



Secondary Parent-Student Handbook

NOTICE OF NON-DISCRIMINATION

Northland Christian School will not discriminate on the basis of race, color, or biological sex in the educational programs or activities that it operates, including the matter of employment therein. It shall be the duty of the head of school to coordinate the Christian school's effort to comply with and carry out its responsibilities under the Civil Rights statutes and under Title IX of the Education Amendment of 1972. The head of school shall provide, through established grievance procedures, prompt and equitable resolution of complaints.

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Administration and Staff

Head of School - Roger Elswick
PK/Elementary Principal - Erica Maw
Secondary Principal - Jason Driver
Athletic Director - Cliff Kraner
Director of Technology - Michael Vargas
Director of Events and Community Relations - Heather Edmonds
Registrar and AP Coordinator - Melanie Owens
Director of Admissions - Jenna Zachary
Human Resources and Business Office Manager - Beverly Diaz
Accounting Assistant - Claudia Hernandez
Director of Cougar Learning Center - Phyllis Goady
Learning Center Coordinator - Julie Huff
Learning Center Instructor/NILD Therapist - Melissa Flowers
Academic & College Counselor - Elizabeth Frnka
Mental Health Counselor - Lola Jones
School Nurse - Laura Ware
PK/Elementary Administrative Assistants - Gina Vazquez
Secondary Administrative Assistant - Elizabeth Shives

Section 1: Introduction & Foundational Principles

1.1 Introduction to Northland Christian School

1.1.1 Philosophy

It is the focus of Northland Christian School (NCS) that all students receive a quality academic education encapsulated in a thorough knowledge of our Biblical heritage. The goal of our administration, faculty, and staff is to guide each student into an awareness of his or her individual worth and an appreciation for the worth and individuality of others. We believe that every student deserves the opportunity to develop to his or her fullest potential in all areas of learning and at a rate suited to individual ability. We accept students of all racial, ethnic, and economic backgrounds. This emphasis is reflected in the curriculum and in our admissions policies.

At NCS we encourage our students to grow in an understanding of their spiritual nature and their moral responsibilities. We teach them to accept accountability for their actions and attitudes, both on campus and in the community. We train them, as loyal citizens of our country, to appreciate both their rights and their responsibilities as active participants in this complex society. These goals are rooted in our belief that God created human beings in His image, and created male and female as complementary persons to reflect that image (Gen. 1:27), and that therefore all human beings, created in God's image, are worthy of dignity and respect.

Believing that Christianity promotes the highest ideals, develops the strongest character and holds the greatest promise of any way of life, NCS centers its entire program around Biblical principles. Our emphasis is to provide education in a wholesome, spiritual environment with teachers who hold the highest Christian ideals.

The guiding principles of Christianity are incorporated into a curriculum designed to teach the whole child - mentally, physically, spiritually and socially. These goals are achieved by helping each student attain academic excellence, physical soundness, high moral standards and civic responsibility. A statement attributed to James Monroe sums up the philosophy of NCS: "The question to be asked at the end of an educational step is not what has the child learned, but what has the child become?"

1.1.2 Mission Statement

The mission of Northland Christian School is to provide academic excellence in a Christian environment enabling children to grow spiritually, intellectually, physically and socially for the glory of God.

1.1.3 Goals for Student Growth

We pledge to help each student grow in:

- Personal and social development
- Belief in God as the Creator, and the Bible as His inspired word
- A well-adjusted personality
- The capacity for self-discipline
- An attitude of responsibility
- A commitment to Christ-like morals and values
- Appreciation of aesthetic values
- Intellectual development
- Competence in basic skills
- Ability to solve problems
- Capacity for self-appraisal, goal setting and decision-making
- Citizenship commitment
- Understanding of social, political and economic philosophies
- Understanding and commitment to ideals of freedom
- An attitude of responsibility
- Understanding the process for initiating change in the political and social systems
- Physical and environmental health and ecological balance
- Developing good health and physical fitness
- Using leisure time wisely
- Biblical manhood/womanhood
- Occupational and economic competence
- Developing a positive attitude toward work
- Developing awareness of skills required for a wide range of occupations
- Developing a marketable skill
- Developing competence in the management of personal affairs

1.1.4 Biblical Principles to Guide Christian Behavior

- *Example* - 1 Timothy 4:12 Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.
- *Modesty* - 1 Corinthians 6:19-20 Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body. 1 Peter 3:3-4 Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious.
- *Obedience* - Acts 5:29 But Peter and the apostles answered, “We must obey God rather than men.” Ephesians 6:1-2 Children, obey your parents in the Lord,

for this is right. “Honor your father and mother” (this is the first commandment with a promise). Romans 13:1 Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Hebrews 13:17 Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you

- *Self Discipline/Self Control* - Galatians 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Romans 12:1-2 I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.
- *Love* - Mark 12:30-31 And you shall love the Lord your God with all your heart and with all your soul and and with all your mind and with all your strength.’ The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these. I Corinthians 13:4-6 Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth.
- *Acknowledging/Glorifying God* - 1 Corinthians 10:31 So, whether you eat or drink, or whatever you do, do all to the glory of God. Philippians 4:8 Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.

1.2 Policy Authority and Updates

1.2.1 Final Authority for Matters of Belief and Conduct

Our philosophy, mission statement, and listed biblical principles do not exhaust the full extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northland Christian School’s faith, doctrine, practice, policy, and discipline, our head of school and board of directors are Northland’s final interpretive authority on the Bible’s meaning and application.

1.2.2 Handbook Policy Exceptions

This *Parent-Student Handbook* is an effort to detail the policies that will govern the operation of NCS on a day-to-day basis. While it is impossible to write policies that will govern all situations, this document is a good-faith attempt to include policies that will

apply to most school-related happenings. The NCS administration does, however, reserve the right to make exceptions to the policies in this document as an individual situation might warrant. In the very difficult task of managing individual behavior within a group context, we reserve the right to consider the needs of the individual and the greater good of the entire school, while maintaining adherence to biblical principles.

1.3.3 Changes in Policy

This NCS Handbook supersedes all previous Parent-Student Handbooks. While every effort is made to keep the contents of this document current, NCS reserves the right to modify, suspend, or terminate any of the policies, and/or procedures described in the NCS Handbook with or without prior notice to parents and students.

Section 2: Admissions & Enrollment

2.1 Academic Probation (New Students)

All new students will be subject to academic review during the first year of attendance at NCS. A minimum average of 75 in each course is expected. Students not meeting the minimum average requirement may be placed on academic probation and/or a planned remediation program may be required.

2.2 Immunization Policy

Northland Christian School follows Texas state immunization requirements to ensure student health and safety. All students must provide proof of immunization or a valid exemption before attending school.

- Medical exemptions require a physician's statement by a M.D or O.D and must be renewed annually unless otherwise noted.
- Religious/Conscience exemptions require a notarized affidavit from the Texas DSHS, valid for two years, and must be submitted within 90 days of notarization.
- Immunization records and exemptions must be submitted before the first day of school and kept current.

In the event of a vaccine-preventable disease outbreak, students with exemptions may be temporarily excluded as directed by public health officials. Failure to comply with immunization requirements may result in delayed enrollment.

By enrolling, parents agree to follow this policy and state health guidelines.

2.3 Financial Responsibility

All financial obligations must be satisfied before students may receive report cards, have records transferred, or participate in graduation ceremonies. Academic progress

(grades) is communicated via FACTS and we reserve the right to disable FACTS accounts when accounts are not current.

In the event that a personal check is returned for insufficient funds, stop payment order or debit/credit card transaction returned for any reason, we reserve the right to require a cashiers' check or money order to be brought to the Business Office. All returned checks incur a \$25 fee per occurrence. The Business Office will notify the parent of the returned transaction. If payment is not received within seven days of notification, we reserve the right to electronically debit your account for the principal amount of the check. We also reserve the right to generate a draft or electronically debit your account to collect the service fee amount due as allowed by law.

Parents should notify FACTS of any changes to their bank/credit card accounts promptly. All payments made in the Business Office by credit card will incur an additional 2.5% convenience fee.

NCS reserves the right to withhold all records, including transcripts, until all financial obligations have been met.

2.4 Tuition Refund Policy

If the student withdraws or is otherwise dismissed from NCS, all payments shall be retained by NCS and, further, the remaining balance of tuition and all other fees shall be immediately due and payable. NCS reserves the right to withhold all records, including transcripts until all financial obligations have been met.

2.5 Mid-Semester Withdrawals

Students who must withdraw from NCS during a semester will withdraw with the grade average they have earned through the date of withdrawal. The withdrawing student will be responsible for finding an alternative accredited school where incomplete coursework may be completed and credits may be earned for the affected semester. Families must clear their finances with the business office. If the student applies for re-enrollment at NCS, appropriate documentation of credits earned must be provided prior to readmission.

2.6 Student Residence

All students must reside with a parent, legal guardian, or responsible adult while attending NCS.

Section 3: Academic Policies & Procedures

3.1 Curriculum & Coursework

3.1.1 Bible

Northland Christian School upholds our biblical foundation; therefore, Bible class is required each semester for each student.

3.1.2 English Department Curriculum Statement (9th – 12th)

The NCS English Department realizes that a legitimate study of literature, whether it is organized by genre or in a chronological survey, may include selections that describe behavior or ideas that do not represent a Christian worldview. The purpose of the curriculum is not to endorse offending views, to weaken religious faith, or to undermine moral values. Instead the NCS English curriculum, presented by Christian teachers, requires students to evaluate the literature, its ideas and themes in the context of a Christian perspective.

3.1.3 Honors and Advanced Placement Courses

NCS offers honors and advanced placement classes for increased rigor. Students enrolled in these courses work toward earning college credit while still in high school. Students who take honors and/or advanced placement classes and earn an "A," "B," or "C" will receive honor points toward their GPA according to the schedule in *Appendix B* of this document. Procedures for admission to honors/AP courses are detailed in *Appendix C* of this *Handbook*.

After students are enrolled in "honors" classes, they cannot withdraw from them unless recommended by the department head and teacher. Any time a student is allowed to withdraw from an "honors" class, he/she loses all honor point credit for that course. A student who takes one or more advanced placement courses will be charged a fee for the advanced placement exam(s).

Students transferring to NCS who took honors classes at their previous school will receive credit for those honors classes if they (the classes) meet the criteria for the NCS honors classes. [See *Appendix C* for honors' class selection criteria.]

3.1.4 Class/Schedule Changes

A student may neither add nor drop a class after the 10th academic day of any academic semester. A class dropped after this time may result in an "F" for the semester in that class. Exceptions to the scheduling policy can be made by the counseling staff and teacher recommendation (as approved by the principal).

3.1.5 Textbooks

Textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Each student will be held monetarily responsible for any textbook that is lost or damaged. This lost/damaged textbook fee must be cleared before any records will be released. A student who loses or excessively damages a textbook will be assessed the replacement cost of the book.

3.2 Grading & Progress

3.2.1 Grade Computation Procedures

Student grades in grades 6–12 are calculated using a weighted grading system. All courses earning high school credit are included in the student's cumulative high school grade point average (GPA), with the exception of Physical Education/Athletics and high school credit earned while enrolled in middle school.

The following category weights apply to core academic courses (English, Mathematics, Science, Social Studies, Bible, World Languages, and other designated academic courses):

Grade Level	Major Grades	Minor Grades
Grades 6–8	60%	40%
Grades 9–12	60%	40%
Advanced Placement (AP)	70%	30%

Courses that are primarily performance- or participation-based may use an alternate grading structure as approved by the administration.

3.2.2 Semester Grade Calculation

Semester grades for grades 6-12 are calculated using the following weights:

First Semester

- First Quarter: 45%
- Second Quarter: 45%
- First Semester Examination: 10%

Second Semester

- Third Quarter: 45%
- Fourth Quarter: 45%
- Second Semester Examination: 10%

Semester assessment weights are subject to review and may be adjusted by the administration as instructional priorities and assessment practices evolve.

3.2.2 Grading Scale (See Appendix A for Specific Grade Point Values)

The following grading scale is used at Northland Christian School:

A	90 - 100
B	80-89
C	75-79
D	70-74
F	Below 70

3.2.3 Progress Reports

Progress reports will be available on a continuous basis through *FACTS*. Parents and students are given passwords and login instructions via email when initial enrollment is complete.

3.2.4 Report Cards

Report cards are issued four times each year at the conclusion of each quarter via *FACTS*. Report cards may be held until all financial obligations are met (lost/damaged textbook fines, tuition, lunch and/or athletic equipment returns). Parents should print final Report Cards before July 1st. After this date all grades for the prior year are archived and no longer available online.

3.2.5 Passing/Failing and Credit Requirements

Grades 6 - 8

- A student's grade is computed on semester average in order to determine passing or failing.
- An average of 70 or above is passing. An average below 70 is failing.
- Passing for middle school courses is determined by the average of the two semesters.
- Middle school students must pass all courses and meet all course requirements as determined by the Texas Education Agency, NCS, and AdvancEd. NCS requires all courses be successfully completed each year.

Grades 9 - 12

- A student's grade is computed on semester average in order to determine passing or failing. An average of 70 or above is passing. An average below 70 is failing.
- Only those grades earned at NCS may be considered for the averaging of two semesters in order to receive a full year's credit in any course. Averaging is only allowed if the 2nd semester is passed.
- 9th-12th grade students must pass all courses and meet all credit requirements as determined by the Texas Education Agency, NCS, and the Southern

3.3 Homework & Assignments

3.3.1 Homework

It is the general philosophy of NCS that homework (not to include test preparation), when effectively utilized, is designed to extend the academic curriculum and create practice opportunities that move students to mastery. Performance on homework assignments will be evaluated differently than major evaluative exercises (which measure individual performance) because performance on homework often is collaborative. NCS understands that students need time to be creative and free from structure. We will attempt to balance the volume of homework assigned with the age of the students involved. Generally, about ten (10) minutes of homework will be assigned for each grade level (for example; 10 minutes for 1st grade and 120 minutes for 12th grade).

