

---

# NORTHSIDE BAPTIST ACADEMY



## STUDENT AND PARENT HANDBOOK

---

2025-2026

---

## TABLE OF CONTENTS

|                                                          |    |
|----------------------------------------------------------|----|
| Table of Contents.....                                   | 1  |
| From the Head of School.....                             | 5  |
| About NorthSide Baptist Academy .....                    | 6  |
| History.....                                             | 6  |
| Philosophy of Education .....                            | 6  |
| Purpose.....                                             | 7  |
| Mission Statement .....                                  | 7  |
| The Academy and the Church.....                          | 7  |
| Statement of Faith.....                                  | 7  |
| The Scriptures .....                                     | 8  |
| The Godhead.....                                         | 8  |
| The Person and Work of Christ.....                       | 8  |
| The Person and Work of the Holy Spirit.....              | 8  |
| Man.....                                                 | 8  |
| The Way of Salvation.....                                | 9  |
| The Church.....                                          | 9  |
| The Ordinances of the Church.....                        | 9  |
| Biblical Separation.....                                 | 9  |
| The Return of Christ .....                               | 9  |
| Our Eternal State.....                                   | 9  |
| Academy Information.....                                 | 10 |
| The Leadership Team.....                                 | 10 |
| The Faculty and Staff.....                               | 10 |
| Academics.....                                           | 11 |
| Academic Information.....                                | 11 |
| Record Retention .....                                   | 11 |
| Retention Policy.....                                    | 11 |
| Grading Scale.....                                       | 11 |
| Academic Eligibility for Extracurricular Activities..... | 11 |
| Homework .....                                           | 12 |
| Secondary Homework and Assignment Policies.....          | 12 |
| Accreditation .....                                      | 13 |
| Report Cards.....                                        | 13 |
| Requirements for High School Graduation.....             | 13 |
| Dual Enrollment Courses for Juniors and Seniors .....    | 13 |
| The Crown College – Powell, TN.....                      | 13 |
| Pensacola Christian College – Pensacola, FL.....         | 13 |

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| West Coast Baptist College – Lancaster, CA.....                           | 14 |
| Standardized Testing.....                                                 | 14 |
| Textbooks.....                                                            | 14 |
| Admissions.....                                                           | 15 |
| Academy Admission Policies.....                                           | 15 |
| Age Requirements.....                                                     | 15 |
| Immunizations .....                                                       | 15 |
| Re-enrollment.....                                                        | 15 |
| Attendance .....                                                          | 16 |
| Attendance Requirements.....                                              | 16 |
| Reasons for Excused Absence.....                                          | 16 |
| Reasons for Excused Tardiness .....                                       | 16 |
| Family Days and Family Vacations (Maximum of five days per semester)..... | 16 |
| Make-Up Work.....                                                         | 16 |
| Early Dismissal.....                                                      | 17 |
| Discipline.....                                                           | 18 |
| General Rules.....                                                        | 18 |
| Student Responsibility .....                                              | 19 |
| Preschool and Elementary Discipline Procedures.....                       | 20 |
| Secondary Discipline Procedures.....                                      | 20 |
| Merits.....                                                               | 21 |
| Disciplinary Action .....                                                 | 21 |
| Detention.....                                                            | 21 |
| In-School Suspension (ISS).....                                           | 22 |
| Extracurricular Activities.....                                           | 23 |
| Athletics.....                                                            | 23 |
| Elementary Ladies, 2 <sup>nd</sup> -5 <sup>th</sup> grades: .....         | 23 |
| Secondary Ladies, 6 <sup>th</sup> -12 <sup>th</sup> grades: .....         | 23 |
| Elementary Boys, 2 <sup>nd</sup> -5 <sup>th</sup> grades: .....           | 23 |
| Secondary Men, 6 <sup>th</sup> -12 <sup>th</sup> grades: .....            | 23 |
| Homeschool Athletics.....                                                 | 23 |
| Fine Arts.....                                                            | 23 |
| Private lessons.....                                                      | 23 |
| Secondary Choir.....                                                      | 23 |
| Homeschool Fine Arts .....                                                | 24 |
| Financial .....                                                           | 25 |
| Financial Policy .....                                                    | 25 |
| Tuition Philosophy.....                                                   | 25 |
| Tuition Costs and Payments.....                                           | 25 |

|                                                                                   |    |
|-----------------------------------------------------------------------------------|----|
| Quality Education at an Affordable Price.....                                     | 26 |
| Discounts.....                                                                    | 26 |
| Fees .....                                                                        | 26 |
| Book Fee.....                                                                     | 26 |
| Re-Enrollment Fee.....                                                            | 26 |
| New Student Enrollment Fee .....                                                  | 26 |
| New Student Application Fee.....                                                  | 26 |
| FACTS Payment Plan Fees .....                                                     | 26 |
| Fundraiser Fee.....                                                               | 26 |
| Science Lab Fee.....                                                              | 27 |
| Kindergarten Graduation Fee .....                                                 | 27 |
| Senior Graduation Fee.....                                                        | 27 |
| IOWA Standardized Testing Fee.....                                                | 27 |
| Academic Testing Fee.....                                                         | 27 |
| Athletic Fees.....                                                                | 27 |
| Lunch and Snack Purchases .....                                                   | 27 |
| After-School Care.....                                                            | 28 |
| Withdrawal.....                                                                   | 28 |
| General Policies.....                                                             | 29 |
| Student Recognition .....                                                         | 29 |
| Parent/Student Contact Information.....                                           | 30 |
| Cell Phones and Other Communication Devices .....                                 | 30 |
| Chapel .....                                                                      | 30 |
| Church Attendance .....                                                           | 30 |
| Dress and Appearance.....                                                         | 30 |
| Boys General Uniform Guidelines.....                                              | 31 |
| Preschool and Elementary Boys Uniform Guidelines (K-4-5 <sup>th</sup> Grade)..... | 32 |
| Secondary Boys Uniform Guidelines (6th-12th Grade) .....                          | 32 |
| Girls General Uniform Guidelines.....                                             | 33 |
| Preschool and Elementary Girls Uniform Guidelines (K-4-5th Grade).....            | 34 |
| Secondary Girls Uniform Guidelines (6th -12th Grade).....                         | 35 |
| P.E. Uniform Policy .....                                                         | 36 |
| P.E. Attendance Policy.....                                                       | 37 |
| Special K-4/K-5 Policies.....                                                     | 37 |
| Field Trips.....                                                                  | 37 |
| Locker Guidelines .....                                                           | 37 |
| Library Guidelines .....                                                          | 37 |
| Listening Devices .....                                                           | 38 |
| Lost and Found.....                                                               | 38 |

|                                          |    |
|------------------------------------------|----|
| Lunches.....                             | 38 |
| Parties in Classrooms.....               | 38 |
| Parent-Teacher Meetings.....             | 39 |
| Pledges.....                             | 39 |
| Academy Conferences.....                 | 39 |
| Solicitations and Advertisements.....    | 39 |
| Academy Equipment.....                   | 39 |
| Academy Hours.....                       | 39 |
| Academy Pictures.....                    | 40 |
| Sending Money to the Academy.....        | 40 |
| Student Anti-Harassment.....             | 40 |
| Telephone Messages.....                  | 40 |
| Student Clubs.....                       | 40 |
| Health.....                              | 41 |
| Communicable Diseases.....               | 41 |
| Health Service and First Aid.....        | 42 |
| Illness.....                             | 42 |
| Injuries.....                            | 42 |
| Medication.....                          | 42 |
| Safety and Security.....                 | 43 |
| Closed Campus.....                       | 43 |
| Student Drivers.....                     | 43 |
| Closings.....                            | 43 |
| Fire, Tornado, and Emergency Drills..... | 43 |
| Permission to Leave School.....          | 43 |
| Animals and Pets.....                    | 43 |
| Re-Entry During the School Day.....      | 44 |
| Arrival and Dismissal.....               | 44 |
| Drop-Off:.....                           | 44 |
| Pick-Up:.....                            | 44 |
| Visitors.....                            | 45 |
| Changes to this Handbook.....            | 46 |
| Student and Parent Agreements.....       | 47 |
| Student Agreement.....                   | 48 |
| Parent Agreement.....                    | 49 |

## FROM THE HEAD OF SCHOOL

Dear NSBA Parent,

I am thrilled that you have chosen to partner with NorthSide Baptist Academy for your child's education. We believe that the primary influences in a child's life are his or her parents. Parenting in today's world is more of a challenge than it has ever been. I'm so thankful that God's Word hasn't changed and that His guidelines for parenting will always be the most effective approach. You have selected NSBA as another influence in your child's life, and that's something we do not take for granted.

We are humbled at the opportunity to serve you and your family in this way. Our faculty and staff are committed to the spiritual and academic development of your student, and with God's help, we trust you will see that NSBA is a worthy investment for your child's future.

Please let me know how we can serve you and your family effectively. Please share ideas, suggestions, recommendations, and feedback with me as often as you would like. Our desire is for NSBA to be the best school it can be for the Lord's glory. I love what God is doing here already, and I believe the future is extremely bright for this academy. I'm thank you're a part of the NorthSide family!

In Christ,

Mr. Leopper  
Head of School

---

Dear NSBA Student,

It is our joy that you are part of the Navigator family! Our staff desires to ministering to you as you grow and learn here at NSBA. We are excited to get to know you better throughout this year, and we can't wait to see how the Lord works in your life. We are praying for you and for your family as you begin this school year.

