all times.
 - Undershirts are permitted to be worn but must not extend above the uniform shirt collar or beyond the uniform shirt sleeve. Undershirts must be the same color as the uniform shirt or white.
 - Shirts must fit properly and not hang over the hands.
 - Shirts cannot be tight.
 - NSBA logo’d t-shirts are not permitted for class but must be worn for P. E. and as permitted by the administration.
 - Pants – Only pants ordered from NSBA’s Lands’ End website are permitted.
 - Belts

- Boys are required to wear a black dress belt every day.
 - May be purchased outside NSBA’s Lands’ End website.
 - Shoes
 - Boys are required to wear traditional men’s dress shoes.
 - Shoes must be black in color.
 - May be purchased outside NSBA’s Lands’ End website.
 - Shoes must have a genuine leather upper (no suede) and must be able to take a polish/shine.
 - Shoes cannot rise above the ankle.
 - Sperry, boat-like shoes, and boots are not permitted.
 - Socks
 - Boys are required to wear solid black, navy blue-, or khaki-colored socks. They must be a high cuff. Socks must coordinate in color with pants worn.
 - Outer Wear
 - Sweaters, cardigans, vests, and blazers from NSBA’s Land’s End website with the school logo may be worn in the classroom on “**School Uniform**” days.
 - All other outer wear may only be worn outside and is not permitted in the classroom.
 - Puffer vest are considered outside wear only and may not be worn in the classroom.
- Boys “**Dress Uniform**”
 - Shirts – Required from NSBA’s Lands’ End website
 - **White** Button-up dress shirt/ oxford style
 - Must have NSBA logo
 - May either be short or long sleeve.
 - Shirts must be and must remain tucked in at all times.
 - White undershirts must be worn but must not extend above the uniform shirt collar or beyond the uniform shirt sleeve.
 - Shirts must fit properly and not hang over the hands.
 - Shirts cannot be tight.
 - Vest – Required attire on “**Dress Uniform**” days.
 - No other outerwear will be permitted.
 - Must be purchased from NSBA’s Lands’ End website. Cotton Modal Fine Gauge Sweater in Navy Blue.
 - Must have NSBA school logo.
 - Tie
 - Must be purchased from NSBA’s Lands’ End website.
 - Logo is not permitted on the tie.
 - The tie must be worn throughout the school day and must be tied appropriately. (Half or Full Windsor)
 - Pants

- Must be purchased from NSBA’s Lands’ End website.
 - Khaki pants that are **khaki** in color. Other colors are not permitted on “**Dress Uniform**” days.
 - Belts
 - Only black dress belts are permitted.
 - May be purchased outside NSBA’s Lands’ End website.
 - Shoes
 - Boys are required to wear traditional men’s dress shoes.
 - Shoes must be black in color.
 - Shoes must have a genuine leather upper (no suede) and must be able to take a polish/shine.
 - Shoes cannot rise above the ankle.
 - Sperry, boat-like shoes, and boots are not permitted.
 - Socks
 - Boys are required to wear solid black, navy blue-, or khaki-colored socks. They must be high cuff. Socks must coordinate in color with pants worn.
- Girls
 - All clothing must be purchased from NSBA’s Lands’ End website.
 - Articles of clothing purchased from NSBA’s Lands’ End website must fit according to the design description.
 - Uniform skirts are available in every size for fittings in the Academy office. Please take advantage of this resource to ensure the appropriate size for your student before ordering. This will help you save money, time and frustration. NOTE: Skirts must fall below the knee as described on the Lands’ End website to be an approved uniform. If you would like to schedule a fitting, please use the following link: <http://bit.ly/3igOUby>
 - Students will be required to wear either a “**School Uniform**” or a “**Dress Uniform**”.
 - “School Uniform” is the appropriate attire for most school days. All items must follow the guidelines given below.
 - “Dress Uniforms” must be worn on chapel days which is typically Friday and on days requested by the administration.
 - Neatness
 - Students must be neat and clean.
 - Clothing should not be faded, stained, or have holes. Students should maintain a sharp and orderly appearance.
 - Girls should maintain a neat, clean, and feminine appearance.
 - Clothing should be clean, pressed, and not tattered or missing buttons.
 - Clothing cannot be faded, stained, or have holes.
 - Clothing cannot be tight fitting. It must be modestly worn.
 - Hair / Accessories