3.3.2 Late Work Policy

Middle School: Work not turned in by assigned class period will receive a grade no higher than 70. Work not turned in by the second missed class period will result in a 50. A grade of zero will be recorded if the assignment is not submitted by the third missed class period.

High School and High School Classes for 8th Grade: Work not turned in by assigned class period will receive a grade no higher than 70. A grade of zero will be recorded if the assignment is not submitted by the next class period.

3.3.3 Make-Up Work After Absences

Students who attend NCS functions during the school day are considered in attendance for the entire day of school and all assignments are due as though the student was in class. Assignments that are due the day the student is out of class because of an NCS function are considered late if not submitted on or prior to the due date. Late work grading procedures will apply.

When an absence meets the criteria for allowing make-up work the following procedures apply:

- For each class period missed, one class period will be allowed to make up missed assignments.
- Teachers will inform students of the time allotted for completing make-up work after an absence. However the student is responsible for finding out about the assignments and for making up the work in the time assigned.
- Students who have extended excused absences for medical reasons (two consecutive weeks or longer) will be allowed to complete a minimal number of

individualized assignments that will ensure their exposure to and mastery of the curriculum presented during the absence.

3.4 Testing & Assessments

3.4.1 Test Make-Up Policy

If a student is absent and unaware of a test, he/she will be allowed at least one class period after returning to take the test. If the student was present when the test was announced he/she must take the test(s) the first day back to school. This rule may be amended at teacher discretion. At the discretion of the teacher, high school students may be required to make-up tests during regularly scheduled detention times.

3.4.2 Test Schedule

Major tests and quizzes are typically scheduled by individual teachers and communicated to students in advance. Students should consult their teacher's syllabus and class communication for specific test dates. Final exam schedules for each semester will be published and distributed to students and parents prior to the exam period.

3.4.3 Semester Examinations and Exemptions

Semester examinations will be administered in all academic courses for students in grades 6–12. Semester grades will be calculated as follows:

First Semester

- First Quarter: 45%
- Second Quarter: 45%
- First Semester Examination: 10%

Second Semester

- Third Quarter: 45%
- Fourth Quarter: 45%
- Second Semester Examination: 10%

A semester examination may not be administered early to an individual student except with prior approval from school administration.

Spring Semester Exam Exemption Criteria

Students in Grades 8–12 may qualify to exempt a limited number of spring semester exams if they meet all of the following:

- Minimum semester average of 85% or higher in the course
- No Level 3 or higher discipline violations during the semester

- No more than 5 total absences (excused or unexcused) in the course
 - *Up to two college visits and any school-related absences will not count toward the total*
- No more than 5 tardies during the semester
- Submission of a completed Exam Exemption Request Form, signed by the course instructor and turned in by the published deadline

Grade-Level Exemption Limits (Grades 8–12)

- 12th Grade – May exempt all spring semester exams
- 11th Grade – May exempt up to 3 spring semester exams
- 10th Grade – May exempt up to 2 spring semester exams
- 8th & 9th Grade – May exempt 1 spring semester exam

Administrative Review

Administration reserves the right to review exemption eligibility on a case-by-case basis in situations involving excessive absences, tardies, or other concerns, even when numerical criteria are met. This ensures that individual circumstances can be taken into consideration.

3.4.4 Standardized Testing Program

NCS students will participate in a standardized testing program as follows:

- Comprehensive Testing Program (CTP) for 6th and 7th grades; administered each spring semester.
- PSAT 8/9 for 8th and 9th grades; administered each spring semester.
- PreACT (Preliminary ACT) for 10th grade; administered each academic year.
- PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) for 10th and 11th grades; administered each fall semester.
- ACT and/or SAT should be taken by students prior to the beginning of their 12th grade year

3.4.5 ACT/SAT Exams

It is strongly recommended that all NCS students take the ACT and/or SAT exam prior to the end of their junior academic year. All high school students are encouraged to take the ACT and/or SAT exam at least once annually.

3.5 Academic Support & Recognition

3.5.1 Accommodations (Academic)

Academic accommodations requested for use during the school day and/or for standardized testing must be supported by the administration of educational diagnostic assessments. Academic learning impairments must be assessed by a qualified professional using an appropriate battery of tests that can assess and determine educational needs. The specific diagnosis must be stated and appropriate recommendations supported. Recommended accommodations that are accepted by Northland and may be implemented in the classroom include preferential seating, and oral clarification; all other accommodations will be provided upon enrollment to the Cougar Learning Center. Diagnostic documentation is reviewed at the beginning of each school year and must remain current/updated within three (3) academic years. Modification of curriculum is not available. All diagnostic evaluations must be submitted to the Counseling Office for approval.

3.5.2 Homebound/Independent Study Programs

At this time, Northland is unable to offer Homebound or Independent Study Programs. Consideration may be given for a medical emergency.

3.5.3 Summer School

Summer school credit will be accepted to replace failed courses only. Core academic classes may not be taken in summer school to replace NCS classes unless the class is replacing one that was failed. Summer school courses must be taken at schools approved by the NCS counseling staff.

3.5.4 Class Rank

Because of the strong academic profile of students in a small college preparatory school such as NCS, students are not numerically ranked. The state of Texas requires numeric ranking of students who compose the top 10% of each graduating class. A student must attend NCS during the entire junior and senior years of high school to be eligible for ranking in the top 10% of the class.

3.5.5 Honor Graduates (9th – 12th)

Students must be enrolled at NCS for a minimum of two semesters to qualify for graduation with honors. The following grade average (including all courses except physical education and athletics) will qualify students as honor graduates:

Cum Laude	90-92 (4.0-4.29)
Magna Cum Laude	93-95 (4.3-4.59)
Summa Cum Laude	96 and above (4.6 and above)

3.5.6 Honor Roll

Honor Roll recognition is awarded at the conclusion of each semester and recognizes students for academic achievement. Honor Roll eligibility is determined using final semester averages. Semester averages are calculated using Quarter 1, Quarter 2, and

the semester examination in accordance with the school's grading policy. All courses are included in Honor Roll calculations except Physical Education and Athletics. Honor Roll recognition for the Fall Semester will be awarded following the conclusion of the first semester. Honor Roll recognition for the Spring Semester will be awarded following the conclusion of the second semester.

Principal's Honor Roll - Earn a final semester average of 90 or above in every course.

A/B Honor Roll - Earn a final semester average of 80 or above in every course, with no more than three courses having a final semester average between 80 and 89.

3.5.7 Valedictorian and Salutatorian

The Valedictorian and Salutatorian will be the two graduating seniors with the highest grade point averages. Only in cases of “ties” will additional graduates be so designated. A student must attend NCS during the entire junior and senior years of high school to be eligible to be named Valedictorian or Salutatorian. Valedictorian and Salutatorian will be selected based upon grades earned through the end of the senior year.

3.5.8 National Honor Society

The *National Junior Honor Society* recognizes outstanding 7th, 8th, and 9th-grade students who have demonstrated the traits of scholarship, leadership, character, service, and citizenship.

The *National Honor Society* recognizes 10th, 11th, and 12th-grade students who have demonstrated scholarship, leadership, character, service, and citizenship.

Qualifications:

- Earn and maintain a grade average of 90 or above over the previous three semesters. (All grades except P.E./Athletics/Strength and Conditioning, and Study Hall, will be included in the grade average.)
- Students must maintain satisfactory conduct. Any N or U conduct grade may result in probation, delayed induction, or removal from membership at the discretion of Administration.
- Must have been in attendance at NCS for one (1) full semester
- Return the application by the deadline
- Participate in two school, church, or community service activities
- Display positive leadership characteristics and attitudes
- Academic Committee approval
- Attend induction ceremony

After election, if any of the above qualifications are not evidenced, a member will be placed on probation. One (1) semester will be allowed to correct the deficiency or membership will be terminated. Discipline violations and/or excessive absences may result in removal from the National Honor Society. Once terminated, a student may not be reinstated.

3.5.9 Senior Credits/Class Load

All high school seniors will be required to take a minimum of seven (7) credit classes during their senior year (chosen from Bible, English, math, science, history, and electives).

3.5.10 Graduation Requirements (9th - 12th) and Baccalaureate Ceremony

At NCS baccalaureate and graduation ceremonies are combined into one event. Because we are a Christian school, a spiritual emphasis will be prominent during this important ceremony. Dignity and decorum will be structured into the event. Parents, students, family members and friends are expected to respect these standards. All graduating seniors are expected to participate in graduation exercises.

Appendix D of this *Handbook* details requirements to receive a High School Diploma at NCS. These requirements meet the standards for the diploma tracks as established by the Texas Education Agency and NCS. Each high school student should coordinate with the counseling department to ensure that these requirements will satisfy the entrance requirements of each university or college to which he or she is planning to apply. A full senior year is required of all high school graduates.

To participate in the annual graduation ceremony, a graduating senior must:

- Meet all financial commitments to NCS prior to graduation
- Complete all make-up time
- Comply with the dress and grooming code for the graduation ceremony
- Not be lacking more than two (2) credits--proof of enrollment in a credit recovery program from an accredited educational institution must be in place before the graduation ceremony

All students are subject to removal from the graduation ceremony for inappropriate behavior before or during the ceremony. Diplomas will be held until the ceremony is satisfactorily completed.

Section 4: Student Life & Conduct

4.1 General Student Conduct

4.1.1 Behavior Standards

NCS students involved in co-curricular activities must maintain Christ-like standards on and off campus. Any student failing to do so will be disciplined accordingly.

4.1.2 Honor Code

In order to maintain trust, integrity, and academic honesty within the Northland Christian School community, student work presented in written, verbal, or digital form to faculty or peers will always be presented as the true work of that student. Work presented as original that is not will be in violation of the Northland Christian Honor Code. Violation of the NCS Honor Code can be brought to light by anyone within the NCS community.

Misrepresentation of work as original includes the following:

- Copying answers from another student's homework, assessment, or project on which a teacher does not specify that collaboration is expected or allowed
- Obtaining answers in advance using dishonesty, theft, or coercion
- Failing to cite or give credit to the original author or creator of material that is used in the learning process
- Turning in work in part or in whole that is not your own, including the use of artificial intelligence resources
- Making use of aids such as materials on digital devices or "cheat sheets" during assessments

4.1.3 Artificial Intelligence (AI) Use

Northland Christian School recognizes that artificial intelligence tools may be used in educational and professional settings. Students may use AI resources only when expressly permitted by the teacher and in a manner consistent with the assignment's objectives.

Unless specifically authorized by the teacher, students may not submit AI-generated work, in whole or in part, as their own original work.

Examples of inappropriate AI use include, but are not limited to:

- Submitting AI-generated writing, responses, projects, code, or other content as original work.
- Using AI to complete assignments, assessments, quizzes, tests, or examinations without teacher permission.
- Using AI to bypass the learning process or academic requirements of an assignment.
- Failing to disclose AI assistance when required by the teacher.

The inappropriate use of artificial intelligence may be treated as cheating, plagiarism, or another violation of the Northland Christian School Honor Code and may result in academic and disciplinary consequences.

4.1.4 Moral Code

Established in 1974 upon Biblical standards, NCS continues to embrace these principles as guidelines for its students. Realizing that mistakes are an essential part of growth, NCS tries to deal with individual disciplinary situations in a Christ-like manner. However, repeated violations of Godly moral principles cannot be tolerated in the NCS environment. Consequently, any student who consistently makes poor choices in light of his/her Christian witness will be held accountable by NCS for these actions and will be disciplined according to school policy.

4.1.5 Student Conduct Expectations

Northland Christian School seeks to cultivate students who demonstrate Christ-like character in their words, actions, and attitudes. Students are expected to:

- Treat others with dignity, kindness, and respect.
- Demonstrate honesty and integrity in academic and personal matters.
- Follow school rules and directions from faculty and staff.
- Contribute positively to the learning environment.
- Accept responsibility for their actions and choices.
- Represent Northland Christian School well both on and off campus.

These expectations serve as the foundation for conduct grades and disciplinary decisions.

4.1.6 Conduct Grades

Conduct grades reflect a student's demonstration of Christ-like character, personal responsibility, respect for others, and adherence to school expectations. Conduct grades are based on punctuality, class participation, preparation for class, adherence to classroom rules, respect for authority, and respect for the learning environment. Each student will receive a conduct grade at the end of each grading period according to the following scale:

E – Excellent

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

Grade Definitions

E – Consistently demonstrates Christ-like character, respect, responsibility, integrity, and positive leadership.

S – Consistently meets school expectations for behavior, responsibility, and respect.
N – Frequently requires reminders, redirection, or intervention regarding behavior, responsibility, or school expectations.
U – Demonstrates significant or repeated conduct concerns despite intervention and support.

Conduct grades are assigned based on the professional judgment of teachers and administrators and reflect the student's overall conduct during the grading period. Students receiving N or U conduct grades may become ineligible for leadership opportunities, co-curricular participation, or other privileges as determined by school administration.

4.1.7 Respect for Property

All teacher property (desks, grade books, computers, file cabinets, etc.) is off-limits to students and is reserved for use by teachers only.

4.2 Dress Code & Grooming

4.2.1 Dress Code Expectations

Northland Christian School promotes modest and moderate dress at school and all NCS events (1 Timothy 4:12; 1 Peter 3:3–4). The dress code establishes a foundation for student appearance that is appropriate for an educational environment. Our goal is to cultivate a culture of mutual respect and maturity—where staff, students, and parents clearly understand expectations and make thoughtful choices to uphold them. The dress code is not a measure of spirituality but a tool to support an environment free from distraction. Student and parent cooperation is essential to maintaining these standards. The school reserves the right to define the standard of dress, grooming, and appearance at all school-related events and functions.

Before arriving at school, please consider the following reflective questions:

- Am I honestly trying to meet dress code expectations, or am I pushing the limits? (Philippians 4:8)
- Have I chosen my clothing responsibly to honor God? (Colossians 3:23)
- Am I working to create an atmosphere of unity for the good of the school? (Romans 14:19)
- Am I respecting the rules established by school authorities? (Romans 13:5)

Dress Code Enforcement: All secondary students must wear the school uniform daily unless otherwise directed for a special event or field trip. All dress code policies are in effect during official school hours and on the entire campus. Exceptions may be made for activity classes or special theme days. Students arriving in non-uniform clothing will

be referred to the student services office to discuss how best to resolve the issue. Repeated violations will result in disciplinary action.