We know NSBA will provide a safe and comfortable environment in which you can learn. Even more importantly, we know you'll discover more about God and God's Word each day. I want to encourage you to get as close to the Lord as you possibly can over the course of this school year. The only way to guarantee a successful school year is to be fully surrendered to God and His leading in your life.

It is my joy to serve as the Head of School for NSBA, and one of my most important responsibilities is to be available to our student body as they have needs, concerns, or questions. I am available if you need anything at all from me. I look forward to watching God work in your life this year!

In Christ,

Mr. Leopper  
Head of School

# ABOUT NORTHSIDE BAPTIST ACADEMY

## History

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 established in God's Word of adding to our faith virtue, and to our virtue knowledge (II Peter 1:5).

NorthSide Baptist Academy provides an educational environment that offers 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 and spiritual instruction from a biblical worldview.

## Philosophy of Education

NorthSide Baptist Academy serves as a ministry of the NorthSide Baptist Church and is designed to help families rear their children to serve Jesus Christ. God established the home and family to be the primary training ground for children. The church serves as a secondary platform of spiritual training and leadership development. NorthSide Baptist Academy provides a third source of Godly influence. This partnership is only successful if the direction being set by all three institutions aligns.

For this reason, we strongly encourage parents to uphold and emphasize the doctrine and philosophy of NorthSide Baptist Church, which is also held by NorthSide Baptist Academy. A child placed in an environment where the family follows a direction contrary to that of the church and the academy is a child given to much confusion and strife within his own thoughts and actions. Our primary goal is to produce and develop young Christian leaders for the work of the Lord. Students are motivated to develop the mind of Christ in their lives (Philippians 2:5). A truly Christian education establishes an environment that fosters Christ-mindedness. NorthSide Baptist Academy has developed a program based on Luke 2:52 to minister to the complete student. Luke 2:52 states, *"And Jesus increased in wisdom and stature, and in favor with God and man."* This goal will be accomplished through four areas of emphasis:

1. The strongest emphasis at NorthSide Baptist Academy is the spiritual life of the student and family. The clear teaching of the Bible is the best foundation for all other learning. For that reason, the Bible permeates each subject as we endeavor to introduce each student to Christ and direct students and families to know the Bible and live in obedience to the Bible.
2. The next emphasis is on academics. Our academy uses traditional and practical curriculum. We provide a superior academic climate and promote personal academic excellence to prepare each child for Christian leadership. We believe that excellence and Christlikeness are interchangeable.
3. The third emphasis is on proper physical development. Our physical education, fine arts, and

athletics programs will continually develop to meet the needs of all students.

4. The fourth emphasis is on proper social development. Students grow best in an environment with others, and particularly with others who share their same values. Faculty, staff, and peers will benefit the social growth of each student.

## Purpose

NorthSide Baptist Academy's purpose is to educate and train the whole student: spiritually, academically, physically, and socially. Because the Lord requires a vessel unto honor, guidelines for personal habits, definite dress codes, and proper activities are provided. The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect an individual's freedom. In addition to a young person's appearance and actions reflecting the Lord Jesus Christ, he must have wisdom, knowledge, and understanding to serve the Lord in the plan God has for his life. Therefore, the Bible is not substituted for any academic subject; instead, the total educational program is immersed in the Bible. The Bible is taught so that the student will develop sound values that will govern every step of his life.

NorthSide Baptist Academy desires to send young people out who will be shining lights in this world of spiritual darkness (Matthew 5:14-16).

## Mission Statement

NSBA's mission statement is as follows: "Partnering with parents to immerse students in a biblical worldview, and equipping students to navigate life and impact this world as Jesus Christ has commissioned."

NorthSide Baptist Academy seeks to accomplish its mission as it strives to serve its families with the following goals in mind:

To **Educate** students with academic excellence

To **Equip** students for a lifetime of service to Christ

To **Encourage** students to achieve their God-given potential

To **Elevate** biblical and traditional American values

To **Enable** students in character development

## The Academy and the Church

NorthSide Baptist Academy is a ministry of NorthSide Baptist Church. Ultimately, Pastor Adam Garber is responsible for NorthSide Baptist Academy. The Head of School, faculty members, and all other staff members are under the authority of the Pastor and NorthSide Baptist Church. The NorthSide Baptist Church believes and teaches the doctrine of the Christian faith as embraced by the historic, Baptist position.

## Statement of Faith

Everyone knows that a person's beliefs matter. Although each person has a different background, the Bible stands as the only source of eternal truth. It is the Word of God that gives a solid foundation in a shifting world.

## *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).

The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages that we accept and use; the King James Version of the Bible is the only English version we accept and use. The Bible is our sole 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, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14).

## *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 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).

## *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; and that 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).

### *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 men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Saviour 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 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).

### *The Ordinances of the Church*

We recognize the ordinances of baptism by immersion in water and the Lord's Supper 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 not to 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 pre-tribulational. 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 are 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 is not exhaustive. 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.

## Academy Information

Office Hours: The academy office is open from 8:00am – 4:00pm on school days and is closed on weekends and on scheduled days off. During the summer, the academy office is open from 10:00am – 4:00pm on weekdays and closed on weekends and on scheduled days off.

Office phone number: 254-290-9160

Mailing address: 1800 W Hwy 190, Nolanville, TX, 76559

Website: [www.northsidebaptistacademy.org](http://www.northsidebaptistacademy.org)

Email: [info@northsidebaptistacademy.org](mailto:info@northsidebaptistacademy.org)

Instagram – @northsidebaptistacademy

NSBA Facebook – NorthSide Baptist Academy

Mascot: Navigators

School colors: Navy blue and kelly green

## The Leadership Team

Pastor Adam Garber – Pastor of NorthSide Baptist Church

Mr. Nick Leopper – Head of School

Mrs. Sarah Leopper – Associate Head of School

Mrs. Kaylea Yeager – Preschool Director

Mrs. Andrea Garber – Fine Arts Director

Mr. James Aiello – Athletic Director

## The Faculty and Staff

God has assembled an excellent group of educators and support staff in our academy. Their sincere Christian spirit and love for Christian education will be observed by students in the classroom and by parents during each interaction. We are thankful that God has provided us with such wonderful teachers and laborers. All faculty and staff members are required to be faithful, engaged members of NorthSide Baptist Church.

## ACADEMICS

### Academic Information

All new students entering the 2<sup>nd</sup>-12<sup>th</sup> grades will be given an academic assessment after school has started. If a student tests at or above their current grade level, they will be placed in the appropriate grade. The academy may not accept transfer students whose accomplishments have not met acceptable standards. NSBA students whose current work is not satisfactory may be asked to transfer or may be denied re-enrollment.

### Record Retention

NorthSide Baptist Academy retains all academic and attendance records for its students. In the unlikely event that NorthSide Baptist Academy ceases operation, the office of NorthSide Baptist Church will permanently house student records.

### Retention Policy

The kindergarten through twelfth grade students who receive a failing grade in three academic subjects or more are automatically retained to repeat their current grade level. Students who receive a failing grade in two academic subjects will be reviewed by the administration for possible retention.

### Grading Scale

| <i>Score</i>      | <i>Grade</i> | <i>GPA Points</i> |
|-------------------|--------------|-------------------|
| 98-100            | A+           | 4.00              |
| 94-97             | A            | 3.85              |
| 90-93             | A-           | 3.70              |
| 86-89             | B+           | 3.33              |
| 83-85             | B            | 3.00              |
| 80-82             | B-           | 2.70              |
| 76-79             | C+           | 2.33              |
| 73-75             | C            | 2.00              |
| 70-72             | C-           | 1.70              |
| 65-69             | D            | 1.50              |
| <65               | F            | 0.00              |
| Excessive Absence | X            | no credit         |

Non-Academic subjects will be given grades based on the following scale:  
E - excellent, S - satisfactory, N - needs improvement, U - unsatisfactory

Note: Dual enrollment courses are treated as Advanced Placement courses and receive a +0.25% increase in earned GPA points.

### Academic Eligibility for Extracurricular Activities

1. Students must maintain a cumulative GPA of 2.0 without receiving a failing grade in any subject in order to be eligible to participate in any extra-curricular activity.

2. Every three weeks, the administration will check student grades to determine eligibility. If a student becomes ineligible because of his grades, he will need to wait until the next grade check three weeks later before he can become eligible again. At any time, the Administrator may elect to remove a student who is struggling academically from all extra-curricular activities.

3. A student who becomes academically ineligible will not be allowed to practice with the team or dress for any games. The goal is to free up the student's time to focus on academic priorities.

4. If a student misses more than a half day of school, they may not participate in extra-curricular activities that day.

## Homework

Homework can serve as an integral part of the academic program. At NorthSide Baptist Academy, each teacher is at liberty to give homework to advance students in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for the following reasons:

1. For reinforcement – Most students require adequate review to master material essential to their educational process.
2. For practice – Following classroom explanation, illustration, and review of new content, homework may be given so that the material can be mastered.
3. For remedial activity – As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework may be given to overcome such difficulties on an individual or a class basis.
4. For special projects – Book reports, compositions, special research assignments, and projects are frequently assigned as homework.

We request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework may result in a student's suspension.