- Natural hair colors are required. Tints and unnatural hair colors are not permitted.
 - Girl’s hair should be combed and neatly worn. Girls should have a feminine hairstyle (No shaving or masculine haircuts).
 - Hair should be pulled back or lay away from the face. Any style that has the appearance of being unkempt is unacceptable.
 - Only headbands from NSBA’s Lands’ End website are permitted.
 - Cosmetics and jewelry must be worn in moderation. Girls may wear one pair of earrings, and these should be worn on the earlobes only.
 - Ankle bracelets, toe rings, and chokers are not permitted.
 - Black and glittery makeup is inappropriate for school.
- **Girls “School Uniform”**
 - Shirts – Required from NSBA’s Lands’ End website
 - Button-up dress shirt/oxford style
 - Must have an NSBA school logo
 - May either be short or long sleeve.
 - Polos are not permitted.
 - Shirts must be and must remain tucked in at all times.
 - Undershirts are permitted to be worn but must not extend above the uniform shirt collar or beyond the uniform shirt sleeve. Undershirts must be the same color as the uniform shirt or white.
 - Shirts must fit properly and not hang over the hands.
 - Shirts cannot be tight.
 - NSBA logo’d t-shirts are not permitted for class but must be worn for P. E. and as permitted by the administration.
 - Skirts
 - Skirts must be purchased from NSBA’s Lands’ End website.
 - Skirts must fit according to design description.
 - Skirts should come to the bottom of the knee in the front and the back.
 - **Girls in the 7th – 12th grades must order from the women’s line** on NSBA’s Lands’ End website unless otherwise approved by the administration.
 - Shoes
 - Girls are required to wear traditional women’s dress shoes.
 - Shoes must be black in color.
 - Shoes must have a genuine leather upper (no suede) and must be able to take a polish/shine.
 - Shoes cannot rise above the ankle.
 - Heels, boots, and sandals are not permitted.
 - Socks
 - Socks or tights must be worn.
 - Girls may wear black no-show socks.
 - Tights must be solid/opaque.
 - Tights may be black, navy, white or gray in color.

- Patterns or embossing in or on the tights is not permitted.
 - Outer Wear
 - Sweaters, cardigans, vests, and blazers from NSBA’s Land’s End website with the school logo may be worn in the classroom on “**School Uniform**” days.
 - All other outerwear may only be worn outside and is not permitted in the classroom.
 - Puffer vests are considered outside wear only and may not be worn in the classroom.
- Girls “**Dress Uniform**”
 - Shirts – Required from NSBA’s Land’s End website
 - **White** Button-up dress/ oxford style
 - Must have NSBA logo.
 - May either be short or long sleeve.
 - Shirts must remain tucked in at all times.
 - White undershirts must be worn but must not extend above the uniform shirt collar or beyond the uniform shirt sleeve.
 - Shirts must fit properly and not hang over the hands.
 - Shirts cannot be tight.
 - Vest – Required attire on “**Dress Uniform**” days.
 - No other outerwear will be permitted.
 - Must be purchased from NSBA’s Land’s End website. Cotton Modal Fine Gauge Sweater in Navy Blue.
 - Must have NSBA logo.
 - Tie
 - Girls are required to wear the girl’s cross tie (navy in color) found on NSBA’s Land’s End website.
 - Logo is not permitted on the tie.
 - Students must wear the tie for the duration of the school day or school activity.
 - Skirts
 - A **gray** skirt will be required for “**Dress Uniform**” days and must be purchased from NSBA’s Land’s End website.
 - Skirts must fit according to design description.
 - Skirts should come to the bottom of the knee in the front and the back.
 - **Girls in the 7th – 12th grades must order from the women’s line** on NSBA’s Land’s End website unless otherwise approved by administration.
 - Shoes
 - Girls are required to wear traditional women’s dress shoe.
 - Shoes must be black in color.

- Shoes must have a genuine leather upper (no suede) and must be able to take a polish/shine.
- Shoes cannot rise above the ankle.
- Heels, boots, and sandals are not permitted.
- Socks
 - Girls may wear black no-show socks.
 - Solid **white** opaque tights or solid white knee high or dress cuff socks are required for “**Dress Uniform**” days.
 - No pattern or embossing is permitted.

Dress Guidelines for School Functions and Activities

- Students must wear NSBA school uniforms, school-sanctioned athletic uniforms, or clothing from the navigatormerch.com website that follow NSBA uniform guidelines for all school functions and activities unless stated otherwise by the administration.