School-Sponsored Events: NCS students are expected to maintain standards of cleanliness, modesty, neatness, and good taste—both on campus and when attending off-campus events. The dress code for all extracurricular activities prohibits short shorts and midriff-revealing clothing. On Uniform-Free Days, the following are not allowed: spaghetti straps, tank tops, see-through jerseys, muscle shirts, t-shirts with inappropriate graphics, or short shorts. While school events such as athletic contests may be less formal, NCS reserves the right to address (and discipline, if necessary) dress code violations that occur at any NCS-sponsored event.

Parental Expectations: Parents are expected to dress modestly and appropriately while on campus. Our children live what they learn, and adults must lead by example. Parents are asked to follow the same standard expected of students: no short shorts, strapless tops, or exposed midriffs.

Responsibility for Appearance: A student's appearance is ultimately a family responsibility. Consequently, any enforcement actions taken by NCS will primarily be directed toward parents, though they will necessarily affect the student. Dress code violations may be viewed in FACTS under "Discipline."

Uniform Store - Lands' End: All uniform items must be purchased through [Lands' End Uniforms](#). Specific uniform requirements and a direct store link are available on the NCS website.

Uniform Transition Policy: Grandfathered Uniforms: As Northland Christian School transitions from Dennis Uniforms to Lands' End as our official uniform provider, students may continue to wear previously purchased Dennis Uniforms and items featuring the interlocking "NC" logo. These pieces are considered *grandfathered* and will be permitted through the end of the 2026–2027 school year.

During this two-year transition period, families are encouraged to begin purchasing new uniform items through Lands' End to align with updated branding and styling. After the 2026–2027 school year, only approved Lands' End uniforms will be permitted.

P.E. Uniforms (All Students): Required for all P.E. classes and athletic practices:

- NCS spirit shirt
- Modest black athletic shorts
- Socks and appropriate athletic shoes

4.2.2 Girls' Dress/Uniform Code

Monday - Thursday (Choose from the following):

- Khaki or black uniform shorts or pants
- Khaki, black, or plaid uniform skirts or skorts (Shorts or solid black leggings/tights must be worn under skirts)
- Red, black, or white NCS uniform polo (short or long sleeves)

Friday - Spirit Day Attire:

- Regular Monday - Thursday dress or
- Solid blue, black, or khaki jeans - Jeans must not sag, be frayed, embellished, chemically faded, or have holes above the knee. Low-rise hip huggers are not allowed.
- Spirit shirts and sweatshirts purchased through the Northland Spirit Store or shirts received via NCS activities (athletics, fine arts, class shirts, etc.).
- Not allowed: athletic shorts, spandex shorts, athletic-styled sweatpants, wind-suit pants, leggings, jeggings, or yoga pants.
- No P.E. shirts or excessively worn t-shirts

4.2.3 Boys' Dress/Uniform Code

Monday - Thursday (Choose from the following):

- Khaki or black uniform pants or shorts
- Red, black, or white NCS uniform polo (short or long sleeves)

Friday - Spirit Day Attire:

- Regular Monday - Thursday dress or
- Solid blue, black, or khaki jeans - Jeans must not sag, be frayed, embellished, chemically faded, or have holes above the knee.
- Spirit shirts and sweatshirts from the Northland Spirit Store or shirts received via NCS activities (athletics, fine arts, class shirts, etc.)
- Not allowed: athletic shorts, athletic-styled sweatpants, or wind-suit pants.
- No P.E. shirts or excessively worn t-shirts

4.2.4 General Parameters (All Students)

Skirt, Skort, and Short Length Guidelines

- Must be modest and appropriate for a school setting
- Hemlines should meet or extend below the fingertips when standing upright with arms relaxed.
- No rolling at the waistband—items must be worn at the natural waist.
- Clothing must provide proper coverage during all school activities.

Shoes

Shoes must be closed-toed, fully enclosed around the heel, and securely fastened to the foot so they do not present a safety hazard as students move throughout campus.

Examples of appropriate footwear include: athletic shoes, tennis shoes, casual shoes, running shoes, dress shoes, and boots that meet the above requirements.

Not permitted: slippers of any kind (including slipper-style shoes), house shoes, shower shoes, beach sandals, flip-flops, Crocs, athletic slides, shoes with wheels, backless shoes, or any footwear that is not securely fastened to the foot.

Tucking Shirts & Belts

- Tucking in shirts is recommended, not required.
- Belts are recommended, not required (if worn, they must be conservative in color and design, with no embellishments).

Undershirts

- Solid white or black short-sleeved undershirts may be worn under uniform shirts

Grooming

- Hair must be neat, clean, and well-groomed.
- Unnatural hair colors are not permitted.
- Boys must be clean-shaven. Facial hair is not allowed. Sideburns must be neatly trimmed and not extend below the earlobe.
- Makeup - Girls may wear modest makeup. Boys may not wear makeup.

Jewelry and Accessories

- Chains: Pocket and wallet chains are not allowed.
- Piercings: Gauges, cartilage piercings, nose rings, or visible body piercings are not permitted.
- Earrings: Girls may wear modest earrings. Boys may not wear earrings.
- Headwear/Eyewear: Sunglasses, hats, hoods, and head coverings may not be worn indoors.
- Tattoos: All tattoos must remain covered during school and at school-sponsored events.

Outerwear: Students may wear NCS-logo outerwear (sweatshirts, sweaters, fleece jackets, and vests) purchased through Lands' End, the Northland Spirit Store, or outerwear received via NCS activities (athletics, fine arts, class shirts, etc.). Hoods shall not be worn once inside the building during the school day.

Cold Weather Dress: During periods of cold weather, students may wear non-NCS outerwear and modified uniform options when Cold Weather Dress is in effect. This

determination will be made and communicated by the administration based on daily forecast conditions and overall campus comfort.

When Cold Weather Dress is in effect:

- Students may wear a non-NCS, fully-zippered or fully-buttoned outer jacket or coat from home.
- Girls may wear black leggings or tights under shorts, skorts, or skirts.
- Jeans may be worn, provided they meet Friday Spirit Wear expectations.
- Sweatpants are not permitted under uniform bottoms.
- Uniform pants are always acceptable.
- Hoods must not be worn indoors at any time.

When *Cold Weather Dress* is *not* in effect, all students are expected to be in standard NCS uniform compliance, including school-approved outerwear.

4.2.5 Spirit Wear (Logo Protection)

In order to build spirit on our campuses and to build upon the NCS image and traditions, the following guidelines will govern the design and wear of all spirit wear bearing an NCS official logo:

- All spirit wear must be approved by and ordered through a Northland approved spirit store.
- All shirts or other printed clothing ordered for spirit wear must include "Northland", "Northland Christian", or "Northland Christian School". The use of the approved Northland logos; the cross, cougar head or "NC" logos are optional.
- All spirit wear should refrain from graphics or words which could be viewed as inappropriate. Secondary administration will have final approval authority of questionable designs.

4.3 Discipline

4.3.1 Discipline Philosophy

At Northland Christian School, we believe discipline is an act of love—God's means of shaping character and leading us toward Christlikeness. Scripture reminds us to "train up a child in the way he should go," which means to mold, direct, and guide students in truth and righteousness. Discipline is not simply punishment—it is training that corrects, refines, and strengthens character.

We affirm that parents are the primary authority in a child's life, and our role is to support them by creating an orderly, Christ-centered environment. Administration, coaches, and teachers alike will communicate clear behavior expectations rooted in biblical principles and appropriate to the age and developmental stage of the student.

Classroom procedures and schoolwide standards will be taught and reinforced from the beginning of the school year.

Discipline at NCS is designed to protect the integrity of our mission and the learning environment. Students are expected to behave in ways that honor God and reflect positively on themselves, their families, and the school—whether on campus or off. When infractions occur, consequences will be thoughtfully assigned after considering the nature and severity of the offense, the student’s behavioral history, and their response to correction. When appropriate, coaches or co-curricular sponsors may be contacted to address the behavior in alignment with team or program standards. Major violations may require a meeting with parents and administration to determine appropriate consequences.

Being part of the Northland community is a meaningful opportunity—one that comes with both blessings and responsibilities. We value a strong partnership between school and home. While parents and the school may not always fully agree, a foundation of mutual respect is essential. If a constructive relationship cannot be sustained, NCS reserves the right to deny continued enrollment.

We expect students to honor our community through upright conduct, honesty in all work, and respect for others. Students are held accountable to the NCS Honor Code, which prohibits plagiarism, cheating, and misrepresentation of work, and to the Moral Code, which upholds biblical standards of conduct. Repeated or willful disregard for these expectations will result in disciplinary action consistent with our policies and Christian values.

Conduct grades are intended to reflect a student's overall demonstration of Christ-like character and citizenship and should not be viewed solely as a reflection of disciplinary incidents.

Ultimately, our goal is not mere compliance, but the transformation of hearts—developing students who live under the Lordship of Christ, pursue holiness, and love others well.

4.3.2 Explanation of Consequences

Unless otherwise stated, disciplinary actions are determined and assigned by the assistant principal or principal. Determination of consequences will be at the discretion of Administration.

4.3.2.1 Confiscation

First-offense cell phone confiscations will be returned to the student at the end of the school day. For subsequent offenses, items will only be returned to parents or guardians. Faculty may confiscate any prohibited items. Repeated confiscations of the same item may lead to further consequences.

4.3.2.2 Detention

Detention is a supervised period of time served before school, after school, or during a designated break (e.g., lunch detention). It serves as a consequence for minor infractions and provides an opportunity for reflection. Students serving detention may be required to complete schoolwork or engage in other assigned tasks. Failure to attend an assigned detention will result in further consequences.

4.3.2.3 Additional Time Served (Saturday School)

Students may be assigned additional time outside of school hours as a consequence. One option is Saturday School (8:00 a.m. – 12:00 p.m.), a supervised, structured time designed to promote reflection and reinforce responsible behavior. Time served does not count toward required NCS community service hours.

4.3.2.4 In-School Suspension (ISS)

In-School Suspension (ISS) involves a student being removed from regular classroom instruction and placed in a supervised setting on campus for a full school day or multiple days (up to 5 days). During ISS, students are expected to complete all assigned schoolwork. They are not permitted to participate in extracurricular activities or attend school events, and may forfeit final exam exemptions or educational field trip privileges.

4.3.2.5 Out-of-School Suspension (OSS)

Out-of-School Suspension (OSS) is a serious disciplinary consequence. During OSS, students are not permitted on campus and may not attend or participate in any school-related activities, including extracurricular events, practices, or games. Students may be suspended for up to five school days and must complete all assignments, submitting them upon return. Late work will not be accepted. OSS may result in the loss of trip eligibility and placement on disciplinary probation. A parent-student-administrator conference may be required before the student is reinstated.

4.3.2.6 Expulsion

Expulsion is the most severe disciplinary consequence, resulting in the permanent removal of a student from Northland Christian School. Expulsion is reserved for egregious violations of the Moral Code, repeated severe offenses, illegal activities, or conduct that poses a significant threat to the safety, well-being, or integrity of the school community. The decision for expulsion is made by the Principal and the Head of School, and no refunds of tuition or fees will be granted. If re-enrolled, the student will be placed on disciplinary probation.

4.3.2.7 Disciplinary Probation

Disciplinary probation is a formal warning period assigned after a serious offense (Level III or IV) or repeated lower-level offenses (Level I or II). It signals that a student's continued enrollment is at risk. Behavior is closely monitored, and any further violations may lead to suspension or withdrawal if no improvement occurs. Probation status is reviewed each grading period. Multiple disciplinary actions within one year may result in denial of re-enrollment. The terms of probation will be clearly communicated to students and parents.

4.3.3 Discipline Policy and Levels of Infractions

At Northland Christian School, we believe students thrive with clear expectations and consistent support. When behavior falls short of our standards, discipline is approached with prayerful consideration, always aiming to correct, restore, and grow the heart of the student.

Inappropriate behavior is grouped into four categories: Level I, II, III, and IV, increasing in severity. Examples of infractions and consequences are provided as guidelines, not exhaustive lists. Final decisions regarding the level of an offense and disciplinary response rest with the administration.

While NCS typically follows a progressive discipline approach, certain infractions—based on severity, impact, or context—may result in immediate and significant consequences, including suspension or dismissal. Consequences may also change as new information emerges during an investigation, which could result in a reclassification of the behavior and its disciplinary level.

When necessary to maintain safety or investigate a situation, NCS reserves the right to search student phones, lockers, backpacks, or vehicles while on campus or at school events.

All discipline decisions will consider the nature of the offense, the student's age and history, and their response to correction. Our desire is to uphold a Christ-centered environment where every student is challenged to grow in wisdom, integrity, and accountability.

4.3.3.1 Level I Infractions

Level I infractions are typically minor violations that are generally addressed by the classroom teacher or other staff using restorative practices and strategies. However, certain violations may be addressed by the principal or elevated to Level II based on the severity or context of the misconduct.

Examples of Level I infractions include, but are not limited to:

- Tardiness to class
- Unprepared for class

- Classroom disruptions (e.g., talking out of turn, excessive noise, horseplay)
- Running, horseplaying, roughhousing, or making excessive noise on campus
- Misuse of classroom materials or supplies
- Eating or drinking in an undesignated area
- Failure to follow classroom directions or procedures
- Unauthorized cell phone/electronic device usage
- Disrespect of classroom or lunch room space (e.g., leaving trash, not caring for materials, etc.)
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of a classroom

Disciplinary actions may include one or more of the following and are not limited to:

- Parent contact: email, call or conference
- Environmental change
- In-class disciplinary action (verbal correction, change of seating, etc.)
- Confiscation of cell phone or prohibited item
- Administrator/counselor/teacher/student/parent conferences
- Loss of privileges
- Detention before, during, or after school
- Other appropriate disciplinary options

4.3.3.2 Level II Infractions

Level II infractions include moderate violations that are more serious in nature and/or a continuation of Level I. Infractions are generally violations of classrooms, locker rooms, cafeteria, on school grounds, or during any school-sponsored or school-related activity. These infractions may result in a referral to an administrator who will address the violation utilizing restorative practices and strategies. However, certain violations may be elevated to Level III infractions based on the severity or context of the misconduct.