We ask for parent cooperation to ensure that students are given adequate time and a conducive study environment. Approximate time allotments per weeknight are:

Grade 1 – 30 minutes (2 nights per week)

Grade 2 – 40 minutes (2 nights per week)

Grade 3 – 45 minutes (2-3 nights per week)

Grade 4 – 50 minutes (2-3 nights per week, plus projects)

Grade 5 – 1 hour (3 nights per week, plus projects)

Grades 6-8 – 15 minutes per subject (daily, excluding Wednesdays)

Grades 9-12 – 20 minutes per subject (daily, excluding Wednesdays)

To encourage church attendance for both students and parents, it is the policy of NSBA that teachers will not give homework on Wednesday. In keeping with the spirit of this rule, no tests or quizzes will be given on Thursdays. (Exceptions may be made in preschool and elementary classes where studying is not required for certain tests or quizzes. These exceptions must be approved by the Director of Elementary Education.)

## Secondary Homework and Assignment Policies

Secondary students are required to submit homework and assignments by the given due date. Failure to submit homework or assignments on time will result in demerits and loss of credit. If a student turns in their assignment one day late, a maximum score of 80% may be earned. If a student turns in their assignment more than one day late, no credit will be given.

## Accreditation

NorthSide Baptist Academy is fully accredited through the American Association of Christian Schools (AACCS). This accreditation was earned in June 2025, and it is scheduled for review and renewal in June 2030.

## Report Cards

Report cards will be reviewed by the Head of School and sent home at the end of each grading period. Grades are also available at any time through FACTS and the NSBA app using a parent login.

## Requirements for High School Graduation

The basic requirements for graduation in the state of Texas will be met and exceeded through our high school program. The minimum number of credits needed to graduate in the state of Texas is 22, but NSBA graduates are required to complete at least 26. The required 26 credits required at NSBA are as follows:

|                        |                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------|
| English Language Arts: | 4 credits (English I, English II, English III, and English IV*)                                            |
| Mathematics:           | 4 credits (Algebra I, Algebra II, Geometry, and an additional math*)                                       |
| Science:               | 4 credits (Biology, Chemistry, Physics, and an additional science*)                                        |
| Social Studies:        | 4 credits (U.S. History, U.S. Government ½ credit, Economics ½ credit, World History, and World Geography) |
| Physical Education:    | 1 credit                                                                                                   |
| Foreign Language:      | 2 credits (both must be completed in the same foreign language)                                            |
| Fine Arts:             | 1 credit                                                                                                   |
| Speech:                | ½ credit                                                                                                   |
| Electives:             | 5 ½ credits (Bible courses and other offerings may be available)                                           |

## Dual Enrollment Courses for Juniors and Seniors

NorthSide Baptist Academy recognizes the benefits of high school students earning college credits while in high school. There is an additional cost to families who wish to participate in these programs, but the costs are lower than on-campus college tuition costs at these same institutions. The administration will communicate with junior and senior parents to help them understand what courses are available each semester as NSBA is made aware of those classes.

As NSBA is responsible for the content that is learned on their campus, NSBA has chosen to only partner with likeminded institutions for dual enrollment courses. As of the 2024-2025 school year, NSBA works with three different schools for dual enrollment courses:

### *The Crown College – Powell, TN*

NorthSide Baptist Academy has been recognized as an EarlyAdvantage™ school by Crown College of Powell, TN, for its participation in the dual enrollment program. Students enrolled in EarlyAdvantage™ courses can complete NSBA's high school requirements while earning college credit. EarlyAdvantage™ courses meet Crown College's high on-campus academic standards and are rooted in an exclusively biblical worldview. You may visit [www.thecrowncollege.edu/dual-enrollment](http://www.thecrowncollege.edu/dual-enrollment) to learn more about the Early Advantage™ dual enrollment program. NSBA administration can register students directly for courses, and NSBA's administration can review the work that students complete and offer guidance along the way.

### *Pensacola Christian College – Pensacola, FL*

NorthSide Baptist Academy has partnered with PCC for a number of years. Students must pass the required entrance exams through PCC to become eligible for course registration. Parents can learn more at [www.pcci.edu/admissions/online-dual-enrollment](http://www.pcci.edu/admissions/online-dual-enrollment).

### *West Coast Baptist College – Lancaster, CA*

NorthSide Baptist Academy has recently begun partnering with WCBC for affordable dual-credit courses. Students must enroll directly through WCBC to participate. Learn more at <https://wcbc.edu/academics/programs/get-ahead>.

## Standardized Testing

NSBA will administer the Iowa Assessment Test each spring for all students K-5 through 12<sup>th</sup> grade. This is an informational test that allows NSBA to assess a student's progress. This test does not determine a student's promotional status. Iowa test results will be shared with parents and reviewed regularly by the faculty and leadership of NSBA for academic purposes.

## Textbooks

NSBA holds to the foundational belief that all truth is God's truth. Because of this truth, 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 texts in our school.

NSBA utilizes textbooks from Abeka, BJU Press, Answers in Genesis, and Ramsey Solutions. High school students are permitted to take online courses approved by the Head of School through Sevenstar, a trusted online course partner.

Each subject is reviewed annually to ensure that NSBA has selected the best textbooks to reach its academic goals. It is unethical for parents or students to have access to teacher guides, test booklets, quiz booklets, or answer keys for student use. Use of these items will be considered as cheating, and disciplinary action will be administered.

At NorthSide Baptist Academy, the Bible is recognized to be fundamentally important. Bible is a required subject for students in all grades. NorthSide Baptist Academy uses the King James Version for teaching, for Scripture memory, and for study. The Bible compliments the study of all other academic subjects. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as the Book of books. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Developing Christlikeness is the most important work of NSBA. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

The annual curriculum fee covers all book costs. If a student loses or damages a textbook, the parents of that student will be financially responsible for replacing it.

## **ADMISSIONS**

### **Academy Admission Policies**

Each student will be accepted into our academy based upon the previous academic, spiritual, and social records of the student provided to us, as well as interviews with the student and parents. NorthSide Baptist Academy was established to meet the educational needs of children. Our curriculum is designed for an average or above average learner. Since the academy does not accept any government subsidies, it is unfortunately not equipped to handle students with special needs.

NorthSide Baptist Church and NorthSide Baptist Academy have a racially nondiscriminatory policy; therefore, NSBA shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

### **Age Requirements**

A student entering K-4 must turn 4 years old no later than September 1<sup>st</sup> in the year entering school and must be completely potty trained and out of diapers and/or pull-ups. For K-5, students must turn five years old no later than September 1<sup>st</sup> in the year entering school. Exceptions may be reviewed by the Administrator on a case-by-case basis if a student turns the required age by October 1<sup>st</sup>. A certified birth certificate may be required at the time of registration.

### **Immunizations**

Texas state law requires that all children entering school must be current in their immunizations or have an exemption form from the Immunization Branch of the Department of State Health Services. Texas Administrative Code Rule 97.61 (a) states, "The vaccine requirements apply to all children and students entering, attending, enrolling in, and/or transferring to child-care facilities or public or private primary or secondary schools or institutions of higher learning."

All pertinent records must be on file in the student's FACTS profile at the time of enrollment/re-enrollment.

### **Re-enrollment**

During the spring semester, currently enrolled students may re-enroll for the following school year prior to new students being accepted. NSBA will inform parents via email when the re-enrollment period has begun with instructions on how to re-enroll. Once the re-enrollment period has closed, unfilled spots will be filled with new students.

## **ATTENDANCE**

### **Attendance Requirements**

Regular school attendance is essential to successful classroom work. If the absence does not fall under the valid reasons for an excused absence listed in this handbook, it will be counted as an unexcused absence. A student with more than 10 days of absence during one semester will be subject to an academic review and to the possibility of losing credit for that semester. Students who are not present for a portion of the day will be considered absent for that portion of the day. Partial absences accumulate and add up to full absences.

Students arriving after 8:00am must check in at the office before admission to class.

### **Reasons for Excused Absence**

Personal illness (with a doctor's note)

Sickness or death in the family

Medical or dental appointments (appointments should be made outside of school hours when possible)

Pre-approved family days (any full day or portion thereof constitutes one family day)

### **Reasons for Excused Tardiness**

Personal illness (with a doctor's note)

Sickness or death in the family

Medical or dental appointments (appointments should be made outside of school hours when possible)

For other reasons as the administration deems necessary

*Note: Three unexcused tardies or three unexcused early dismissals count as one unexcused absence.*

### **Family Days and Family Vacations (Maximum of five days per semester)**

Family days and vacations must be pre-approved and may not be used during major testing periods. A family day is recorded as an excused absence on the student's record.

If a vacation is to be taken during the school year, the office should be notified at least one full week in advance. Students are responsible for all material covered during their absence, but teachers are not required to give assignments in advance.

### **Make-Up Work**

Please notify the office by 9:00am if your child is missing school due to an excused absence or any other reason. Your child is responsible for making up the schoolwork that is missed and will be given the time missed plus one day to make up that work. For example, if your child misses 3 school days in a row, they will be given 4 school days to make up work. Communication is essential in making up work successfully. Parents must keep in touch with their child's teacher when make-up work is due. It is the responsibility of the parent and the student to communicate with the teacher to ask for make-up work as soon as the student returns to school.

Students who miss a scheduled test must be prepared to take the test on the first returning day to school. Time allowed for multiple absences will be determined based on need by the teacher.

Students may not make up work from an unexcused absence.