Dress Guidelines for Formals

- The length of a skirt/dress should be no shorter than the bottom of the kneecap whether the student is standing, walking, bending, or sitting.
- Slits in skirts/dresses must not be higher than the bottom of the knee.
- The back of a dress should be high enough to touch when reaching over the shoulder.
- Necklines should be no lower than two inches below the hollow of the neck in the front and must not reveal undergarments when the student is bending forward.
- Appropriate undergarments must be worn. Clothing should not fit so tightly as to reveal the outline of the undergarments.
- Sleeveless or cap sleeve formals must be worn with a jacket or sweater. Shawls and scarves are not permitted to be worn as jackets.
- Strapless or spaghetti strap dresses are not permitted. Straps must be at least 1½ inches in width and must be covered by a jacket. Jackets must be styled to cover the top of the dress and must be able to meet in the middle. Jackets covering only the back and shoulders are not acceptable.
- Mermaid style dresses will not be permitted.
- Dress material should be thick enough to not cling to the body.
- Dresses and jackets may not have sheer sleeves.

Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

13. AWARDS

Honor Rolls

Extraordinary academic achievement on behalf of the students is honored at awards ceremonies scheduled at the conclusion of each school year. The following criteria must be met for a student to qualify for the Principal's Honor Roll or the Honor Roll.

To qualify for the Principal's Honor Roll, a student must have earned all A's for each grading period for each subject taken in the current academic year. To qualify for the Honor Roll, a student must have earned all A's or B's for each grading period for each subject taken in the current academic year.

To qualify for the Pastor's Trophy, a student must have earned a grade point average, cumulative for the current academic year, of 3.67 to 4.00. To qualify for the Principal's Trophy, a student must have earned a grade point average, cumulative for the current academic year, of 3.33 to 3.66. These trophies will be given to the two students with the highest-grade point averages that meet these requirements.

Senior high students vying for the valedictorian and salutatorian awards must have earned at least one-half of their total high school units (or attended two full years) at NorthSide Baptist Academy. Students graduating with a cumulative high school grade point average of 3.33 or greater will be recognized for honors. There must be at least 3 students in the graduating class that meet requirements for a Valedictorian or Salutatorian award to be given.

Honors Scale

- 3.8 or higher GPA – Highest Honors
- 3.6 to 3.8 GPA – High Honors
- 3.33 to 3.6 GPA - Honors

Gold Club Awards

Students who go an entire week without receiving a mark on their green slip will be golden ticket winners. Golden ticket winners will accumulate throughout the year for end-of-year awards. Golden ticket winners will receive a variety of awards throughout the year for appropriate behavior.

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

14. FINANCIAL INFORMATION

Tuition is paid in 10 monthly installments and is due on the 1st of the month, starting August 1st and concluding on May 1st. Tuition is considered late after the 10th of the month.

| 5 th – 12 th Grade | | |
|--|----------------|-----------------|
| Class | Yearly Tuition | Monthly Tuition |
| 5 th – 6 th Grade | \$3,800.00 | \$380.00 |
| 7 th – 12 th Grade | \$4,070.00 | \$407.00 |

*Multi-child discounts are available:

2nd child = 10% discount

3rd child = 15% discount

4th child = 20% discount

5th child+ = 30% discount

- This discount does not apply to enrollment or book fees
- This discount does not apply to the K-3 Program two-day program

*Referral Credit – Families may receive a \$100 referral credit by referring families to NSBA. Referred families must pay the enrollment and the first three months of tuition before the credit will be applied to the referring families’ accounts.

Tuition Payments

- Changes to tuition costs are made on a yearly basis as needed by the administration.
- Tuition payments are non-refundable.
- Invoices will be sent out five days prior to the month in which tuition is due. Payments may be online via credit card or bank transfer, by check or cash in the office, or by recurring ACH.
- Invoices can be viewed and paid on MySchoolWorx
- Tuition is due on the 1st of the month and is late after the 10th.

Fees

◆ Fundraiser Fee

- A \$300 per student per school year fundraiser fee helps to keep tuition fees low.
- This fee can be eliminated by participating in Fundraisers.
- This fee can be covered in multiple ways:
 - A one-time payment due by August 15th will eliminate fundraiser involvement and further fundraising invoices for the school year.
 - A \$30 monthly fundraiser fee will be added to your monthly tuition invoice.