Examples of Level II infractions include, but are not limited to:

- Any repeated infractions cited in the previous level or continuous misbehavior
- Actions, language, or materials that mock God or Scripture
- Argumentative or disrespectful towards adult staff
- Disruptive, disrespectful, or unsanitary behavior in shared spaces (i.e. restroom)
- Cheating/Plagiarism/Inappropriate use of AI: Presenting someone else's work, ideas, or AI-generated content as your own without permission or proper citation.
- Computer/device tampering: Altering device settings, accessing unauthorized content, or attempting to bypass network restrictions.
- Dishonesty and/or giving false testimony: Knowingly providing false information to a teacher, administrator, or during an investigation.

- Falsification of documents (moderate): Altering or forging minor school documents, notes, or passes.
- Wagering or betting for money or valuables, whether digital or physical.
- Inappropriate public displays of affection (e.g., hugging, kissing, holding hands) during school hours or at school events.
- Unwanted touching of others: Any physical contact with another person that is uninvited, makes the other person uncomfortable, or violates personal boundaries, but is generally not aggressive or harmful.
- Inappropriate use of instructional materials: Misusing books, assignments, or digital tools in a way that disrupts learning.
- Insubordination: Refusal to follow reasonable instructions from staff, or deliberately challenging authority.
- Skipping class (truancy): Being absent from class without valid reason or permission.
- Substantial disruption: Behavior that interrupts the learning environment, causes unrest, or distracts others from instruction.
- Taunting: Mocking, provoking, or ridiculing others through words or actions.
- Traffic violations on campus: Unsafe or reckless driving or failure to follow campus traffic rules.

Disciplinary actions may include one or more of the following and are not limited to:

- Restoration and/or restitution, as applicable
- Written warning with parent contact
- Administrator/counselor/teacher/student/parent conferences
- Loss of privileges
- Grade penalty for plagiarism or cheating
- Detention before, during, or after school
- Removal from class for the day
- Additional time served (Saturday School)
- In-School Suspension
- Other appropriate disciplinary options

4.3.3.3 Level III Infractions

Level III infractions are serious violations that require immediate referral to Secondary Administration as these infractions significantly impact the safety, learning environment, or wellbeing of individuals or the school community. Certain violations may be elevated to Level IV infractions based on the severity or context of the misconduct.

Examples of Level III infractions include, but are not limited to:

- Any repeated infractions cited in previous levels or ongoing misbehavior

- Inappropriate use of technology (e.g., cyberbullying, accessing inappropriate content, hacking school systems — see 4.5)
- Fighting or physical altercations
- Harassment (verbal, physical, or sexual)
- Hazing or initiation practices
- Possession or use of inappropriate contraband
- Intimidation or serious bullying as defined in 4.3.7
- Verbal abuse or verbal threats that are disrespectful or intimidating but do **not** involve explicit or credible threats of physical harm.
- Theft or being an accomplice to theft
- Minor vandalism or destruction of school property
- Trespassing on school property or restricted areas

Disciplinary actions may include one or more of the following and are not limited to:

- Immediate administrator referral
- Restorative or disciplinary interventions appropriate to the offense
- Administrator/parent/guardian conference
- Additional Time Served or Saturday School
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Disciplinary Probation
- Other disciplinary options consistent with the severity of the infraction

4.3.3.4 Level IV Offenses

Level IV offenses are the most severe violations that jeopardize the safety, wellbeing, or integrity of the school community. These offenses will typically result in immediate Out-of-School Suspension (OSS) or Expulsion. These actions are considered unacceptable under any circumstances on or off campus during school-related activities.

Examples of Level IV infractions include, but are not limited to:

- Any repeated infractions cited in previous levels or ongoing misbehavior
- Altering official records or computer tampering with intent to harm or deceive
- Arson or attempted arson
- Bomb threat or possession of facsimile explosive devices
- Possession, use, or distribution of dangerous weapons
- Activating or lighting explosive devices
- Possession, use, or distribution of controlled or illegal substances including paraphernalia (i.e., narcotic substance, alcohol, controlled drug, sports enhancing drug, or intoxicant) - see 4.4.3
- Extortion, blackmail, or coercion
- False fire alarm or tampering with safety equipment

- Sexual offenses, including assault or misconduct
- Terroristic threats or credible, explicit verbal threats of physical harm or violence against faculty, administration, students, or others
- Engaging in inappropriate physical or sexual contact
- Inappropriate use of digital media (e.g., social media, texting apps) involving sexual, vulgar, obscene, unlawful, or otherwise prohibited content as defined by the NCS code of conduct.
- Verbal or physical assault against faculty, administration, students, or others.
- Vandalism or destruction of school property causing significant damage or risk to safety.
- Theft or accomplice to theft involving significant loss or criminal activity
- Trespassing with intent to cause harm or commit a serious offense

Disciplinary actions may include one or more of the following and are not limited to:

- Immediate administrator referral
- Administrator/parent/guardian conference
- Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Referral to law enforcement or other external agencies, as appropriate
- Other disciplinary measures aligned with the severity of the offense

4.3.4 Bullying

At NCS, we believe every student is created in the image of God and should be treated with dignity, kindness, and respect. In alignment with our core values—Christ, Community, Leadership, and Giving—we are committed to providing a safe and nurturing environment where all students can grow spiritually, academically, emotionally, and socially.

Definition of Bullying: Bullying is defined as any intentional, repeated act (whether physical, verbal, emotional, or cyber) by one or more individuals that causes physical or emotional harm, distress, or fear to another individual, and involves an imbalance of power (real or perceived).

Bullying can be direct (face-to-face) or indirect (through others or digital means), and may include:

- Physical: hitting, kicking, pushing, or damaging someone's belongings.
- Verbal: name-calling, teasing, threats, or hurtful comments.
- Social/Relational: spreading rumors, exclusion, public humiliation, or manipulating friendships.
- Cyberbullying: using digital technology to harass, embarrass, or target someone (e.g., through social media, texting, or email).

What Bullying Is:

- Intentional: The act is purposeful and meant to cause harm, discomfort, or fear.
- Repeated: It happens more than once or has the potential to be repeated over time.
- Power Imbalance: The individual bullying has more power due to physical strength, popularity, access to embarrassing information, or other factors.

What Bullying Is Not:

While all conflict and unkind behavior should be addressed, not every disagreement or hurtful interaction constitutes bullying. The following are not considered bullying (though they may still require intervention or correction):

- Mutual conflict: A disagreement or argument where both parties are equally involved and no one is being targeted unfairly or repeatedly.
- One-time incidents: A single act of meanness, while unacceptable, does not meet the criteria for bullying.
- Social rejection: Not choosing to be friends with someone is not bullying unless exclusion is used as a weapon to hurt or control.
- Accidental harm: Causing harm unintentionally (e.g., bumping into someone or unintentionally excluding someone) is not bullying.

We recognize that part of student development includes learning how to navigate social relationships, resolve conflict, and practice empathy. Our approach is to address all forms of inappropriate behavior, while distinguishing between developmental missteps and deliberate harm.

Reporting and Response: NCS takes all reports of bullying seriously. Any student, parent, or staff member may report suspected bullying to a teacher, counselor, or administrator. All reports will be investigated promptly, confidentially, and in accordance with school procedures. Disciplinary action is guided by the student code of conduct. Our aim is always both accountability and redemption, guiding students toward growth and reconciliation when possible.

4.4 Substance Abuse Prevention

4.4.1 Drug Prevention

Drug dogs will be brought onto the secondary campus, on an unannounced basis, to search for illegal contraband. These dogs will search all areas of the campus, including cars in the NCS parking lot. All students caught in possession of illegal substances will be subject to disciplinary action and possible law enforcement involvement.

4.4.2 Drug Testing

Selected secondary students, chosen by random draw, will be tested for the presence of drugs in their systems, on an unannounced schedule. All students testing positive for the first time, will have parents notified and will be placed on disciplinary probation relative to substance abuse. A second positive test will result in expulsion from school. Effective with the implementation of this policy, NCS reserves the right to test any student(s) suspected of drug use at any time.

4.4.3 Vaping, Nicotine, and Drug-Related Devices

The possession, use, or distribution of vaping devices (including e-cigarettes, or similar electronic nicotine delivery systems), any nicotine products, or any drug-related devices is strictly prohibited on Northland Christian School property, at school-sponsored events, or while representing the school. This includes any components, cartridges, or liquid associated with such devices, whether or not they contain nicotine or other controlled substances. Violation of this policy will result in immediate disciplinary action, including suspension and potential expulsion, as this is classified as a Level IV infraction.

4.5 Technology & Electronic Devices

4.5.1 Technology Philosophy and Use Agreement

All parents and students will sign a Technology Use Agreement (Appendix B) outlining expectations and responsibilities for participating in Northland's Anytime Anywhere Learning Program.

The thoughtful integration of technology into the classroom provides a powerful opportunity to enrich learning, encourage collaboration, and foster creativity. At Northland, all use of digital devices—whether school-owned or personal—must support academic goals and reflect our commitment to excellence, integrity, and Christian character.

As a Christ-centered school, we believe that technology is a tool that can be used to glorify God (1 Corinthians 10:31) and serve others well (Galatians 5:13). Therefore, we aim to cultivate digital citizens who practice discernment, wisdom, and self-control in online spaces (Proverbs 4:7, 2 Timothy 1:7). Our goal is to model and teach ethical, respectful, and responsible digital behavior in every aspect of student life.

Because the digital landscape is constantly evolving, technology-related guidelines will be reviewed and updated as needed. Revisions to the Technology Use Agreement will be communicated to students and families, and implementation of those updates will take effect upon notification.

4.5.2 Personal Electronic Devices

Personal electronic devices—including cell phones, smartwatches, headphones/earbuds, and other communication accessories—must not disrupt the learning process or school environment. Any electronic device that interferes with instruction or community expectations may be confiscated. Repeated violations will result in disciplinary action as outlined in this handbook.

Below is the policy for middle and high school students:

Middle School Students (6th–8th Grade)

All personal electronic devices (e.g., cell phones, smartwatches) must be stored in lockers or backpacks and turned off or silenced during school hours. Devices may not be used during class time, passing periods, or lunch. If a student needs to contact a parent during the school day, they must do so through the Student Services office. Personal devices may be used before or after school only.

High School Students (9th–12th Grade)

Cell phones may be used before school, after school, during passing periods, and at lunch. During class, all phones must be placed in designated wall hangers or another location specified by the teacher. Smartwatches may be worn during the school day but must be placed in hangers or silenced and put away during assessments (quizzes, tests, exams). Headphones and earbuds may only be used during instructional time with the permission of the classroom teacher. Headphones and earbuds must be removed and stored during passing periods, in restrooms, assemblies, chapels, and other common areas of campus unless specifically authorized by a faculty member or administrator.

4.5.3 Online Media Policy

NCS recognizes that many different social platforms and applications exist. Millions of people, including our students, parents, faculty and staff utilize one or more of these platforms and applications on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways.

Due to the popularity of social platforms and applications and the way they can facilitate effective and efficient communications between users, their use in connection with NCS activities presents many opportunities for enhancing the experience of our students and their families. We must recognize, however, that without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via available technology). We must also acknowledge that the nature of social platforms and applications leaves open the possibility of abuse and misuse (including our students and their parents), necessitating the following standards of conduct for all individuals connected with NCS.

Ethics and Responsibility

When an individual is using online social media (of any variety) and identifies themselves as a student, parent, faculty or staff member of NCS, that individual must always bear in mind that the material he or she posts reflects upon the school. As a consequence, it is imperative that all students, parents, faculty and staff conduct themselves in an ethical and responsible manner when using online social media.

- Students and parents may not use school logos or reproduce any school logos without express written permission from the NCS staff member in charge of graphic design (For more information see the NCS Graphics Standards Policy).
- Students, parents, faculty and staff should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Never post content that has the potential to be a source of embarrassment for NCS. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, or to other NCS students, parents, staff or faculty.
- When an individual is using online social media (of any variety) and identifies themselves as a student, parent, faculty or staff member of NCS, that individual should make it clear on those personal sites that the views expressed there are his or hers alone and do not necessarily reflect the views of the school. For example, he or she can post the following notice, in a reasonably prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Northland Christian School."

Photographs and Videos

Because digital images are easily created and reproduced, photographs and video files are extremely common and are freely posted and passed along by users of social media. It is the policy of the NCS that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to the school.

NCS has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on social media as they see fit. If, however, they intend to upload photographic images or video files related to NCS school activities, please respect the privacy of NCS families before posting or tagging images that include other NCS students.

NCS Graphics Standards Policy

Use of Northland Christian School Name, Logo, Images and Pictures: To ensure that NCS presents a consistent image to its families and the public, we follow a Graphics Standards Policy approved by the NCS Board of Trustees. The administrative staff member in charge of graphic design must approve the use of our logos, images and pictures in all advertising, promotional products, uniforms, publications and other printed material, and in social media applications.

Furthermore, any product containing the use of our logos must be purchased through a vendor approved by the Cougar Store Manager. NCS logos should never be recreated. Electronic logos are available from the Cougar Store manager or the staff member in charge of graphic design for approved use.

The use of any NCS logo or graphic for personal use or profit is strictly prohibited.

4.5.5 Telephone Usage

While classes are in session, students are allowed to use only the phone in the Student Services Office or the classroom phone with teacher permission.

4.6 Campus Specific Rules

4.6.1 School Hours

School hours are 7:50 a.m. to 3:15 p.m. Building #1 opens daily at 7:00 a.m. for student drop-off. All students must be picked up by 3:30 p.m. unless participating in an extracurricular activity or school-sponsored event. Any unsupervised student on the NCS Secondary campus after 3:30 p.m. will be required to sign-in to extended care as outlined in 4.6.3 After-Hours Supervision.