## Early Dismissal

Students who must leave school during the school day must check out at the office. For a student to receive permission to leave campus early, an emailed request must be submitted to the office. The request must identify the need for release and the time for release. The parent or guardian must pick the student up from the office and sign out the student. For driving students, the emailed request must be submitted to the office by the parent. Driving students must sign themselves out at the office prior to leaving campus.

If a student is ill, they may not be sent to school. If a student becomes ill and cannot remain in class, the office will contact a parent by phone and request that they pick up their child. The office must be updated with phone number changes for emergency contact purposes. Transportation cannot be provided by the school for any student.

A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or head lice must remain home until the condition is remedied.

# DISCIPLINE

## General Rules

Biblical discipline demands positive training in the right direction (Proverbs 22:6). However, biblical discipline also requires appropriate consequences. 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, 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 or parent 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, detention, 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 is strictly prohibited. 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, 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 or chewing gum without teacher permission while in class is prohibited. Lunches 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."*

*Note: Any student who makes a threat verbally, through writing, or through graphics to harm the school property, employees, or other students in the school, will be subject to immediate expulsion and police action. Any student who alludes to or contrasts 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 NSBA 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. Applying for enrollment does not constitute a guarantee of acceptance.*

NorthSide Baptist Academy is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at NorthSide Baptist Academy for worldly practices or diversions so common among other institutions. NorthSide Baptist Academy desires to have the reputation of having a student body with an excellent spirit and where every student is 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 NorthSide Baptist Academy. Such students may be withdrawn or refused re-enrollment 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 his 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 on the first day of each school year. Parents of all students in all grades are also asked to sign the parent agreement at the conclusion of this handbook. Parents are provided with a copy of this handbook prior to enrollment. As such, any parent that finalizes an enrollment packet is providing proof of their acceptance of this handbook.

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. NSBA hopes to cooperate with the home in forming the following biblical 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

## Preschool and Elementary Discipline Procedures

In K-4 through 5<sup>th</sup> 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 the 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. If the administration 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 a parent three times in one semester regarding the child's behavior, the child may be dismissed at the discretion of the Head of School.

## Secondary Discipline Procedures

In 6<sup>th</sup> through 12<sup>th</sup> 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 policies that have not caused a disruption in the classroom.
- These are simple infractions in which no disrespect or intentional 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 or common areas.
- 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.

## 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. Details of each assigned merit 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
- Vulgarities/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 e-cigarette or vaping products 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
- Participating in any communication (written or verbal) that is explicit

## Detention

The format for detention will be as follows:

- Detention will be assigned on Tuesday mornings at 6:30a.m with the Head of School (or a designated staff member).
- Families will be notified by email/text on Thursday 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.
- In-school suspension is treated as a work day for the student. Work clothes must be worn, and the student will work in the buildings and grounds ministry for the day.
- For the sake of student learning, all class work must be turned in on the day the student returns to school. However, only 60% credit may be earned for work submitted after serving an in-school suspension.
- Students who have served an in-school suspension may not participate in extra-curricular activities without express permission granted by the Head of School during the school year in which a suspension was earned.

## EXTRACURRICULAR ACTIVITIES

### Athletics

NSBA believes that physical development is a key component of a student's education. The following sports have been made available to students:

#### *Elementary Ladies, 2<sup>nd</sup>-5<sup>th</sup> grades:*

Note: these sports are played as a P.E. class and are required for all 2<sup>nd</sup>-5<sup>th</sup> grade ladies

- Volleyball (fall semester)
- Basketball (early spring semester)

#### *Secondary Ladies, 6<sup>th</sup>-12<sup>th</sup> grades:*

Note: these sports are played after school and are optional for 6<sup>th</sup>-12<sup>th</sup> grade ladies

- Volleyball (fall semester)

#### *Elementary Boys, 2<sup>nd</sup>-5<sup>th</sup> grades:*

Note: these sports are played as a P.E. class and are required for all 2<sup>nd</sup>-5<sup>th</sup> grade boys

- Basketball (fall semester)
- Soccer (early spring semester)

#### *Secondary Men, 6<sup>th</sup>-12<sup>th</sup> grades:*

Note: these sports are played after school and are optional for 6<sup>th</sup>-12<sup>th</sup> grade men

- Basketball (late fall semester/early spring semester)

### *Homeschool Athletics*

NSBA has elected to allow homeschool students in the 2<sup>nd</sup>-12<sup>th</sup> grades to participate in NSBA's sports program. A few special rules apply for participation:

- o Homeschool students and their families must attend a local, like-minded church
- o Parents must pay a sports fee prior to uniforms being ordered and prior to participation in a sports season
- o Homeschool students and their families must agree to NSBA's code of conduct.
- o Homeschool students must meet the dress, grooming, and modesty guidelines of NSBA

### Fine Arts

Fine arts are a wonderful way for students to serve the Lord with the gifts and talents He has given to them. NSBA offers many fine arts opportunities for students year-round, including music classes, private voice lessons, private instrumental lessons, school programs, and regional and national competitions.

#### *Private lessons*

Parents may sign up for private lessons during Student and Parent Orientation at the beginning of the school year. The cost for private lessons will be shared by the instructor prior to a family agreeing to participate. Instructors will bill families directly for their services.

#### *Secondary Choir*

The premier element of NSBA's fine arts program is the secondary choir. Each student in the 6<sup>th</sup>-12<sup>th</sup> grades is required to participate in the secondary choir. The students' grades are solely dependent on their involvement and attendance in certain events year-round. As such, the following events are required for

NSBA secondary choir students. Failure to attend and be involved will result in a zero on the student's report card for the grading period in which the event occurs:

- NSBC Missions Conference
- NSBA Secondary Christmas Program
- NSBC Southwest Bible Conference
- NSBA Spring Program
- NSBA Secondary Awards and High School Graduation
- NSBA trip to the capital in Austin, TX

Note: If a student must miss an event due to illness or a family emergency, the Head of School may review the situation and determine a grade for that grading period for the student.

### *Homeschool Fine Arts*

NSBA has elected to allow homeschool students in the 6<sup>th</sup>-12<sup>th</sup> grades to participate in NSBA's Fine Arts program. A few special rules apply for participation:

- Homeschool students and their families must attend a local, likeminded church
- Parents must pay a fine arts fee prior to participation
- Homeschool students and their families must agree to NSBA's code of conduct.
- Homeschool students must meet the dress, grooming, and modesty guidelines of NSBA

## FINANCIAL

### Financial Policy

The NSBA financial policy is as follows:

1. Enrollment fees are not pro-rated, refunded, or transferred upon late entry or withdrawal of a student, and enrollment fees are due when enrollment packet is submitted for acceptance. Book fees are not pro-rated, refunded, or transferred upon late entry or withdrawal of the student.
2. All families agree to establish an account with FACTS (including payment of any fees associated with establishing an account), and they agree to make ALL payments through FACTS. Families agree to maintain a valid email address while their children are enrolled at NSBA.
3. If a student withdraws or is asked to leave the academy for any reason before the completion of the academic school year, other than for military orders, the student's financial party will still be responsible to pay tuition for the remainder of the current semester. If a student has paid for the year in full, the student's financial party will be refunded the remainder of the year's tuition minus the current semester's costs.
4. Since the financial viability of the academy is dependent upon the timely receipt of tuition payments from our families each month, no account will be permitted to be more than 30 days overdue.
5. FACTS will add a \$35 late fee to any monthly tuition or other payment in which there are insufficient funds. This late fee is charged directly to the family by FACTS and cannot be waived by NSBA.
6. If there are not sufficient funds to support the FACTS payments after 60 days, the account will be considered delinquent. When an account becomes delinquent, each student in that family may be withdrawn from the academy until the entire delinquent account is current. If a withdrawal from the academy occurs, tuition will be charged as normal for the days the student was withdrawn.
7. No student in a family that has an outstanding balance will be accepted for re-enrollment until the total account is current.
8. Report cards, diplomas, and/or transcripts will not be released until all accounts are current.

### Tuition Philosophy

NorthSide Baptist Academy, which is a ministry of NorthSide Baptist Church, was not founded to generate a profit or to subsidize any other area of the ministry. It was founded as an extension of the Christian home and an educational help and blessing to the families of NorthSide Baptist Church and families of other churches in our community. Our daily financial operating needs, including staff salaries, are therefore dependent upon the prompt payment of tuition from each school family.

### Tuition Costs and Payments

Per student costs for the 2024-2025 school year, assuming no eligible discounts:

| <u>Grade</u>                            | <u>Yearly Tuition</u> | <u>Monthly Tuition</u> |
|-----------------------------------------|-----------------------|------------------------|
| K-4 & K-5 Half Day                      | \$5,050               | \$505                  |
| K-4 & K-5 Full Day                      | \$6,175               | \$617.50               |
| 1 <sup>st</sup> -5 <sup>th</sup> Grade  | \$5,050               | \$505                  |
| 6 <sup>th</sup> -12 <sup>th</sup> Grade | \$5,320               | \$532                  |

## Quality Education at an Affordable Price

NSBA is committed to offering the best educational experience for students at an incredible value.

- NSBA's Average Tuition Cost - \$5,300
- Texas Private School Average Tuition Cost – \$11,050\*

\*This data can be found at <https://educationdata.org/average-cost-of-private-school#texas>

## Discounts

- NorthSide Baptist Academy offers a multi-child discount for student tuition. This discount does not apply to any fees:

2<sup>nd</sup> child = 10% Discount

3<sup>rd</sup> child = 15% Discount

4<sup>th</sup> child = 20% Discount

5<sup>th</sup> child and beyond = 30% Discount

- Families who choose to pay their tuition and fees in full by August 1 prior to the current school year will receive a 5% tuition discount. This discount applies only to tuition and does not apply to any fees.