- Income from your student’s participation in NSBA Fundraisers will be credited to his/her fundraiser fee up to \$300 per school year.
- ◆ Registration/Re-Enrollment Deposits are non-refundable.
- ◆ Fees relating to athletics, fine arts, and other extra-curricular activities will vary. Families of students involved in these activities will be notified as the fees occur. These fees will be collected as the students participate.

Late Admissions

- A new family enrolled after the first day of class will be responsible for paying the tuition on a pro-rated basis.

Past Due Tuition

- When a check is returned for non-payment, a \$30 fee will be assessed.
- Tuition payments are considered late by the close of business (5 p.m.) on the 10th of each month.
- A \$25 late fee will be added to any monthly tuition that is not paid by the close of business (5 p.m.) on the 10th of each month. An additional \$10 fee will be added after every five days that the tuition remains unpaid.
- A student’s balance must be paid for final grades to be issued. If a student is dismissed or removed from NSBA during the school year all invoices must be paid in full to receive transcripts and final grades collected by NSBA.
- Students removed or dismissed from school during the school year other than for military orders are required to pay the next month’s tuition payment.
- Families whose tuition payment becomes past due must make specific arrangements in writing with administration for their child(ren) to remain in class. All transcripts will be withheld until all accounts are paid in full.
- Outstanding balances from the prior year must be received in full by the end of June each year before re-enrollment will be considered.

15. FINE ARTS COMPETITION

NSBA currently participates in the AACS Fine Arts Competition. The cost to participate is \$10 per test or event. Additional information will be given at the appropriate time during the school year.

16. GRADING SCALES

| 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 |

At the discretion of the administration, elementary students may not be eligible for promotion if they fail two core subjects (language, math, and reading), or if they fail one core subject and earn a “D” in the other two core subjects. Students who fail one core subject and earn a grade higher than a “D” in at least one of the other core subjects may be promoted but be required to receive Academy-approved tutoring in the failed subject. Tutoring must include a minimum of 12 hours of instructional time after which the student must pass a proficiency test in the subject for the appropriate grade level.

Students in grades 7–8 must pass all major subjects (language, math, science, and history) for the year to be promoted to the next grade. At the discretion of the administration, students who fail one or more of these subjects and students who earn a “D” in language or math may be required to complete an approved summer school course or tutoring schedule in the deficient subject(s).

Requirements for Graduation

| | |
|--------------------|---------|
| Bible* | 4 Units |
| English | 4 Units |
| Mathematics | 4 Units |
| History | 4 Units |
| Science | 4 Units |
| Physical Education | 1 Unit |
| Music | 1 Unit |
| Language/Fine Arts | 1 Unit |
| Electives | 2 Units |

Total units required for graduation: 26 units

* One year of Bible is required for each year enrolled at NorthSide Baptist Academy.

A maximum of two units per year may be earned through summer school or correspondence work. All course work must be approved by the administration. The Academy reserves the right to supplement summer school or correspondence work submitted for credit.

A high school diploma will be awarded upon satisfactory completion of 24 units of study and fulfillment of all financial obligations.

Early Graduation

Requests for a student to graduate ahead of his class will be considered only in exceptional situations.

Failed Courses

All courses must be taken and passed in sequence. Failure in a sequential or required course will require the student to pass the course in summer school, through correspondence work, or to repeat it during the following school year.

Summer School/Self-Directed Study

A maximum of two units per year may be earned through summer school or correspondence work. Students may not substitute summer school or correspondence work for a class that can be accommodated in their regular schedules. All coursework must be approved by the administration. The Academy reserves the right to supplement any summer school or correspondence work submitted for credit.

Pre-High School Courses

The total number of units required for graduation must be earned while in attendance in grades nine through twelve. High school courses completed prior to 9th grade will be noted on the student's high school transcript and recognized for placement in the next sequential level of the subject but will not be included for credit in terms of required units and will not be included in the student's cumulative GPA unless prior approval by administration.

High school classification is determined by the accumulation of the following number of units:

- 0 to 6 credits 9th Grade
- 7 to 12 credits 10th Grade
- 13 to 18 credits 11th Grade
- 19+ credits 12th Grade

17. HANDBILLS OR SALES

No handbills or literature of any kind is to be passed out at school without approval from the administrator. There will be no sale of any items such as greeting cards, candy, etc. without the administrator's approval.