School opening and closing hours varying from normal will be announced in advance. NCS administration and staff are not responsible for students left on campus after school hours. Parents must arrange transportation or enroll children in the extended care program.

The tardy bell rings at 7:50 a.m. on Monday, Tuesday, Wednesday, and Friday. The tardy bell rings at 8:40 a.m. on Thursday. The first bell of the day will ring 10 minutes prior to the scheduled tardy bell.

Students reporting to campus prior to the first bell must report to the designated supervised student area and remain there until the first bell rings. Students not in the designated supervised area must be under the direct supervision of a coach, activity sponsor, faculty member, or administrator. Students are never permitted to roam the campus unsupervised prior to the first bell.

4.6.2 After-Hours Policy

Normal secondary campus hours are from 7:00 a.m. - 5:00 p.m. Offices will be open from 7:30 a.m. - 4:00 p.m. On numerous occasions, the campus is open earlier or later due to co-curricular activities. For the safety and security of both our students and our property, any student on campus after hours (without permission or supervision) may receive disciplinary consequences.

4.6.3 After-Hours Supervision

Each afternoon from 3:30 to 6:00 p.m. NCS offers an area of supervision for any secondary student who cannot be picked up immediately after school. Extended Care can be scheduled by contacting the NCS Business Office. Additionally, students who are on campus unsupervised after 3:30 p.m. will be required to check-in to Extended Care and the daily rate of \$35 will be charged to their FACTS account, or the parent may choose to have an annual plan for \$1,900 per student for the school year.

4.6.4 Closed Campus

Northland Christian School is a “closed campus” and students are to remain on campus from the time of arrival until the time of departure for home. As students progress through high school, certain privileges may come into play, including the option of senior off-campus lunch and late arrival/early dismissal with permission.

4.6.5 Late Arrival To Campus

Students must sign in at the Student Services Office if they arrive after the tardy bell rings. Any student failing to sign in upon arriving late to school will be counted absent until that individual has gone to the Student Services Office and followed the proper procedures.

4.6.6 Leaving Campus

Students must sign in and out in the Student Services Office if they arrive after the beginning of the school day or leave before the official end of the school day. A student who leaves campus without permission is subject to disciplinary consequences.

4.6.7 Lockers/Locks

Locks for the lockers in the gym will be provided by NCS.

4.6.8 Lost and Found

NCS maintains an area for lost and found items in the area of Students Services in Building 1. Students should check this area periodically to claim any lost clothing, books, notebooks, etc. Items considered valuable (i.e. jewelry) will be locked away until claimed. Any items not claimed by the end of the semester will be donated to charity. NCS strongly suggests that all clothing items be labeled with the student’s name for easy identification.

4.6.9 Lunch

No food or drink may be delivered to students for lunch by outside vendors or delivery services unless specifically approved by an administrator or teacher/sponsor. Class and club sponsors may order-in food for selected meetings as approved by the administration.

Parents choosing to eat lunch with students should follow visitor procedures as established on each campus.

The NCS lunch program, at the PK or Elem levels, is a pre-order program, while the secondary students and staff may purchase without pre-order using funds on account through the Lunchtime system. Our lunch program is outsourced to Your Cuisine Chef and all funds can be added to the student accounts through their payment management service. Annual lunch plans can be purchased for a discounted lunch price. All questions about lunch accounts should be sent directly to Your Cuisine Chef at 281-587-6470. The NCS business office will not have information on individual lunch accounts.

4.6.10 Off-Campus Lunch

Seniors are allowed the privilege of having the option of leaving campus during the lunch period. All students must turn in the *Off-Campus Release Form* to the Student Services Office in Building 1 before they are allowed to leave campus.

Seniors must return to campus and be back in their next period class before the tardy bell rings. A student consistently tardy from lunch can lose off-campus lunch privileges as assigned by the secondary administration.

4.6.11 Food, Drink, and Chewing Gum

Food, drink, and chewing gum should only be consumed in designated areas. Lunch is only to be eaten in the cafeteria or in the outdoor classroom behind building 7. Lunch should NOT be eaten in teacher classrooms unless a teacher has given permission for a short period of time and is present during the tutoring or activity that is underway.

4.6.12 Flowers and Gifts

Flowers, balloons, cookie bouquets, and other gifts cannot be delivered to students in class or during instructional time. These items will be accepted in the Student Services office (Building 1) and held for pickup by the student at the end of the school day.

4.6.13 Security

Northland Christian School is committed to providing a safe and secure environment for all students, staff, and visitors. Below is a list of policies and procedures to ensure a safe and secure campus:

- Entrance to NCS buildings and classrooms will be restricted by fencing and locked doors as appropriate.
- All visitors to campus must sign in and out and must wear a visitor's pass. Visitor's passes may be obtained from the security guards at the guard station or Student Services in Building 1. Parents should refer to the lunch policy when on campus to eat with students.
- Emergency response procedures are in writing and the NCS faculty and staff receive continued training in these procedures. Students will be drilled on these procedures throughout the school year.
- As a general rule, school will not be dismissed because of threatened violence. Every effort will be made to ensure security. If our ability to inspect and secure our facilities is compromised (time constraints, etc.), and if reasonable security cannot be ensured, then parents will be notified through Renweb Parent Alert as to necessary adjustments in attendance patterns.
- In all cases where school is dismissed for security threats, class time missed will be made up. The make-up days will be at the discretion of the administration and will take place on Saturday, during holiday breaks, or at the end of the school year in May/June.
- NCS will respect each parent's right and responsibility to determine your student's attendance during periods where security has been threatened. In general, absences will be excused if students are kept at home (but will be recorded as absences). Students who elect to use these periods for recreation time away from home (mall shopping, movie excursions, etc.) will be assigned unexcused absences and are subject to additional disciplinary action.
- Every effort will be made to keep parents informed about security issues. As we respect parents' rights to make decisions about their own children, we also expect parents to respect our knowledge of the facts involved and the proper timing for notification of parents. We will work with local law enforcement agencies on all threats and will collectively decide the best steps to follow in responding to security concerns.

4.6.14 Search and Seizure (At School, School-Sponsored Events, or In School Uniform)

The NCS Administration reserves the right to search a student's purse, locker, automobile, backpack, bag, or person. Questionable or prohibited items discovered during a search may be seized and the student subjected to disciplinary action.

4.6.15 Sound System

NCS restricts the use of any school owned sound system to trained NCS employees. Students and parents are not allowed to operate any NCS sound system without express permission of trained NCS employees. Music with vulgar and/or explicit language will not be played or tolerated.

4.6.16 Yearbook

The Northland Christian School yearbook is a comprehensive record of the school year, capturing memories and achievements. In no case will NCS be responsible for furnishing yearbooks not claimed by March 1st of the following year.

Section 5: Attendance & Dismissal

5.1 Daily Attendance

5.1.1 Attendance and Absences

Absent School Functions – Any absence that is a result of an NCS sponsored event will be considered an excused absence. All assignments that would normally be due during any missed class will be considered late if not submitted on or prior to the given due date, unless prior arrangements have been made with the classroom teacher. It is the responsibility of the student to obtain assignments that are distributed during the missed class period in a timely fashion.

Excused Absence - This includes parent, doctor, and principal excuses. Make-up work will be permitted. Please note that family vacation trips generally qualify as excused absences. However, for non-emergency absences (vacations, etc.), it will not be the responsibility of the teacher to tutor students in concepts missed during such absences.

Unexcused Absence - This includes anything that is not covered by a parent note, doctor's excuse, principal's excuse, or a NCS function. Make-up work will not be allowed, nor will teachers be responsible for tutoring unexcused students in concepts missed.

Excessive Absences – A student must be in attendance a minimum of 90 percent of the academic days each semester in each class taken. Absences include both excused and unexcused absences, but absent school functions and college visit days are not included in the minimum attendance requirement. If the student is not in attendance a minimum of 90 percent of the semester's days, he/she may not receive credit for the semester's work. If extenuating circumstances exist, parents may appeal to the attendance committee.

In addition to loss of credit for excessive absences, students who accumulate more than 9 absences (10% of the academic semester) in any one class may be restricted as follows:

- Students will not be allowed to miss school for co-curricular activities for any reason (athletics, drama, choir, field trips, etc.). Students will be allowed to participate, but may not do so while school is in session. This restriction will include travel time and playoffs.
- Loss of college day(s) visiting privileges (juniors & seniors only)
- Loss of semester exam exemptions after eight absences (applies to high school credit classes only)
- Any unexcused absences will result in the loss of all exam exemptions (high school only)

Additional Time Served - Students will need to reconcile academic time lost when more than eight absences accumulate per semester. Time served will be arranged between the principal or assistant principal and the student. This may include being assigned to Saturday School for Attendance Recovery. This time served may not count towards the required NCS community service hours.

Attendance Committee – The attendance committee will consist of designated faculty members and the secondary principal. Its purpose will be to review any appeals, exceptions or challenges to the attendance policy.

Steps to Follow When Absent:

1. Parent or guardian should phone NCS to inform the Student Services Office of the absence by emailing secondaryattendance@northlandchristian.org.
2. Parent or guardian must write an excuse giving name, date, and day(s) of absence, reason for absence, and his/her signature.
3. Student must present his/her excuse to the Student Services Office on the day of his/her return. Excuses not presented within three (3) school days will result in the assignment of an unexcused absence.
4. Student must accept responsibility for obtaining make-up work from teachers.

5.1.2 Tardiness

Punctuality is essential for maintaining an orderly learning environment. Students are considered tardy if they are not in their assigned classroom or designated area when the tardy bell rings.

- Tardiness to School: Students arriving after the first bell must sign in at the Student Services Office (Building 1) upon arrival. Repeated tardiness to school will result in disciplinary action.
- Tardiness to Class: Students who are late to class without a valid pass will be marked tardy. Repeated tardiness to class will result in disciplinary action.

Students who arrive 15 minutes after the start of the first period on Monday/Tuesday/Friday or 30 minutes after the start of the first period on Wednesday/Thursday will be considered absent for first period (rather than tardy).

Tardies will only accumulate during each quarter and will be reset to zero at the start of the next quarter.

5.2 Specific Absence Types

5.2.1 College Visitation Days (Juniors & Seniors Only)

Juniors and seniors are allowed two college visitation days each year, which must be documented by a signed statement on college letterhead stating date(s) of the visit. College days are strongly encouraged to be taken before spring break. These days are considered excused absences and do not count towards the excessive absence policy (5.1.1).

5.2.2 Athletic Play-Off Release Time

Due to the success of many of our athletic teams, and because we believe that it is important that we support these student athletes in these endeavors, it will be our policy that absences to attend semi-final and final games will be excused by parent permission. These absences are considered school-related functions and do not count against the student's attendance record for the purposes of the excessive absence policy (5.1.1).

5.2.3 Dead Days

The day prior to midterms and finals will be designated as a "dead day". During this period, exam review and administration will take place. Teachers will not introduce new material nor will any other testing other than semester exams be allowed. Every effort will be made to restrict student activities to the minimum required by TAPPS scheduling requirements.

5.3 Transportation & Pickup

5.3.1 Carpool and Student Drop-off Procedures

A secondary campus map showing traffic flow for morning and afternoon drop-off and pick-up can be found in Appendix G of this handbook. Parents or guardians picking up or dropping off students must enter through the "Enter" gate on Sylvanfield. At no time should a student be picked up or dropped-off on the street outside the fence of the campus. At no time should the student parking lot be used for drop-off or pick-up during carpool hours. Entrance or exit to buildings 1 and 2 from Sylvanfield is not permitted. Adhering to these procedures ensures the safety and efficiency of carpool operations for all.

5.3.2 NCS Parking Lots

NCS provides designated parking lots for students, staff, and visitors. All vehicles parked on school property are subject to school policies and procedures, including search and seizure (4.6.14). Parking regulations are enforced to ensure safety and orderly traffic flow. Any vehicle not parked in an authorized area or in violation of school parking rules may be ticketed or towed at the owner's expense.

5.3.3 Student Driving

Students are expected to drive safely at all times. Failure to follow all parking and driving rules could result in the loss of campus parking privileges. Students cannot sit in or return to cars after their initial arrival to campus each day (this includes lunch). All students must leave the parking lot upon arrival to NCS. All cars driven regularly to NCS by students must be registered and must display the proper NCS parking permit. High school students must park in assigned places in the student (west) parking lot unless instructed differently by school officials. Parking in marked *handicapped* places is expressly prohibited.

5.3.4 Traffic Flow-Before and After School

Due to the crowded conditions that exist during the beginning and ending of school each day, it is imperative that parents observe the following policies:

- Be courteous – school personnel will direct you for the good of the entire NCS community. Please respect their right and responsibility to do so.
- At no time is drop-off or pick-up to be executed on Sylvanfield drive
- Do not leave your car during drop-off. In the event you leave your car, park in a marked parking place.
- Under no conditions should cars be parked in any driveways or bus parking areas.
- Traffic flow should never be blocked while waiting for students to move to the parking lot areas. If your student(s) are not present when you arrive, please re-circulate through the traffic pattern.

5.3.5 Transportation and Automobiles

Registration numbers and parking spaces will be issued to students who drive. Students must park in assigned parking places. Students may not return to their cars during the school day without approval. Automobile/parking violations will be reported and consequences issued. Below is information in regards to traffic flow procedures and school transportation for activities.

Traffic Flow Procedures:

- Enter from the west drive - exit from the east drive
- All drop-off and pick-up must be done in front of Building 6 to ensure safety

- The right lanes are reserved for drop-off and pick-up
- The left lane must be kept clear for emergencies

School Transportation for Activities:

- Students riding to activities on school transportation must return the same way.
- Only parents and sponsors may change transportation plans of a student.
- Special arrangements must be made in advance and submitted in writing.

5.3.6 Transportation Guidelines

Student and driver safety is our foremost concern while students are being transported in NCS vehicles. The following guidelines for student behavior have been adopted to create the safest environment possible. Students are expected to follow all guidelines and respond respectfully to the driver's instructions and requests. Students failing to observe the guidelines and/or failing to cooperate with the driver will be reported to the campus principal. Inappropriate behavior will result in the loss of the privilege of riding in NCS transportation. Riding in NCS vehicles is a privilege. Students who repeatedly violate the safety guidelines will lose the privilege of riding.