## Fees

### *Book Fee*

|                                                  | Before June 1 | After June 1 |
|--------------------------------------------------|---------------|--------------|
| K-4 through 5 <sup>th</sup> Grades:              | \$325         | \$400        |
| 6 <sup>th</sup> through 12 <sup>th</sup> Grades: | \$375         | \$450        |

### *Re-Enrollment Fee*

- \$50 per returning student

### *New Student Enrollment Fee*

- \$100 per new student

### *New Student Application Fee*

- \$72 per application

### *FACTS Payment Plan Fees*

- Upon completing a financial contract, FACTS will charge families a fee of either \$55 or \$25 depending on which payment plan is selected. The only way to avoid this fee is to pay the year of tuition in full by the August 2025 deadline (upon which NSBA will cover the cost of the fee).

### *Fundraiser Fee*

- \$300 per student, per school year
  - This fee can be completely eliminated by participating in the annual NSBA fundraiser as long as the minimum of \$300 per student is raised.
  - This fee can be covered in multiple ways:

- A one-time payment due by the first day of school will eliminate fundraiser involvement and further fundraising invoices for the school year.
- A \$33 monthly fundraiser fee beginning in September will be added to your monthly tuition invoice if you choose not to participate in the fundraiser. Information about the fundraising season will be shared as it approaches during the school year.
- All earnings from your student's participation in NSBA Fundraisers will be credited to his/her fundraiser fee up to \$300 per school year.

#### *Science Lab Fee*

- \$50 per 6<sup>th</sup>-12<sup>th</sup> grade student, per school year

#### *Kindergarten Graduation Fee*

- \$50 per student

#### *Senior Graduation Fee*

- \$75 per student

#### *IOWA Standardized Testing Fee*

- \$25 per K-5 through 12<sup>th</sup> grade student

#### *Academic Testing Fee*

- Students in 3rd grade and above may be eligible to participate in competitive academic testing through the American Association of Christian Schools. This competition allows students to be tested in a variety of subjects as they compete against students in other Christian schools around the country.
- Teachers may nominate students to participate in academic testing. Students may test with parental permission at the cost of \$10 per test, per student.

#### *Athletic Fees*

- 2<sup>nd</sup> – 5<sup>th</sup> grade families will be charged a \$100 sports fee for each student. This cost includes a home jersey, an away jersey, and uniform bottoms. Each athlete must purchase a new uniform each school year unless approved by the Athletic Director or the Head of School.
- Secondary families whose students elect to play sports will be charged a \$50 sports equipment fee per student per sport plus the actual cost of their uniform. Uniform pricing can vary significantly each year, but details will be shared with families prior to orders being placed.
- Sports will be offered depending on student/family interest. Of course, parents will not be billed for sports that NSBA does not offer due to lack of interest.

#### Lunch and Snack Purchases

Weekly lunch and snack menus are provided on the FACTS system. Families must order menu items in FACTS the Thursday before a new school week begins.

- Snack (K-4-5<sup>th</sup> grades only) - \$2.00
- Lunch (includes drink) - \$4.75
- Small salad - \$3.00
- Large salad (includes drink) - \$4.75
- White Milk, Chocolate Milk, Apple Juice (at lunch only) - \$0.75

Students who do not bring lunch and do not order lunch will be served a hot lunch and will be charged \$10.00. Depending on the availability of food, this may be a lunch different than what is being served that day.

### After-School Care

After-school care is available from 3:50pm-5:30pm each school day. There are a limited number of openings for after-school care. Please contact the office early in the school year to secure your spot.

Anyone left in after-school care beyond 5:30pm will be charged \$1.00 per minute.

Payment Options:

- Monthly Pre-Bill  
\$100 per month, per student  
Unlimited hours of care within the after-school care time frame
- Monthly Allotments  
\$50 per month, per student  
1 to 10 hours of care per month, per student included

After-school care is monitored by an approved staff member. Students are directed to complete any homework before other activities. A school-approved snack is recommended to be brought from home to enjoy during after-school care.

### Withdrawal

If the administration deems a student not in harmony with the philosophy and programs of NSBA, that student's parents may be asked to withdraw the student from NorthSide Baptist Academy without breach or infraction.

In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and fees through the end of the following calendar month. The academy reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By agreeing to the enrollment documents, parents are authorizing the academy to withhold report cards and other records until tuition and other fees have been paid in full. Book, registration, and other fees are nonrefundable.

If a student withdraws during the school year, his teacher will turn in his grades, averaged up to the date of withdrawal, for that term. NorthSide Baptist Academy is not obligated or responsible for supplying assignments or grades for students who have been withdrawn.

## GENERAL POLICIES

### Student Recognition

NorthSide Baptist Academy enjoys recognizing students who achieve excellence. These awards may be earned by students each year, and they will be distributed at the specific events below:

- **K-5 Graduation:**
  - K-4 Certificate of Completion
  - K-5 Diploma
  - K-5 A Honor Roll
  - K-5 A/B Honor Roll
  - K-5 Top Math Student
  - K-5 Top Reading Student
  - K-5 Top Bible Student
  - K-5 Top Writing Student
- **1<sup>st</sup>-5<sup>th</sup> Grade Awards Presentation:**
  - A Honor Roll
  - A/B Honor Roll
  - Perfect Attendance Award
  - Top Student Award (one student per grade level unless a tie exists when the GPA is calculated)
  - Christian Character Award (3 students per grade level)
  - Psalm 119:11 Award (given to each student who memorizes all Bible verses for the year)
  - Elementary Sports Awards
  - Elementary Academic Testing Awards
- **Friends of NSBA Formal:**
  - Secondary Sports Awards
  - Secondary Fine Arts Awards
- **High School Graduation and Secondary Awards Ceremony:**
  - Valedictorian Award (graduate with the highest cumulative GPA)
  - Salutatorian Award (graduate with the second highest cumulative GPA)
  - Graduate Honors Cords (given to graduates based on cumulative GPA)
  - A Honor Roll
  - A/B Honor Roll
  - Christian Character Awards
  - Dual Credit Recognition
  - Top Student Award (one student per grade level unless a tie exists when the GPA is calculated)
  - Perfect Attendance Award
  - Stewardship Award (awarded to a maximum of one high school young man and one high school young lady each year; students must be found as a faithful steward in all they do, including academics, athletics, fine arts, behavior, leadership, etc.; students may only earn this award once during high school)
  - High School Diploma

Note: Not all awards will be earned each school year. Awards are dependent on student qualifications, and some are based on class size minimums.

## Parent/Student Contact Information

It is the policy of NSBA that parents update their phone numbers, addresses, and email addresses in the FACTS family portal any time there is a change. For the safety of our students, it is essential that NSBA has accurate contact information for each student's parents/guardians.

## Cell Phones and Other Communication Devices

Students are not permitted to use a cell phone, connected smart watch, tablet, computer, or any other communication devices in the academy building. However, we understand the desire that some parents may have for their students to have a cell phone or other communication device for before and after school use, particularly if the student drives to school. Cell phones and other communication devices must be turned off and placed in the lockbox at the academy office. Students will be able to retrieve their device at the end of the school day just before leaving the campus.

Any use of a communication device by a student during school hours may result in immediate suspension.

Parents who need to contact their child during the school day for emergency purposes should contact the NSBA office phone number. Academy staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone or other communication device as a means of contacting their child for any reason during the school day.

## Chapel

The chapel services of NorthSide Baptist Academy serve as a tool to raise awareness of each student's own spiritual state. Since chapel services in which the Word of God is preached are unique to Christian schools, we must realize that this is one of the main attributes that sets NorthSide Baptist Academy apart. The chapel program will include challenging preaching. It will provide an environment through which the Holy Spirit may work in the lives of the students to encourage right living, character building, and Christlikeness.

Chapel is held weekly for all students at which time they will hear the Pastor, the Head of School, the NSBC/NSBA staff, and various special speakers preach the Word of God. Chapel is held on Wednesday each week. K-4 and K-5 students have chapel at 10:00am with their teachers. 1<sup>st</sup>-12<sup>th</sup> grade students have chapel at 10:00am in the church auditorium.

Parents and guests are welcome to join us at 10:00am on chapel days. Please remember to check in at the academy office upon arrival. Chapel services are also live-streamed each Wednesday on the NSBA Facebook page.

Dress uniforms must be worn on Wednesdays by 6<sup>th</sup>-12<sup>th</sup> grade students. Please consult the uniform section of this handbook for specific dress uniform guidelines.

## Church Attendance

The importance of faithful church attendance cannot be overemphasized. One's commitment to Christian education as offered by NorthSide Baptist Academy is evidenced by the family's commitment to the local church.

NorthSide Baptist Academy is not a substitute for regular family worship in church. Students and parents are encouraged to be faithful members of a church of like faith.

## Dress and Appearance

The biblical principles underlying all standards of dress and grooming are modesty and identity. Modesty applies not only to common decency but also to the matter of calling undue attention to one's self. 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. Identity deals with the reality that God created human beings to be either male or female. As such, NSBA has selected traditional uniforms that clearly reflect the biblical identity that each student was given by his or her Creator.