18. INCLEMENT WEATHER

In most cases, NorthSide Baptist Academy will follow the practice of the Killeen Independent school system for weather-related and other emergency closings. Tune to local television, radio, and social media for announcements in such cases. We will send out notifications via text message and email.

19. HOME VISITS

Teachers may visit their students' homes during the year. These visits are designed so the parents and students may meet the teacher in a more relaxed atmosphere; it also allows the parents and teacher to discuss how NSBA can best meet the needs of each student.

20. HOMEWORK

Homework assignments are designed to reinforce classroom instruction, to provide additional enrichment, or allow students to make up work that is missed due to absence from school. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child's education. To encourage faithful attendance to midweek church services, no homework or unfinished classwork will be assigned on Wednesdays to be due on Thursday.

21. LEAVING SCHOOL

The school day for grades 5-12 begins at 8:00 A.M. and concludes at 3:00 P.M. The Academy office is open Monday through Friday from 7:30 A.M. until 4:30 P.M.

Students who leave early for reasons other than the approved excused absence list or without at least 24-hour approval by administration will receive a tardy/absence based on the attendance policy.

Parents must sign in at the office and sign the student out before the student may leave. Please do not phone the request to leave early, please send a note as we must file it for our records.

NOTE: Please understand that unplanned early dismissals cause a disruption for the entire class. In most cases, the teacher must stop teaching to get that student ready to leave. A note from home the day before or the morning of an early dismissal is imperative.

Supervised care is provided each morning beginning at 7:30 A.M. Students arriving at school before 7:50 A.M. must report to the Phillips Hall unless otherwise noted. Students are not to be in other areas of the campus without permission.

After school each day, supervised care is provided from 3:30–5:30 P.M. for a rate. Students remaining on campus after 3:30 P.M. will be taken to the designated area. Parents must sign out their students from after-school care.

In the event of a weather-related delayed opening, before-school care will not be available. In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible. Supervision will be provided until a parent/guardian arrives.

22. LIBRARY

While NSBA does not necessarily endorse all the contents of any book in the school library, the position of NSBA is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

It is also understood that to meet certain academic standards and to provide books of various fields of research and content, the library must, of necessity, have many books of different types. However, every book purchased for our library is screened to provide good, clean, wholesome reading for our young people.

The following rules for our library are necessary to preserve our present books and to aid the growth of the library:

- Students may check out two books at a time.

- The loan period on regular library books is two weeks.
- While a student owes overdue books to the library, he will not be permitted to check out more books.
- A damage fee will be charged to any student who damages any book. The price will vary, based on the extent of the damage and the cost of the book.
- The student must pay for any lost library book. The charge will be the replacement cost of the book.

23. HEALTH POLICY

Accidents

Injuries occurring on the campus or during an Academy-sponsored activity should be reported immediately to the Academy personnel responsible for supervision. Information requested by an insurance company may be obtained through the Academy office.

Forms

All students are required to comply with health department regulations regarding vaccinations and immunizations. All pertinent records must be on file in the Academy office by September 1 of the current year. Families who hold religious beliefs against vaccinations and immunizations must have a request on file to be exempt from these requirements.

Illness

Students who become ill during the school day will report to the Academy office. If it becomes necessary for the student to go home, the office will contact the parent/guardian. Upon arrival, parents must report to the office. All students must sign out before leaving the campus. To help protect the well-being of the student body, the Academy has in place a 24-hour policy regarding students having an elevated temperature or fever. Students must be free from fever for at least 24 hours without the aid of medication before being allowed to return to class. Students who miss three or more days of school due to illness must have a doctor's note to return to class.

Medication

The Academy office must be informed of any significant and/or long-term medications taken by a student. No medications (including aspirin, vitamins, etc.) are to be kept on a student's person or in his locker. If it is necessary for a student to take medication during the school day, it must be sent to the Academy office with specific instructions for administering. No medication can be provided by NorthSide Baptist Academy.

24. LOCKERS

Lockers will be assigned to all students in grades 1–12. Students are to use only the locker assigned to them and may not share a locker with another student. Stickers, pictures, slogans, etc. may not be placed on the outside of lockers. Excessive use of these items in a locker that causes it to look messy is not allowed. These items may be requested to be removed at the discretion of the administration. Lockers may be inspected at the discretion of the administration.