Section 6: Health & Safety

6.1 Health & Medical Care

6.1.1 Accidents and Emergencies

Accidents and emergencies must be reported immediately to the secondary principal or student services office. In the event of a medical emergency, trained staff will provide immediate first aid, and parents will be contacted. If necessary, emergency medical services (911) will be called. Emergency contact information must be on file for all families, and changes in this information should be reported to the administrative coordinator in building 8 as they occur to ensure prompt communication in critical situations.

6.1.2 Communicable Disease

NCS reserves the right to deny service to any student who contracts a communicable disease if, in the sole discretion of the administration, this denial is necessary to protect the best interests or welfare of the students and staff members of NCS. In the event of student exposure to a communicable disease, a letter about the nature of the exposure will notify parents. Due to the Parent Privacy Act and HIPPA regulations, the identity of the student who contracted the communicable disease will remain confidential. A student may be readmitted to class when cleared by NCS administration or a medical doctor.

6.1.3 Medical Screening

All 6th and 8th graders are required by the state of Texas to be annually screened for scoliosis. A vision and hearing screening is required for all new NCS students from private and out-of-state schools as well as all current 7th and 9th grade students. Parents will be notified if a screening indicates a possible concern.

6.1.4 Medication

All medications should be brought to school by the parent or guardian and directly checked in to the nurse. A consent and permission to administer the medication should be completed by the parent and the nurse at the time it is checked in. Prescription medication should be current for the duration of the 2025-2026 school year. Over the counter medication such as Tylenol, Advil, etc. should be in the original unopened container and cannot be expired. In order to ensure student safety medications that are not appropriate or not FDA approved for the pediatric population will not be administered.

6.1.5 Insurance - Medical

All NCS parents must carry adequate medical insurance on each enrolled student. It is not the responsibility of NCS to provide this coverage.

6.2 Emergency Procedures

6.2.1 Crisis Response

The NCS faculty, staff, and administration is committed to protecting our students as if they are our own children. Continual evaluation of our emergency response and crisis management plans are ongoing and consistently reviewed. A contingency plan is in place to protect the children “on site”. In all circumstances we will evaluate the data available from local law enforcement, media sources and from the National Office of Homeland Security. Using this data, we will make the best decision(s) possible for the protection of the entire NCS family.

In the event of a crisis situation a command center will be established on campus. The head of school, or designee, will direct operations on campus. Additionally, we will:

1. Assess the situation to determine the need to either “shelter in place” or “evacuate”.
2. Contact parents as soon as is reasonable and possible. This contact might include local media if communication services are disrupted.
3. Establish supervision priorities per existing Emergency Management Plan, making adjustments as unique circumstances might dictate.
4. Comfort, encourage and serve our students until each can be released to his/her parents.
5. Continually monitor all available data to ensure that we are doing everything possible to protect our students.

Parents can participate in this process by ensuring that we have updated contact numbers (home, work, and cell). If any contact information changes during the year, contact the administrative coordinator in building 8.

6.2.2 Fire Alarms

Any student setting off a false fire alarm may be suspended or expelled from NCS and will be subject to criminal prosecution.

6.2.3 Fire, Tornado and Emergency Drills

There will be unannounced fire, tornado and emergency/evacuation drills throughout the year. In the event of tornado, hurricane, or flood warnings, or other announced threats, students will assemble in these areas:

Buildings 1-5 – the commons area of each building

Building 6 – athletic locker rooms

Building 8 – commons area downstairs

When the alarm sounds, students should respond quickly and quietly as trained by the instructional staff.

6.2.4 Forced School Closure

The duties and obligations of NCS may be suspended immediately, without notice, during all periods that NCS is closed because of force majeure events including, but not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event beyond our control. If such an event occurs, our duties and obligations may be suspended or postponed until such time as NCS, in its sole discretion, may safely re-open.

It is the policy of NCS that no portion of the tuition paid or to be paid in connection herewith shall be refunded, credited, abated, or otherwise excused in the event that NCS, for a length of time not to exceed 30 school days as a result of a casualty or other force majeure event, shall (a) postpone or cancel commencement of classes for the current academic year, or (b) disrupt instruction on or advancement of curriculum or other programs during the current academic year. Regardless of any such postponement, cancellation or disruption, parents agree to pay when due the tuition amounts required.

6.2.5 Weather

In case of bad weather (such as hurricanes, flooding, icy streets, etc.) or in other crisis response situations, dismissal or delayed school schedules will be published on the NCS webpage at www.northlandchristian.org and in our parent alert system. Resumption of school also will be published in a like manner.

Section 7: Co-Curricular Activities & Events

7.1 Participation Guidelines

7.1.1 Co-Curricular Activities

Over 80 percent of our students participate in one or more co-curricular activities. Our athletic teams compete on the state level as members of the Texas Association of Private and Parochial Schools (TAPPS). Beyond athletics, NCS offers a wide range of fine arts, clubs, and organizations designed to enrich the student experience, develop talents, foster leadership, and build community. Participation in co-curricular activities is a privilege that comes with specific expectations for academic performance, conduct, and attendance.

7.1.2 Co-Curricular Attendance Policies

Students must be present for one-half (1/2) of the school day to practice or participate in any co-curricular activity (co-curricular is defined as athletics, choir, orchestra, drama, speech, etc.). The principal may make exceptions to this policy if circumstances warrant. A student may not miss any class in which he/she has a failing grade to attend or participate in a school-sponsored function once eligibility has been officially checked.

7.1.3 Eligibility Standards (Co-Curricular Participation)

All students in grades 6–12 participating in one or more co-curricular activities (including athletics, fine arts, clubs, and organizations) must meet the following eligibility standards:

Academic Eligibility - Maintain a passing grade (70 or above) in all courses.

Conduct Eligibility - Maintain satisfactory conduct grades (no U's and no more than two N's). Students involved in serious disciplinary incidents may lose eligibility at the discretion of the administration.

Attendance Eligibility - Comply with the school's attendance policy as outlined in Section 5.1.1. Excessive absences may result in loss of eligibility.

7.1.3.1 Determination of Eligibility

Eligibility will be reviewed at the end of Quarter 1, Semester 1, and Quarter 3 based on academic performance, conduct, and attendance. Quarter reviews will be based on final quarter grades, while Semester 1 reviews will be based on final semester averages. Students who fail to meet any eligibility standard will be declared ineligible.

The following provisions will apply:

- Ineligibility will remain in effect for a minimum of two (2) weeks beginning on the date designated by the administration following the close of the grading period.
- Students may continue to attend practices, rehearsals, meetings, and other activity-related functions during the period of ineligibility unless otherwise directed by the coach, sponsor, or administration.
- Students may not participate in games, competitions, performances, exhibitions, or other public events while ineligible.
- At the conclusion of the two-week ineligibility period, eligibility will be re-evaluated. Students who have satisfied all academic, conduct, and attendance requirements may have eligibility restored.
- Students who have not satisfied all eligibility requirements will remain ineligible until the next eligibility review or until otherwise approved by the administration.

Athletic participation is also governed by the eligibility rules established by TAPPS (Texas Association of Private and Parochial Schools). The Athletic Director will communicate applicable TAPPS regulations. Coaches, sponsors, and activity directors may establish additional participation requirements specific to their programs.

7.1.4 Student Activity Sponsorship

All student activities, clubs, and organizations at Northland Christian School must have a designated faculty or staff sponsor. The sponsor is responsible for overseeing the activity, ensuring adherence to school policies, and providing guidance to student participants. Any new student activity or organization must be approved by the Secondary Principal and have an assigned sponsor before it can officially operate.

7.1.5 Student Athlete Expectations

Northland Christian School student athletes are expected to embody Christ-like character, sportsmanship, and academic excellence both on and off the field/court. Expectations include:

- Enrollment: Must be a full-time student at the time of competition.
- Academics: Maintaining academic eligibility as per school policy (7.1.3) and prioritizing academic responsibilities.
- Conduct: Be prompt and prepared for all classes, exemplifying Christ-like attitudes and behavior at all times and following rules stated in the *Handbook*.

7.1.6 Club and Class Officers

Students desiring to hold club or class officer positions must meet and maintain the following qualifications:

- A minimum academic grade average of 75 in all courses
- Satisfactory citizenship (no more than two 4's and no 5's) each semester
- Attendance at NCS for a minimum of one semester

Students are limited to holding a maximum of three elected offices in school activities. A student can be president of only one school organization (this does not apply to appointed positions such as team captain, etc.).

Elected officers must maintain an overall 75 average at the end of each grading period. If the officer's average is below 75, he/she will be placed on probation. If the average falls below 75 a second time, he/she will be removed from office.

7.1.7 Service Hours

As part of our commitment to Christian service and college preparation, Northland Christian School believes it is essential for students to begin serving their communities early. Colleges and universities often consider service hours in the admissions and scholarship process, and NCS is dedicated to developing servant leaders who give back in meaningful ways.

To be eligible, service hours must be completed with a non-profit organization or a qualified individual. Please visit the NCS website for approved service opportunities, verification forms, and additional details.

Outlined below are the service hour requirements for each grade level:

Grades 6 – 8:

All NCS middle school students are required to complete and log fifteen (15) service hours each academic year. Hours must be completed by the end of the 8th-grade year and will be prorated based on the number of years a student attends NCS middle school. For example, a student attending all three years must log 45 hours; two years, 30 hours; etc. To be eligible, service hours must be completed with a non-profit organization or qualified individual.

Grades 9 – 12:

All NCS high school students are required to complete and log twenty (20) service hours each academic year. Hours must be completed by the end of the senior year and will be prorated based on the number of years a student attends high school at NCS. For example, a student attending all four years must log 80 hours; three years, 60 hours; etc.

Note: High school diplomas may be withheld if service hour requirements are not met. Students who complete 100 or more service hours in a single academic year will receive a special service award.

7.2 Activity Listings

7.2.1 Available Athletics

Activity	MS Boys	MS Girls	HS Boys	HS Girls
Basketball	X	X	X	X
Baseball			X	
Cheerleading		X		X
Cross Country	X	X	X	X
Football	X		X	
Golf	X	X	X	X
Soccer	X	X	X	X
Softball		X		X
Swimming	X	X	X	X
Tennis	X	X	X	X
Track	X	X	X	X
Volleyball		X		X

7.2.2 Available Fine Arts, Clubs, and Organizations

Club/Organization	6th	7th – 8th	9th – 12th
Academic Meets			X
Arts			X
Choir			X
Debate	X		
Drama	X		
National Honor Society			**

National Jr. Honor Society		*	
Orchestra			X
Speech/Oratory			X
Student Government	X	X	X
Yearbook		X	X

* NJHS is comprised of 7th – 9th grade students.

** NHS is comprised of 10th – 12th grade students.

7.3 Events & Honors

7.3.1 Field Trips

A variety of field trip experiences designed to extend the curriculum will be offered to NCS students. Most of these will be academic in nature and will take place during the regular school day. Some developmentally and age-appropriate field trips involving travel (to include foreign countries) will be offered. Generally, these will be elective and non-graded.

Students who are eligible may attend field trips. Eligibility will be based on academics, conduct, and attendance. Specifically, a student cannot have any Level 3 or 4 infractions, no 5's or no more than three 4's in conduct and cannot be failing any class (current grades and conduct in Parent's Web will be reviewed). Dress code is required for all field trips. In a continuing effort to provide a safe and secure environment for our students, we ask that all parents wishing to participate in field trips or any other class activity submit to a criminal background check. Forms are available in the Business Office or on the NCS website/forms.

7.3.2 Parties and Banquets

All school-sponsored parties and banquets must be planned with and approved by the principal. Parents may not reserve facilities in the name of NCS, nor may parents plan parties in the name of NCS unless approved by the principal and supervised by NCS staff. NCS staff must supervise all school-sponsored parties.

7.3.3 Junior/Senior Prom

The annual Junior/Senior Prom is an NCS sponsored event. The planning and conduct of the entire evening will be under the direction of the junior and senior class sponsors

and must be approved by the high school principal. All NCS dress and behavior policies will apply to this event. The NCS administration reserves the right to approve prom attire in advance of the event.

7.3.4 Homecoming Court (9th – 12th)

Nominees must have satisfactory grades, conduct, and attendance to be recommended by teachers.

7.3.5 Award Letters (9th – 12th)

NCS will provide the initial “N” award letter to each high school student who “letters” in a sport, fine art, or other eligible activity. The “patch” which designates the actual activity for which the letter was awarded will be furnished by NCS for the first letter in each activity. Special honor patches (all-district, all-state, regional qualifier, etc.), when earned and verified by the appropriate sponsor, may be purchased by the individual at NCS’s designated outlet. Students may purchase “letter jackets” only when approved by NCS after qualifying for the initial letter. Requirements for earning a “letter” are different for each sport, fine arts activity, or academic society and are defined by the individual coach and/or department head. Lettermen are given 3 opportunities per school year (Fall, Winter, Spring) to order jackets or loose patches. All jackets must be purchased at the approved school outlet.

7.3.6 Sunday and Wednesday Night Activities

NCS will not participate in school activities on Sundays or on Wednesday nights unless required by TAPPS to meet district or state mandates or deadlines. The head of school must approve any exception to this policy. During special events requiring travel (cheerleader camps, basketball camps, play-offs, etc.) great care will be taken to provide appropriate worship opportunities.

Practices, rehearsals, or other NCS sponsored activities will not be scheduled on Sundays. The head of school must approve any exceptions to this policy.

7.3.7 Physical Education

Students must wear designated uniforms in physical education classes. A written note is required from a physician if a student is unable to participate in physical education classes. If approved by the counselor and/or principal, a student may participate in off-campus physical education classes as follows:

- Documentation of enrollment must be presented to NCS at completion of the semester
- Minimum of five(5) hours of participation each week is required for high school students
- Minimum of fifteen (15) hours of participation each week is required for middle school students

7.3.8 Fundraising Guidelines

Before any fundraising activity can commence it must be carefully considered for the impact to overall school fundraising and the appropriateness for student involvement. All fundraising activities must have prior approval of the NCS Administration and Development Department. To begin the process a *Fundraiser Approval Form* must be completed. The request will be reviewed for conflicts with any other activities in the planning stage or approved. The request will then be reviewed by the Development Department.