While at school, student dress will be governed by NSBA's Uniform Policy. 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 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](http://www.landsend.com). School Code: 900174848

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

The Lands' End link can also be found on our school website where it will take you directly to the NSBA's page with our school code. <https://www.northsidebaptistacademy.org/uniforms/>

Outside of school, students are to be neatly and appropriately dressed for all NSBA-sponsored activities and school functions. Specific guidelines may be given to students or parents by the administration for certain activities. If no specific guidelines are shared for a particular activity, NSBA's modesty guidelines must still be followed.

### Boys General Uniform Guidelines

#### **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, not tattered, not sloppy, and not missing buttons.

#### **Hair / Accessories**

- Boys must have neat, conventional haircuts. Any style that has the appearance of being unkempt is unacceptable.
  - o While NSBA does not fall under Texas CROWN Act, NSBA has chosen to align with this code, which allows natural hair choices to be permissible, included braids, locs, and twists if worn for reasons of ethnic heritage. However, all other guidelines, particularly those concerning length of hair, must be strictly followed.
- Hair should not touch the collar or any part of the ears.
- Hair should not touch any part of the eyebrows.
- Hair may not be clipped or pinned. Ponytails, buns, and other similar styles are not allowed. No beads or similar ornaments may be worn in hair.
- Hair should be tapered and not long. Tapering must continue around the entire head. (No mullet styles.)
- Sideburns should not come lower than the bottom of the ear.
- Boys are not to dye, tint, or bleach their hair.
- Facial hair is not permitted for students. Students must be clean shaven.
- Boys may not wear jewelry of any kind other than a watch and one ring.

- Blemish stickers are 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.

### *Preschool and Elementary Boys Uniform Guidelines (K-4-5<sup>th</sup> Grade)*

Clothing, excluding jeans, must be purchased from NSBA's Lands' End website and must fit according to the design description.

#### **Shirts**

- NSBA logo collared shirts are to be worn in the classroom.
- NSBA logo T-shirts are permitted when directed by administration.
- Shirts must be loose fitting and must remain tucked in.
- 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.

#### **Pants**

- **Elementary boys must wear blue jeans. No other type of pants are allowed.**
- Skinny jeans are not permitted. Jeans may not have holes or be frayed, may not be tight-fitting, or short in length.
- Belts are required.

#### **Shoes**

- Closed-toe tennis shoes must be worn to ensure safety.
- Shoes must not have holes in them.
- Socks must be worn.

### *Secondary Boys Uniform Guidelines (6<sup>th</sup>-12<sup>th</sup> Grade)*

Unless stated otherwise below, all clothing must be purchased from NSBA's Lands' End website and must fit according to the design description.

Students in 6<sup>th</sup>-12<sup>th</sup> grades are required to wear a regular uniform (worn Monday through Thursday) and a dress uniform (worn on chapel Wednesdays and for special events). All items must follow the guidelines given below.

#### **6<sup>th</sup>-12<sup>th</sup> Grade Boys Regular Uniform**

#### **Shirts**

- Button-up dress shirt/oxford style.
- Must have NSBA logo.
- May either be short or long sleeve.
- Polos are not permitted.
- Shirts must remain tucked in.
- 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 must be loose-fitting.
- NSBA logo t-shirts are only permitted when directed by 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.

- Belts 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 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 may 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. Socks must be high cuffs. Socks must coordinate in color with pants worn.

### **6th-12<sup>th</sup> Grade Boys Dress Uniform**

#### **Shirts**

- White button-up dress shirt/oxford style.
- Must have NSBA logo.
- May either be short or long sleeve.
- Shirts must remain tucked in.
- 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 must be loose fitting.

#### **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 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 may 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. Socks must be high cuffs. Socks must coordinate in color with pants worn.

### **Girls General Uniform Guidelines**

#### **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, not tattered, not sloppy, and not missing buttons.
- Clothing may not be faded, stained, or have holes.
- Clothing may not be tight fitting. It must be modestly worn.

#### **Hair / Accessories**

- Natural hair colors are required. Tints and unnatural hair colors are not permitted.
- Elementary girls should not bleach, dye, or tint their hair.
- Girls' hair should be combed and neatly worn. Girls' hair should be pulled away or lay away from their face.
- Girls should have a feminine hairstyle (No clipper cuts, shaving, or masculine haircuts).
- Only headbands from the NSBA's Lands' End website are permitted.
- Jewelry should be worn in moderation. Girls may wear only one pair of earrings, and these should be worn in the earlobes.
- Body piercing (other than earlobes) is not allowed.
- Ankle bracelets, toe rings, and chokers are not permitted.
- Make-up must be worn with discretion and in moderation by middle school or high school girls only. Elementary girls may not wear make-up.
- No dark lipsticks or nail polishes are allowed.
- Blemish stickers are not permitted.

#### **Outer Wear**

- Sweaters, cardigans, vests, and blazers from NSBA's Lands' End website with the NSBA logo may be worn in the classroom.
- 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.

#### **Skirt Try-Ons**

- Uniform skirts are available in every size for fitting 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 contact the academy office.

### **Preschool and Elementary Girls Uniform Guidelines (K-4-5th Grade)**

Unless otherwise noted below, all clothing must be purchased from NSBA's Lands' End website and must fit according to the design description.

#### **Shirts**

- NSBA logo collared shirts are to be worn in the classroom.
- NSBA logo T-shirts are permitted when directed by administration.
- Shirts must be loose fitting and must remain tucked in.
- 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.

#### **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.
- K-4-3<sup>rd</sup> grade girls must wear tights or shorts underneath their skirt. Please make sure that the shorts cover the upper thigh and are tight to ensure modesty on the playground. (These are **not** provided on NSBA's Lands' End website.)

#### **Socks / Tights**

- Socks or tights must be worn.
- Students must wear socks or opaque tights that are white, navy blue, black, or grey in color. No other colors are acceptable.
- Tights and socks may not have a pattern, embossing, or logo.

- Leggings are not permitted.

#### **Shoes**

- Tennis shoes must be worn for safety.
- Shoes with holes (worn or designed) in them are not permitted. This helps to ensure safe play on the playground.

### **Secondary Girls Uniform Guidelines (6th -12th Grade)**

Unless otherwise noted below, all clothing must be purchased from NSBA's Lands' End website and must fit according to the design description.

Students in 6<sup>th</sup>-12<sup>th</sup> grades are required to wear a regular uniform (worn Monday through Thursday) and a dress uniform (worn on chapel Wednesdays and for special events). All items must follow the guidelines given below.

#### **6<sup>th</sup>-12<sup>th</sup> Grade Girls Regular Uniform**

##### **Shirts**

- Button-up dress shirt/oxford style
- Must have NSBA logo.
- May either be short or long sleeve.
- Polos are not permitted.
- Shirts must remain tucked in.
- 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 must be loose fitting.
- NSBA logo T-shirts are permitted when directed by administration.

##### **Skirts**

- Skirts must fit according to design description.
- Skirts should fall below the bottom of the knee in the front and the back.
- Girls in the 6<sup>th</sup>-12<sup>th</sup> 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 / Tights**

- Socks or tights must be worn.
- Girls may wear black no-show socks.
- Tights must be opaque that are white, navy blue, black, or grey in color. No other colors are acceptable.
- Tights may not have a pattern, embossing, or logo.
- Leggings are not permitted.

#### **6<sup>th</sup>-12<sup>th</sup> Grade Girls Dress Uniform**

##### **Shirts**

- White Button-up dress shirt/oxford style.
- Must have NSBA logo.
- May either be short or long sleeve.
- Shirts must remain tucked in.

- 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 must be loose fitting.

#### **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 logo.

#### **Tie**

- Girls are required to wear the girls cross tie (navy in color) found on NSBA's Land's End website.
- The NSBA logo is not permitted on the tie.
- The girls cross tie must be worn for the duration of the school day or school activity.

#### **Skirts**

- A grey skirt is required for dress uniform days and must be purchased from NSBA's Lands' End website. Skirts must fit according to design description.
- Skirts must fall below the bottom of the knee in the front and the back.
- Girls in the 6<sup>th</sup>-12<sup>th</sup> grades must order from the women's line on NSBA's Lands' End website unless otherwise approved by 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 may not 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.
- Tights or socks may not have a pattern, embossing, or logo.
- Leggings are not permitted.

#### **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. 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.
- Dresses and jackets that have sheer sleeves may be worn, but they must begin at the seam of the shoulder and the arm.
- Strapless or spaghetti strap dresses are not permitted.
- Mermaid style dresses will not be permitted.
- Dress material should be thick enough to not cling to the body.

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

#### **P.E. Uniform Policy**

NSBA students must purchase and wear the NSBA athletic uniform for P.E. participation. Athletic shoes and socks must also be worn. Parents may request to purchase additional uniforms at their own cost via email to the NSBA office.

### P.E. Attendance Policy

Students in 2<sup>nd</sup> – 9<sup>th</sup> grades are required to participate in a physical education class. A parent may write an excuse for P.E. up to three times per grading period. Beyond that, a doctor's note is required. All excuses must be signed and dated. Unless other arrangements are requested by a parent, the student will remain with his/her class during P.E. but may not participate in the activity.