25. LUNCH

- Lunch menus can be found on MySchoolWorx.
- All lunch requests must be made by the Friday before the week a student is wanting to eat lunch. Students who do not order on time will be charged double for a same-day request.
- Meal invoices are sent out at the end of the week and are due by the date listed on the invoice.
- Students in 4th grade and below will not have access to microwaves. Students in these grades will need to either purchase hot lunch or bring a lunch that does not require heating. Students in the 5th – 12th grades may utilize the microwaves at their own risk.
- Please do not send/bring soda for K3 – 6th-grade students.
- Deliveries from local food vendors are not allowed. Parents are invited to join their children for lunch at any time. Other guests must secure permission through the Academy office. To ensure student safety, all guests must sign in/out through the Academy office.
- Parents should be careful to not send extremely surgery items such as soda/coke for students' lunch or snack.
- Students who do not bring a lunch and do not order lunch will be served a hot lunch and will be charged double the lunch cost.
 - Meal Plan Costs:
 - Snack \$1.50
 - Lunch \$4.00

26. OPEN HOUSE AND PARENT-TEACHER FELLOWSHIPS

Upon registration, parents agree to support NSBA. This includes attendance to all PTF meetings. The first PTF meeting will be the Open House Day, which is held the Friday

before the first day of school. This orientation meeting is very important as essential information and materials will be given out. Parents will be introduced to the faculty and will be given a presentation in the classroom of their children.

Other PTF meetings will be held regularly throughout the year to enable parents to follow the progress and development of their children.

27. PARENT-TEACHER COMMUNICATION

It is often necessary for the parent/guardian and the teacher to meet to discuss certain situations. Individual teachers may be contacted directly, or they may be reached through the Academy office. If a meeting with several teachers is desired, the Academy office will work with the parent/guardian and the teachers that are involved to determine a time for the meeting. Any situation that is not adequately addressed through a parent/teacher conference should be referred to the administration.

The Academy uses MySchoolWorx, a school management system that allows parents and students access to pertinent schedules and announcements as well as secured access to students' assignments, grades, discipline reports, financial statements, etc.

28. REPORT CARDS

Report cards are issued at the end of each nine-week grading period. Parents and students can monitor students' daily progress through *MySchoolWorx*, the online communication program utilized by the Academy.

Report cards are to be signed electronically through MySchoolWorx. NSBA will not print paper copies to be sent home. Families are welcome to download and print a copy of the report for their personal files.

29. TELEPHONE/ELECTRONIC DEVICES

A "personal communication device" (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A personal electronic device is a device that can be used as a camera, a recorder, a player, smart watches, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices include but are not limited to cell phones, CD players, iPods, MP3 players, netbooks, laptops, or tablet computers (e.g. iPad, Kindle, etc.).

Electronic devices are not permitted at school. Cell phones are to be left at home with parents.

If a circumstance arises that requires a student to bring a cell phone to school, a parent must contact the school office to let them know of the need and the student must leave the cell phone in the lockbox at the school office. Students will be able to retrieve their cell phone at the end of the day when leaving school.

Examples of special circumstances would be if a student is driving themselves to and from school, or if they are going home with someone other than their parent.

If a student is found with a cell phone, he will receive an immediate suspension.

30. UP-TO-DATE INFORMATION

Families should inform the office promptly of any change of address or telephone number.

31. VEHICLE POLICY

High School students with a license may drive themselves to school and park on the premises under these policies

Parents must have a written statement giving their child permission to drive to and from school.

Parents, administration, and the young person driving must have a conference before the student is allowed to drive on the property.

No other student can leave the school with a teen driver. Siblings are the only exception to this rule.

Students are not allowed to return to their vehicle during the school day.

Students must park at the end of the parking lot.

Students must follow all applicable laws and signs in and around the property

Violation of these rules will result in a loss of driving privileges.

32. WHEN PROBLEMS OCCUR

Teachers are the authority in the classroom. Parents should always uphold the authority of the teacher in their student's life no matter the situation. If there is a question/concern about any situation in the classroom, you may submit an inquiry via email to the school office at info@northsidebaptistacademy.org. Administration will investigate the situation and give a response.

Please allow a minimum of 24 hours to receive a response on such an inquiry. If a mark/tally was given in error, administration will direct how/when the correction will be made.

33. VISITORS

All visitors to the campus must check in at the Academy office upon arrival. Visits will be confined to the office area unless otherwise approved by the administration. Any student request to visit classes must be approved through the office at least one day in advance. All visiting students must honor the Academy dress code and must secure a visitor's pass before attending classes.

34. CHANGES

NSBA reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.