Please note the following guidelines: Fundraising on behalf of any outside entity is discouraged. Students will not be allowed to solicit funds or sell merchandise by passing through crowds at any NCS school event. With prior approval from the Development Department, a table can be set up at an event for fundraising purposes.

For additional information and the *Fundraiser Approval Form* see *Appendix E* of this *Handbook*.

Section 8: Parent & School Communication

8.1 Communication Channels

8.1.1 Communication

NCS is committed to open and effective communication between the school, parents, and students. We utilize various channels to ensure timely and relevant information sharing:

- **FACTS Family Portal:** This online portal is the primary communication hub for academic progress, grades, and attendance. Parents and students will have the ability to monitor academic progress on a regular basis.
- **Email:** Official school announcements, teacher communications, and important updates are frequently sent via email. Parents are responsible for ensuring their email addresses are current in the FACTS system.
- **School Website:** The official NCS website serves as a central resource for calendars, handbooks, news, and general school information.
- **Teacher/Staff Communication:** Teachers and staff will communicate directly with parents regarding student academic progress, behavior, and classroom-specific information.
- **Phone Calls:** For urgent matters, school staff may contact parents by phone.

All communication between students, parents, and NCS staff should reflect courteous and respectful boundaries. Attacking and threatening communications, whether written

or verbal, do not align with NCS values and will be addressed under the bullying section (4.3.7).

8.1.2 Parent Teacher Conferences

Parents are invited to attend Parent-Teacher Conference Day scheduled each fall on the official school calendar. Appointments for conferences will be made through the Student Services Office.

8.1.3 FACTS Family Portal

NCS provides to students and parents a web-based service called FACTS Family Portal. This service enables parents and students to receive academic information such as grades, assignments and special teacher communications on a regular and timely basis by logging onto a password-protected, personal account. Each parent and student has different passwords, enabling teachers to communicate privately with parents.

8.1.4 Photography Policy

Recognizing the importance of protecting the privacy of students, faculty and staff, NCS has adopted the following policy for photography and video on the NCS campus and during sanctioned school events. The NCS campus is private property. Students, faculty and staff have a right to conduct their business on campus freely, and the school must protect its physical space from being inappropriately photographed. Permission is required to videotape, film or photograph on the NCS campus for anything other than personal use (See Personal Use Guidelines below).

This policy applies to any type of photography: stills, video and film in any format.

- All photography of interior and exterior spaces on campus requires prior permission from the Office of Admissions and Communications.
- NCS does not grant authority to third parties to sell images of NCS students, staff or faculty unless specifically contracted for and promoted by NCS (i.e. student portraits, sports team photos and prom). NCS will advertise these opportunities through school-sponsored communications.
- News photography on campus is conditionally permitted. News stories must pertain to either the school or a member of the campus community. Permission must be granted from the Office of Admissions and Communications before any news organizations are given access to the campus.

Personal Use Guidelines:

NCS encourages parents and family members to photograph their students at approved extracurricular events (sporting events, concerts, art exhibits, award ceremonies, etc.), where such photography will not interfere with those events. School activity photos and videos are a tradition for many families. NCS wants to ensure

access to capturing those moments while protecting the safety and privacy of others. The school reserves the right to ask parents to refrain from taking flash photography at some events.

Please take care in the manner of publishing or distributing the images recorded of NCS students and families; specifically regarding the internet and on social media. Identifying anyone in any type of online, electronic, or print publication should be done with consent.

Official School Use Guidelines:

NCS routinely photographs students, faculty and staff and carefully decides how those images are used. Photographs of students add color, life, and interest to materials and articles promoting school activities and initiatives in both electronic and print communications. These images can increase student motivation and help parents and local communities identify and celebrate the achievements of NCS. Primary use of photos will be on the NCS website, advertising materials, electronic communications, social media postings and media press releases.

In order to respect the rights of privacy for students and parents, along with potential child protection issues, the images that NCS records will be used in a responsible way. All parents not wishing to have images of their child used by NCS are required to sign a photography and publicity waiver for each of their students, found in *Appendix I* of this *Handbook*. The waiver allows NCS to work with families to keep their student's likenesses from appearing on the NCS website and other publications. In most instances, first and last names will not be used to identify individuals unless a particular honor or award has been received.

Commercial Photography Bid Solicitation:

NCS will solicit bids for our commercial photography needs (homecoming, prom, student portraits, etc.). The office of the head of school will be in charge of this process. Guidelines and bid forms will be available from the office of the head of school.

8.2 Campus Access & Visitors

8.2.1 Campus Visitors

Parents and other family members are welcome to visit NCS. Friends of NCS students are not allowed as visitors unless previously approved by Student Services. All visitors are required to register with Student Services in building 1 and must provide a valid State ID or driver's license. The ID will be scanned using the Raptor Visitor Management system. A temporary visitor's badge is produced and the visitor is expected to display the printed badge until he/she checks back out at Student Services.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, but such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Student visitors from other campuses are not allowed without obtaining advance permission from the principal. Trespassers are subject to prosecution.

8.2.2 Visitors

All visitors to Northland Christian School, including parents, must report directly to the Student Services office in Building 1 upon arrival. For the safety and security of our students and staff, all visitors are required to sign in, provide a valid photo ID for scanning, and wear a visitor's badge while on campus. Visitors are not permitted to proceed to classrooms or other areas of the campus without proper authorization and supervision. Any unauthorized individual on campus will be considered a trespasser and may be subject to legal action. This policy ensures that all individuals on campus are accounted for and vetted.

8.3 Parent Responsibilities

8.3.1 Parent/Volunteer Background Checks

In a continuing effort to provide a safe and secure environment for our students, we require that all parents wishing to participate in field trips or any other class activity submit to a criminal background check. Forms are available in the business office or the NCS website/forms.

8.3.2 Parent Code of Conduct

As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, Northland Christian School expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

- If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school for discussion.
- All communications regarding issues with other parents, faculty or staff at the school or school events shall remain respectful. Yelling, taunting, threatening, abusive behavior, foul language, or derogatory remarks are not acceptable means of communication. This includes behavior through texting, social media and any other outlet. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others. If a satisfactory resolution is not reached, the parent shall proceed

through the appropriate supervisory personnel at Northland Christian School, as necessary.

8.3.3 Child Custody

All students (families) who are under court ordered Custody Implementation Plans will be required to present original documentation to NCS for information purposes. NCS will copy these documents and maintain strict confidentiality as to their contents. NCS will work within the ordered structure in cooperating with specific family needs. This ensures the school can act in accordance with legal directives regarding student access, communication, and decision-making.

8.3.4 Electronic Check Conversion

When payments are made by check, NCS is authorized to use the check information for a one-time electronic funds transfer from the account or to process it as a check transaction. If an electronic fund transfer is made, funds may be withdrawn the same day payment is received, and the check will not be returned by the bank. A \$25 fee is charged for returned unpaid checks, which may be re-processed electronically.

8.4 Complaint & Appeals Process

8.4.1 Complaint and Appeals Process

The education process can be a challenging journey. Therefore it is important that we establish a framework for conflict resolution. The purpose of this policy is to establish a process for the timely and orderly resolution of student and/or parent concerns, questions, or appeals. As exemplified in Matthew 18, it is NCS's intent that all disagreements be resolved at the source (teacher, coach, sponsor, etc.). As a matter of course, face to face meetings are usually more productive in resolving issues quickly. However, if emails, messaging, or texts are utilized, they should only be exchanged between the parties actually involved and contain content that maintains respect and professionalism. Additionally, communication of concerns or conflict should stay within the confines of typical school day hours. If a mutually satisfactory resolution cannot be reached on the initial level, a specific process is in place to address issues and concerns. Throughout the process, all parties should demonstrate mutual respect, ensuring the dignity of all parties involved. The focus of the process should be on a resolution that is mutually acceptable rather than an adversarial win-lose conclusion.

Concerns and/or Appeal Process Steps:

1. Attempt to resolve the problem with the person most directly involved with the situation. In most cases, that person will be the teacher, coach, sponsor, etc.
2. If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the appropriate principal or supervisor.
3. Discuss the situation with the head of school.

4. Request that the head of school schedule a meeting of the Board Appeals Review Committee. This request must be made in writing.

8.4.2 Male-Female Relationships

NCS provides opportunities for boys and girls to cultivate friends of the opposite sex who hold to Christian principles and reflect high morals. Public displays of affection are prohibited on campus. Relationships that lead to pregnancy may result in dismissal from NCS.

Section 9: Appendices

9.1 Appendix A - Grade-Point Matrix

*Effective August 1, 2016
for students entering 9th grade 2014-2015 or later*

Numerical Grade	Academic Classes	Honors/Pre-AP® Classes	AP® /Dual Credit Classes
A100	5.0	6.0	6.5
A99	4.9	5.9	6.4
A98	4.8	5.8	6.3
A97	4.7	5.7	6.2
A96	4.6	5.6	6.1
A95	4.5	5.5	6.0
A94	4.4	5.4	5.9
A93	4.3	5.3	5.8
A92	4.2	5.2	5.7
A91	4.1	5.1	5.6
A90	4.0	5.0	5.5
B89	3.9	4.9	5.4
B88	3.8	4.8	5.3
B87	3.7	4.7	5.2
B86	3.6	4.6	5.1
B85	3.5	4.5	5.0
B84	3.4	4.4	4.9
B83	3.3	4.3	4.8
B82	3.2	4.2	4.7
B81	3.1	4.1	4.6
B80	3.0	4.0	4.5
C79	2.8	3.8	4.3
C78	2.6	3.6	4.1
C77	2.4	3.4	3.9
C76	2.2	3.2	3.7
C75	2.0	3.0	3.5
D74	1.8	1.8	1.8
D73	1.6	1.6	1.6
D72	1.4	1.4	1.4
D71	1.2	1.2	1.2
D70	1.0	1.0	1.0
F69 and below	0.0	0.0	0.0

9.2 Appendix B - Technology Use Agreement

Secondary Campus – Grades 6-12
TECHNOLOGY USE AGREEMENT
2025-2026

This agreement is effective the ____ day of _____, 202____, by and between Northland Christian School (“Northland”), _____ (“Parent”), and _____ (“Student”), for the purpose of setting forth certain terms and conditions for the use of Northland owned/ student’s digital device.

The infusion of technology into classroom experiences represents an outstanding opportunity for NCS students and presents challenges for the faculty and administration as we continue these advances in the curriculum. Use of all digital devices must be in support of education and research and must be consistent with the goals and objectives of Northland Christian School. It is our goal to model and teach ethical and responsible use of technology.

It must be recognized that the development of school policy to govern technology will be a fluid and continual process. As policy is revised, it will be communicated to students for immediate implementation and will be added to this Agreement on an as-needed basis.

I. Ownership

NCS-owned Laptops:

The NCS-owned MacBook or MacBook Pro will be the property of NCS and will be loaned to students when their device is at the Apple Store for repair. Prior to receiving a loaner MacBook, the student must submit a receipt from the Apple Store indicating their MacBook is being repaired. The loaner MacBook is for the student’s use in a manner similar to textbooks and other resources and will be subject to the same restrictions. Students will not have any administrative rights on the NCS-owned computer and will not be allowed to install and uninstall any software. The first seven days of having a loaner computer will be at no charge, but after seven days the student’s account will be charged \$5 per day of use.

Northland will install the software on the computer and maintain complete control of the computers’ image. The computer image refers to any software or related data stored anywhere on the computer. The image will contain the software that is purchased under the NCS site license. Giving NCS the authority and responsibility of maintaining the image ensures that your student will always have access to the necessary software tools that are required for instructional purposes while a student at NCS.

All NCS owned machines will be covered by the Apple Care Warranty program. If a NCS owned MacBook is damaged, and a repair that is not covered by the Apple Care Warranty is necessary, the cost of the repair is the responsibility of the student’s

parent. Any charges incurred by NCS from Apple to repair the MacBook and return it to working order will be placed on to the student's account and must be paid prior to returning the computer to the student. Apple Care covers only normal wear and tear on the computer. The determination of normal wear and tear on the MacBook is made exclusively by Apple.

If you use an NCS-owned MacBook as a loaner, upon graduation or withdrawal from Northland, it will remain the property of NCS and will be treated the same as any other instructional resource that the student is issued.

Parent Owned Digital Devices:

NCS will not be responsible for loading any software/apps on parent owned digital devices. In addition NCS will not assist in the repairs of any parent owned devices.

Northland recommends that all parents consider purchasing personal articles insurance for their digital device, as an addition to your existing homeowner's insurance policy. (Note: Most homeowners' policies have very limited coverage for computers with a high deductible, unless an additional personal articles policy is purchased).

In the case of certain classes it may be necessary to load NCS owned software on a student's digital device. Due to licensing issues with software vendors, failure to submit the computer for the removal of all NCS owned and licensed software upon a student's departure from Northland will result in a \$250 fee and the withholding of all official school records.

Initials _____

II. Use of Computer

Use of all Northland owned digital devices must be in support of education and research, and must be consistent with the goals and criteria of NCS. It is our goal to teach ethical and respectful use of technology.

Students are responsible for appropriate behavior on their digital device and the school network just as they are in a classroom or anywhere on the school grounds. General school rules for behavior and communications apply. Students are personally responsible for their actions in accessing and utilizing the school's technology resources. The students are expected to never access, keep, or send anything that they would not want their parents or teachers to see.

Privacy Statement

Students and parents do not have a personal privacy right in any information, data or communications, including e-mail messages, created, transmitted, received or stored

on the digital device, regardless of whether they are NCS owned or privately owned. Northland may access all digital devices, at any time, whether or not the data or information relates to the school's business. Thus, these systems should not be used for any personal communication, which you wish to remain private and confidential.