### Special K-4/K-5 Policies

1. At mid-morning each day, students in K-4 through 5<sup>th</sup> grades will have snack time. K-4 and K-5 parents must send a snack in a lunch sack every day unless ordering and purchasing a school snack through the FACTS family portal or the NSBA app.
2. Students who are enrolled in the full day program must bring a nap mat, pillow with washable cover, and a blanket. These items are sent home each Friday for washing and must be brought back on Mondays.
3. When a parent sends a note with a K-4 or K-5 child, the note should be placed in the teacher/parent communication pocket of the child's folder.

### Field Trips

Field trips may occasionally be scheduled and arranged by teachers throughout the year that are relevant to the educational and cultural training of students. A nominal fee may be assessed for the field trip. Only parents or grandparents may be invited to serve as chaperones. The student's siblings may not attend. Background checks must be completed for all chaperones through the school office, and school dress code guidelines must be observed by all those attending the field trip.

### Locker Guidelines

Lockers will be assigned to all students in 1<sup>st</sup>-12<sup>th</sup> grades. 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 inside 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. For 6<sup>th</sup>-12<sup>th</sup> grade students, demerits may be earned for lockers that are not kept neat and organized. Students may not place padlocks or combination locks on their assigned lockers.

### Library Guidelines

While NSBA does not endorse the contents of every book in the school library, the position of NSBA is 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, out of necessity, have many books covering many different fields of content. However, every book purchased for our library is screened to provide good, clean, wholesome reading for our young people. If books are found to contain inappropriate content, the book will be given to administration for review and will be adjusted or disposed of properly.

The following rules for our library are necessary to preserve our present books and to grow the library over

time:

- Students may check out no more than 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. Administration will make the cost determination.
- The student must pay for any lost library book. The charge will be the replacement cost of the book. If the book cannot be replaced, administration will determine a reasonable fee.

## Listening Devices

CD players, mp3 players, iPods, cell phones, and other listening devices may not be brought to school. If they are found in a student's possession, they will be confiscated and held in the office for a parent to retrieve.

## Lost and Found

Articles taken to lost and found may be picked up from the office after school. It is good practice to label all items, including clothing, with the student's first and last name. Unclaimed lost and found items will be kept for 30 days then donated or thrown away. NSBA is not responsible for lost or stolen items.

## Lunches

Every student must bring his/her lunch to school or purchase a school lunch. NSBA lists the following expectations for the lunch period:

- Students may speak in conversational tones and be considerate of others. (For K-4-5<sup>th</sup> grades, talk time is only after the teacher announces it.)
- Students may not participate in gross behavior, throwing food, sharing food, or bad manners.
- Running or horseplay in the dining areas is not permitted.
- Disposable food containers must be placed in the trash.
- Glass containers, gum, and hard candy in sack lunches are not permitted.
- Students will clean the area by picking up all trash, food, and personal items from the table and the floor.
- Students are asked to leave the area better than they found it.
- Microwaves are available for student use. For K-4-5<sup>th</sup> grades, the teacher can help if needed. However, we ask that the students bring items that take one minute or less. (Lunches may be warmed up, but students may not bring foods that need to be cooked in the microwave.)

For those purchasing food items from the cafeteria:

- Cafeteria items can be found on the NSBA app or in the FACTS family portal. Food items must be submitted and purchased for the order to be received.
- All menu items must be ordered the Thursday before a new week of school begins.
- Students who do not bring lunch and do not order lunch will be served a hot lunch and will be charged \$10.00. Depending on the availability of food, this may be a lunch different than what is being served that day.

## Parties in Classrooms

In K-4 through 5<sup>th</sup> grade, there may be classroom observances of special occasions such as birthdays and holidays. If the office and the teacher are notified in advance, parents may bring a special snack sufficient for the entire class on a child's birthday. Birthday invitations may be handed out during school hours only if they are given to everyone in the class.

## Parent-Teacher Meetings

If you desire to set up a parent-teacher meeting, please contact the NSBA office and schedule a time that is convenient for you and your child's teacher. Parent-teacher meetings are held in your child's classroom or in a designated meeting room. Children should not attend the parent-teacher meetings unless agreed upon by the parent and the teacher.

## Pledges

One of the goals of NorthSide Baptist Academy is to instill a love of the Word of God and a love of our country in students. One way this is reinforced is by requiring all students to stand and recite the pledges every morning. There will be three pledges quoted each day:

1. 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."
2. 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 for all who believe."
3. 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."

## Academy Conferences

Parents may contact the academy office regarding any problem or question they may have that concerns their child. It is the desire of administration and faculty to be of service to both the parent and student, and each teacher welcomes a visit from any parent. However, we do urge that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

We ask that questions, concerns, inquiries, etc. are not discussed during pickup or drop-off times to help ensure a smooth arrival and dismissal process

## Solicitations and Advertisements

We regret that we are unable to distribute advertisements or solicitations for any business or event. Informational materials from NorthSide Baptist Church, NorthSide Baptist Academy, and their various ministries may be distributed to families.

## Academy Equipment

Parents are financially responsible for abuse of academy or church property by their child. A bill of damages will be calculated and given in writing to the parents, payable within 30 days.

## Academy Hours

Full Day: 8:00 AM – 3:30 PM

Half Day (K-4-K-5): 8:00 AM – 1:00 PM

Drop-off: 7:30 AM – 8:00 AM

Pick-Up: 3:30 PM – 3:50 PM

After-School Care: 3:50 PM – 5:30 PM

## Academy Pictures

Individual student pictures and class group pictures are taken by Josten's during the fall semester. Families are not required to purchase these pictures, but all students will be photographed. Information on picture packages and prices will be sent to parents via email from Josten's. The pictures will also be placed in our yearbook.

## Sending Money to the Academy

Money should always be sent in a sealed envelope. Please put the following information on the outside of the envelope:

1. Child's first and last name
2. Amount
3. Purpose
4. Teacher and grade

## Student Anti-Harassment

*"Therefore all things whatsoever ye would that men should do to you, do ye even so to them." Matthew 7:12a*

It is essential to the well-being of all community members that they be treated with due respect for their rights, individuality, and personal dignity. Therefore, it is the academy's policy to prohibit all kinds of harassment. The work and learning environment requisite to the educational program must be one in which all individuals are free to develop relationships, work, and learn without fear of unacceptable behavior of another. It is the right of any person to protest this infringement in order that the offending action may be dealt with appropriately. If a complaint is substantiated, appropriate corrective action will be taken, including but not limited to disciplining, warning, suspending, or terminating enrollment of an offending student or employment of an offending adult. Any such action will be consistent with state and federal laws.

## Telephone Messages

Students are discouraged from making calls home unless there is an emergency (sudden illness or injury), forgetting their lunch, or a schedule change. Forgetting homework, books, or other items whether for in-school or extracurricular reasons, does not constitute an emergency. It is requested that parents leave phone messages at the school office for their children only if an emergency arises. Phone calls will not be made to or from classrooms for items (i.e. lunches, sports clothes, music instruments, etc.) which were forgotten by students. Students should check the office with permission from their teachers.

## Student Clubs

All 6<sup>th</sup>-12<sup>th</sup> grade students are asked to select a student club on the first day of school. Student clubs allow students to grow in their knowledge and skill in non-academic fields. Clubs are not graded courses, and credits are not earned for clubs. Once a student has selected a club, they may not change clubs during the course of that school year without approval from the Head of School.

## HEALTH

### Communicable Diseases

NSBA desires to maintain a (healthy) school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease must immediately notify the Head of School.

Any student or employee with a communicable disease for which immunization is required by law shall be temporarily excluded from the academy while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from the academy while ill. If the nature of the disease and circumstances warrant, an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease may be required. NSBA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the academy.

#### **Communicable diseases as designated by Texas Health and Human Services:**

Acquired Immune Deficiency Syndrome (AIDS)/HIV Infection

Amebiasis

Campylobacteriosis

Chickenpox (Varicella)

Common Cold

Conjunctivitis, Bacterial or Viral (Pink eye)

Coronavirus Disease 2019 (COVID-19)

Coxsackie Virus Diseases (Hand, foot, & mouth disease)

Cryptosporidiosis

Cytomegalovirus (CMV) Infection

Diarrhea

Escherichia coli (E. coli)

Fever

Fifth Disease (Human Parvovirus)

Gastroenteritis, Viral

Giardiasis (acute)

Head Lice (pediculosis)

Hepatitis A

Hepatitis B

Herpes Simplex (cold sores)

Impetigo

Infections (wound, skin, or soft tissue)

Influenza (flu)

Measles (Rubeola)

Meningitis, bacterial

Meningitis, viral (aseptic meningitis)

Meningococcal Infections  
Mononucleosis Infections (Epstein Barr Virus)  
Mumps  
Pertussis (whooping cough)  
Pharyngitis, Non-streptococcal (sore throat)  
Pinworms  
Pneumococcal Infections  
Ringworm  
Respiratory Syncytial Virus (RSV)  
Rubella (German Measles)  
Salmonellosis  
Scabies  
Shingles  
Sinus Infection  
Tuberculosis, Pulmonary  
Typhoid Fever

Note: The most up-to-date list can be found at <https://www.dshs.texas.gov/idps-home/school-communicable-disease-chart>

## Health Service and First Aid

Basic first aid supplies are available to each teacher and in the academy office. If a student requires cough drops or acetaminophen, the academy administration will administer these items as needed, but only if parents have given permission to the academy on their enrollment paperwork and if the parents have provided the office with these items for their child. Even with the signed form, these will only be administered after contacting the student's parents. NorthSide Baptist Academy does not employ a full-time nurse.

## Illness

For the welfare of your child and others in the academy, all children who are sick must be kept at home (fever greater than 100 degrees, vomiting, diarrhea, oozing wounds, colored discharge, etc.). To prevent the spread of contagious illnesses, students may return to school when they have been fever-free for a minimum of 24 hours without fever-reducing medication. Students must also stay home for at least 24 hours after vomiting or diarrhea have stopped.

If a child becomes ill during the school day, attempts will be made to contact the parents. If parents cannot be reached, an effort is made to contact other persons listed on the pickup list. Emergency medical care may be offered as described on NSBA's release form. Therefore, it is imperative that the information on this form be kept up to date. Parents should notify the academy office of any changes with home, cell, or work telephone numbers of emergency contact persons.

## Injuries

If a student is injured at school, the student's parents will be telephoned. In the event of a major injury, 911 will also be called.

## Medication

If a student is to take any medication while at school, written permission must be on file in the NSBA office. The medication to be dispensed will be kept in the office and dispensed by the office personnel according to the doctor's instructions. Medicine must be in the original container and clearly labeled with student's name,

medication, dosage, and directions.

NorthSide Baptist Academy reserves the right to refuse a parent or guardian's request to administer medication to a student on a case-by-case basis depending on, upon other matters, the availability and training of academy employees and the technicality and frequency of the administration protocol.

## **SAFETY AND SECURITY**

### **Closed Campus**

NorthSide Baptist Academy is a closed campus. Students are expected to remain on the academy grounds for the entirety of the school day. Students may not invite friends to come and visit them during the lunch hour. No guests should be on the premises during the school day unless they have business there which is approved by the academy office or academy administration. After approval, guests on our campus must check in at the academy office.

No handbills, literature, or sale of items are allowed on the academy premises without the approval of the academy administration.

### **Student Drivers**

High school students with a valid driver's license may drive themselves to school and park in the designated student parking. Parents, administration, and the student driver must have a conference (via phone or in-person) before the student is allowed to drive on the property. No other student can leave the school with a student 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.

### **Closings**

NSBA will follow the same closing practices as the Killeen Independent School District for weather-related and other emergency closings. In addition to announcements that will be made concerning KISD closings on TV news channels, radio channels, and websites, NSBA administration will contact all families via email or text through FACTS if the school will be closed.

### **Fire, Tornado, and Emergency Drills**

Periodic, unannounced fire drills, tornado drills, and emergency drills, will be held during the school year as required by state law. Students are to exit quickly and quietly in single file and are to remain in designated areas until signaled to return.

### **Permission to Leave School**

Students who must leave school during the school day must sign out at the office with acknowledgement by office personnel. For the student to receive authorization to leave school, he/she must present a written request to the office. The parental request must identify the need for release from school and specify the exact time for early dismissal. The parent/guardian will need to meet the student at the office/foyer for pickup.

### **Animals and Pets**

The campus of NorthSide Baptist Academy is a safe environment for students and families. Animals and/or pets may not be on-property during the school day or during school events without written approval from the Head of School. This approval may only be given for a special occasion or during a special learning event. Written requests may be sent to the Head of School via email.

### Re-Entry During the School Day

All signing in and out must be done in person at the academy office. Students signing in must receive permission from the office to be admitted to class. After signing in from a doctor's appointment, a parent or guardian is required to email the physician's note to the Administrative Assistant.

### Arrival and Dismissal

Please carefully follow the NSBA drop-off and pickup map provided on our website as a safety precaution for our students and families while on school property on school days. A hard copy of the drop-off and pickup map will also be provided at NSBA Student and Parent Orientation prior to the first day of school.

#### *Drop-Off:*

All students may be dropped off at the school entrance beginning no earlier than 7:30am. All students must go directly to the auditorium for Opening Rally or directly to their classrooms after 8:15am.

Any students arriving after 8:00am must sign in at the academy office before being admitted to class.

#### *Pick-Up:*

K-4 students staying for the half day program must be picked up by 1:00PM in the academy lobby. After 1:00 PM, students will be brought to extended care and parents will be charged \$5 for the first 15 minutes and \$10 for every 15 minutes thereafter.

All students must be picked up from the dismissal line from 3:30pm-3:50pm. Parents must enter the car line and may not walk up to the doors to pick up their children. Teachers will be in the dismissal line to call names, safely walk students to their vehicle, open the vehicle door, etc. If a preschool age student needs help buckling, the parent or responsible party in the vehicle may help their child as quickly as possible. No faculty or staff member is permitted to assist students with seat belts or safety seats.

The registration packet contains a child pickup list. Students will only be released to people listed on the approved pickup form. Identification may be requested if a person picking up a student is not on the pickup list. If a student is to be picked up by someone other than those who are listed on this form, a documented note of explanation must be turned into the office in advance. Verification must be obtained to guarantee the individual's identity. Teachers have no authority to release a child to anyone other than the parent/guardian. They must refer all questions relating to this matter to the school office.

Student pickup tags must be placed in the window of the dash on the driver's side for the teacher calling names at cars to identify who needs to be picked up for the day. If an approved person on a student's pickup list does not have a pickup tag on any given day, the academy office should be notified in advance. Requests for additional pickup tags or if a tag gets lost, can be sent to the academy office.

NSBA dismisses at 3:30pm. Students will be supervised in the dismissal area until 3:50pm. At 3:50pm, students will be signed in and taken to after-school care until a parent arrives at the cost of the monthly allotment after-school care rate.

## Visitors

All visits are to be coordinated through the school office at least 24 hours in advance. Parents must report directly to the office to sign in, and the teacher will then be notified of the guest's arrival. A visitor's badge is required for all of those visiting our campus. Guests visiting the campus or attending school-sponsored activities must be dressed in accordance with the standards of the school dress code.

Smoking is not permitted at any time on church or school property by anyone.

Items to be delivered to a student should be brought to the academy office rather than taken directly to the classroom.

## **CHANGES TO THIS HANDBOOK**

NSBA reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes. A current version of this handbook is available to parents at any time by request to the NSBA office.

## **STUDENT AND PARENT AGREEMENTS**

The following pages contain agreements for students and parents to read, sign, and submit back to the NSBA office.

## Student Agreement

(To be agreed by each student and signed each school year by students 6th grade and above)

As a student at NorthSide Baptist Academy...

- I will protect my mind, body, and morals from evil companions by not making them intimate associates.
- I will seek to honor the Lord and use wisdom in my music and entertainment choices.
- I will not use alcohol, illegal drugs, cigarettes, tobacco, or e-cigarettes/vaping instruments in any form.
- I will seek to witness faithfully as a Christian by looking, acting, and talking like a Christian.
- I will faithfully attend the church services and Sunday School and participate in my local church activities, realizing these are a normal part of my Christian walk and testimony.
- I will use any technology in a manner which honors Christ and my parents as I follow biblical principles.
- I will love the Lord with all my heart, honor my parents, and respect my teachers daily.
- I will give my very best in all that I do for God's glory.
- I will not participate in any public or private displays of immorality.
- I will seek to represent Christ by looking, acting, and talking like a Christian both at school and away from school.
- I will read the entire NorthSide Baptist Academy School Handbook, and I will agree to abide by its rules and guidelines.

*I have read the entire NorthSide Baptist Academy Student and Parent Handbook, and I will not only abide by the rules and standards, but I will support them.*

\_\_\_\_\_  
First and Last Name of Student (Print Legibly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## Parent Agreement

As a parent, I testify of the following:

- The Lord is leading me to enroll my children at NSBA.
- I support the philosophy of NSBA.
- I have read, I understand, and I support the church and school beliefs being taught to my children.
- As I am a Christian and NorthSide Baptist Academy is a Christian ministry organization, I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or litigate any matter whatsoever relating to or resulting from the enforcement of the Handbook. To do otherwise would be a clear violation of Biblical teaching and practice.

As an NSBA parent, I commit to the following:

- To communicate with school leadership regarding any misunderstandings
- To refrain from accepting criticism from students or other parents
- To share concerns with the school administration in the right spirit
- To refrain from gossip and to protect the sweet spirit of the school family
- To follow Matthew 18 in resolving all concerns in a Christ-honoring way

As an NSBA parent, I accept the following responsibilities:

- To pray for the school staff and program
- To build a relationship with my child's educators
- To maintain my leading and primary role in actively training my child
- To cooperate in all matters of discipline
- To maintain an environment of godliness in my home
- To review and respond to weekly communication from NSBA
- To use FACTS regularly to understand my child's progress
- To be punctual and supportive of NSBA policies for excused tardy or absences
- To attend all Parent-Teacher Meetings
- To fully read and support the student handbook

I realize the importance of my family being committed to this agreement, and I understand that my faithful participation in worship and service in my local church is paramount. If I determine a different direction for my family, I may forfeit the privilege to have my children enrolled in NSBA. If such a time occurs, I agree to contact the school administrator to meet and to determine the correct course of action.

I realize that enrolling my children in NSBA is a privilege, not a right. I understand this pledge is an agreement to the biblical "three-fold cord" of home, church, and school, working together to develop Christlikeness in my children.

---

First and Last Name of Father/Guardian (Print Legibly)

---

Date

---

Signature of Father/Guardian

---

Date

\_\_\_\_\_  
First and Last Name of Mother/Guardian (Print Legibly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date