Initials _____

Northland's internet system has not been established as a public access service or public forum. Therefore, the school has the right to place reasonable restrictions on the material students access or post through the system. All sites visited using Northland's internet resources must be in compliance with the criteria used to select material for the school and must be used for educational purposes only.

Northland will use its technology and staff for the filtering and monitoring of internet access points, and may monitor student's use while the students are on campus. The monitoring process will be limited by cost and manpower constraints but will be adapted and prioritized on a continuing basis. Any attempt by students to bypass school monitoring systems is a violation of this agreement and will be addressed as a disciplinary issue.

Inappropriate use of the internet by any student will be handled as a discipline problem and appropriate punishment will be assigned. If a student is in doubt about the appropriateness of a website, the student should consult with the supervising teacher immediately to avoid even the appearance of impropriety. Specific school discipline codes address consequences for inappropriate behaviors during the use of technology.

Any attempt to use the technological facilities of Northland Christian School to infiltrate the administrative and accounting systems of the school is a violation of this agreement. Additionally, such attempts may result in immediate and permanent dismissal from NCS.

Two areas in the NCS behavior code which specifically address responsible use of technology are cheating and/or other types of dishonesty [Examples of cheating include plagiarism, copying or loaning homework, discussion of specific test or quiz content with another student, possession or perusal of teacher test keys or manuals, forgery, the use of electronic media to transmit test data or homework assignments to another student, etc.]

III. General

In consideration for the use of Northland's computer system and in consideration for having access to the information contained on the internet, Northland, its operators and any institutions with which they are affiliated are hereby released from any and all claims of any nature arising from the student's ability or inability to use the internet.

Northland does not warrant that the functions of the system will meet any specific requirements a student may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages such as lost data sustained or incurred in connection with the use, operation or inability to use the system.

Certification:

By our signatures hereon, we certify our knowledge and acceptance of the above-stated policies and consequences, and of future directives that may be communicated regarding responsible use.

Student

Parent

Date

Date

9.3 Appendix C - Honors Selection Policy

Each spring semester, the Northland Christian School art, English, math, science and social studies departments screen students for entrance into Honors and Advanced Placement (AP) classes. This program ultimately can enable selected students to receive college credit hours based upon the student's performance on *Advanced Placements Tests* taken during high school. Honors/Advanced Placement courses are designed for highly motivated students. These programs utilize a wide variety of materials, often presented on the college level, requiring of the students advanced critical thinking skills and analytical writing skills. Therefore, students admitted to honors/Advanced Placement classes must be committed totally and are expected to rise to the high standards set by the teachers. Honors and advanced placement students must be extremely responsible and consistently reliable.

For all disciplines - art, English, math, science and social studies – the following will be considered in the initial screening for admissions to Honors/AP classes:

- Current year grades in the subject for which admission is sought
- Teacher recommendation(s)
- Standardized test scores
- Ability to work independently and as a part of a team

Additionally, each department has specific requirements as detailed below:

AP Art

- Must submit at least three (3) original drawings
- Must submit an essay stating reasons for wishing to be in the NCS AP Art class
- Must be approved by the NCS art staff

English

- Must maintain an A average in English each semester for the current year
- Must score in the 85th percentile in the English/reading sections of standardized tests

Math

- Must maintain an A average each semester in math for the current year
- Must score in the 85th percentile in the math sections of standardized tests

Science

- Must maintain an A average in science each semester for the current year
- Must have completed or be concurrently enrolled in appropriate math class. Satisfactory math grades are required.

Social Studies

- Must maintain an A average in social studies for the current year

Applicable Policy Statements:

- Transfer Students - Admission to NCS honors classes of students transferring from other schools will be made by the department heads in each applicable discipline. Participation in honors/AP classes at other schools does not qualify students for automatic admission to NCS Honors/AP classes.
- Honors/AP Contracts – After acceptance into the NCS honors program, each student and parent will be asked to sign a contract accepting the responsibilities required by our program. These responsibilities include timely completion of all assigned work, always working to the student's full potential, and committing to take all advanced placement test(s) offered as a part of the discipline(s) involved. All students enrolled in an AP course are required to take the Collegeboard AP Exam. Fees for AP exams are the responsibility of the parent/student.
- Grade Maintenance Requirements – All honors students must maintain at least a B average and must continue to work to established personal excellence levels or will face removal from the NCS honors program.
- Scheduling Flexibility – The admission and assignment of students to Honors/AP classes will depend, in part, on schedule construction. To maintain proper class numerical balances, the NCS administrative staff reserves the right to rank students for admission purposes. The goal will be to admit all students who qualify and elect honors/AP classes, recognizing the possibility that this may not be possible in all situations.

9.4 Appendix D - Secondary Program of Studies (Click [HERE](#))

9.5 Appendix E – Fundraising and Special Projects Guidelines

Background

Before establishing any new project, service or funding opportunity at Northland Christian School, please read the following material carefully to ascertain a project's potential for eligibility. A project deemed ineligible may not be tax deductible under the banner of Northland Christian School's 501(c) 3 status. Annually, a budget is created and funds are allocated for various programs, services, activities and products that are deemed appropriate and vital to the overall success of NCS and/or its constituencies. Revenues for these expenses are generated by tuition and the previous year's Cougar Fund.

Large-scale building projects and plans are financed by funds obtained during a Capital Campaign and are planned in the [long range plan] 2-10 years prior to their commencement. Occasionally, a donor or constituent may wish to fund a special project not covered in the current budget and/or not planned for the immediate future. Those donors wishing to do this can meet with the Director of Development to discuss the details. The administration, development department and business office of NCS have been charged with the responsibility of reviewing and selecting qualified projects deemed both appropriate and necessary to the success of the school.

Eligibility Criteria

Any constituent may apply to the Director of Development for selection as a special project. "Constituent" means any parent, parent group, alum, alumni organization, student, student organization, staff, faculty member, friend, corporation, business or foundation currently associated with NCS in some fashion, who/which has a vested interest in the success of NCS and/or its students. Applicant must be agreeable to stipulations listed below.

To be eligible for selection as an approved special project, the project must meet the following criteria:

- Suit an appropriate and reasonable need of NCS or its students.
- Have established measurable goals or demonstrate a clear benefit to the school.
- Provide suitable documentation clearly establishing the estimated cost of the special project.
- Obtain funding entirely without the resources of any department at NCS.
- Occur within a single fiscal year –or- provide a full report at the end of each fiscal year in order to obtain approval for subsequent years. This approval may require proof of secured funding for the following years.

Goals and Services

All potential outcomes or effects of approved special projects shall further or seek to implement the following goals:

- Assist NCS and/or its agents in giving more attention to its students or staff in a personal, academic or social sense –or—seek to provide a clear benefit to NCS.
- Attempt to decrease costs or other obstacles for NCS.

Restrictions

Applications will not be considered for eligibility if any of the following applies:

- Benefit to the school or its constituents cannot be clearly ascertained.
- The special project in question would cause NCS to incur any additional costs whatsoever (ex: a sculpture cost is covered, but the installation fees for the sculpture would fall to the school).
- The special project in question has the potential to create any legal culpability
- The special project in question violates any ethical standards held by NCS.

Other Stipulations

Applicant or applicant group must assume all direct and related costs associated with the special project. Upon approval, the applicant or applicant group agrees to raise all related funds in a private, non-intrusive manner without assistance from the administration of NCS. Upon approval, applicant or applicant group agrees to raise all related funds by a predetermined date, prior to the approval of the budget for the fiscal year in which the project will take place.

In the event that 80% of the funds for a special project are not obtained by the predetermined deadline, all funds raised will default to the NCS Annual Fund. Under no circumstances will donations be refunded.

In the event that 80-99% of the funds for a special project are obtained by the predetermined deadline, the project may be shelved for one calendar year, allowing the interested parties to continue to raise the necessary funds and enact the project the following year.

Applicant or applicant group agrees that prior to funding any special project, a gift to the NCS Annual Fund in the amount* of \$250, or 20% of the donor's estimated contribution to the special project.

*Whichever is the lesser amount.

Cougar Fund

The Cougar Fund Raffle driven by the Northland Christian School Foundation Board with the support of the Head of School and the Development Department takes place each fall. Participation is mandatory and will be no more than \$350 (per student). Families have the opportunity to sell the raffle tickets or opt out by paying the designated amount per student to the Cougar Fund. We value your support and appreciate your participation in the raffle. Families who do not fulfill the designated amount will have it added to their billing statement through FACTs in April of the current year.

9.6 Appendix F – Statement of Faith

Biblical Foundation of Beliefs:

- We believe the Bible is the inspired, infallible, inerrant, and authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
- We believe that all men and women, apart from calling on the name of Christ to be saved, are lost and separated from God for eternity, and that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential. The Scriptures also declare the deity and personality of the Holy Spirit, and we believe in His present ministry, by whose indwelling the Christian is enabled to live a godly life.
- We believe water baptism, in its various forms, is an outward symbol of an inwardly changed heart, and is an act of obedience for all believers.
- We believe that true faith is accompanied by repentance and a turning from the old lifestyle, and that true Christians do not continue in willful, unrepentant lifestyles that are contrary to Holy Scripture.
- We believe that God wonderfully and immutably creates each person as male or female. These two, distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We further believe that true "marriage" is the union of one man and one woman in an exclusive union as delineated in Scripture.
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth, including pre-born infants, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life, and they that are lost, to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Secondary Doctrine Policy:

Secondary doctrines are those doctrinal issues which are not addressed in the

Northland Christian School statement of faith. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. While teachers may state their personal positions on issues, they must be careful not to speak to the students in a manner that would cause offense to the parents. Presentation of all sides of an issue is encouraged. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

9.7 Appendix G – Tuition and Payments

Tuition and Fees Policy

Northland Christian School (NCS) uses a continuous enrollment contract. This is a one-time enrollment process where your student stays enrolled until they either graduate or you opt-out of enrollment for the next school year. As your child is enrolled, you will be asked to agree to the terms of the contract which states: “ I hereby opt into continuous enrollment. This means that my NCS student will continue coming back to NCS every year unless I tell the school otherwise. I understand that I have until the 31st of January every year to notify Northland Christian School Admissions Office of any changes in my plans of enrollment for my child(ren),”

Non-returning families must opt out by January 31st in order not to incur an opt-out fee. Note these fees are subject to change as per the continuous enrollment contract.

Notification provided by 1/31	No Withdrawal Fee
2/1 to 2/28	\$1,500 per child
3/1 to 3/31	\$2,500 per child
4/1 to 4/30	\$4,000 per child
After 5/1	Full Tuition Due

If a family opts out and then changes their decision to opt back into the continuous enrollment contract they are subject to the Application Fee and the New Student Enrollment Fee. Re-enrollment after providing notification of the intent to withdraw is not guaranteed.

FACTS

NCS uses FACTS-SIS (Student Information System) and FACTS, a division of Nelnet, Inc. for the remittance of all tuition receipts and incidental charges at NC. Please note

that there is no annual fee. Additional FACTS information regarding payment schedules, late fees, and processes is provided during sign up. NCS does not accept payments for tuition or administrative fees on site unless there is a specific exception approved by the NCS business office.

In the event a payment schedule needs to be modified, please contact Beverly Diaz at least 10 business days prior to your scheduled payment date. This allows FACTS the time needed to make any adjustments with the bank(s).

Late Payments & Past Due Accounts

Account balances are reviewed regularly. Payments arriving after the due date will incur a late payment charge. To decrease this fee, families experiencing a financial hurdle are advised to contact Beverly Diaz. Families who are recipients of any type of tuition discount are expected to keep their account current. Failure to do so may result in the revocation of the discount previously awarded.

Financial options include one payment in full by March 31st (3% discount applied for payment in full) or a twelve month payment plan beginning May, final tuition payments for all monthly plans must be completed by April 30th.

A payment plan allows institutions to assign a student's tuition schedule for the year and apply incidental charges as they are incurred. Payment plans allow families to define a payment schedule that best accommodates their financial needs. Families can select an auto draft date, frequency, and payment method for settling all tuition, fees, and incidental expenses. Failure to enroll in a payment plan will delay a student's start of school. Payment plans automatically incur a \$500.00 tuition insurance fee (see following paragraphs for more information).

For the most recent 'Tuition & Fees Schedule', families should refer to the school website under the admission tab.

Delinquent Payments

An account is considered delinquent when an approved payment is not in place, not followed and/or an account is 30 days past due.

The following guidelines/procedures are implemented for all delinquent accounts:

- Student(s) are prohibited from participating in any extra school activities or upcoming senior exams for college until the debt is paid in full or an approved payment plan is in place.
- Eligibility for continued enrollment will be determined by the administrative team.
- SIS (Renweb) will be disabled until the account is made current or an approved payment plan is in place.
- Report cards, transcripts of grades, college and other recommendations, and diplomas will be placed on hold and only issued when financial obligations have been met.

NSF Payments

Payments that are returned as insufficient will be charged a flat fee of \$30.00 per occurrence. Please note, FACTS will automatically attempt to resubmit the payment twice a month following a returned payment.

Withdrawal Account Policy

Although we never like to see any of our school families withdraw from NCS, the following policies are in place when a withdrawal becomes necessary:

- All tuition and/or fees paid prior to the first day of school are non-refundable/non-transferable.
- The family is responsible for tuition payments through the end of the school year, regardless of attendance.
- The family is responsible for all incidental charges that have been incurred (includes pre-ordered lunches).
- The family is responsible for any group commitments when an additional expense exists.
- Families that have enrolled in the optional Tuition Insurance will need to complete the required documentation to initiate their claim. Please contact Beverly Diaz to begin this process.
- Records will not be released until an account is paid in full for both tuition and incidental charges.

Tuition Assistance

NCS is supported by tuition, fees, and donations. It is fully a private institution. Through the work of many volunteers and the generosity of its benefactors, NCS can offer limited financial aid on a need-based assistance to qualifying families desiring to enroll

their K-12 child(ren). Because of limited resources, NCS cannot promise to meet the financial needs of all students.

Tuition assistance is available by application through filing in FACTS or through NCS website under tuition assistance. (a \$45 fee is required for all applicants to allow FACTS to process all information provided in the application)

The deadline for application and priority consideration is February 28th for the upcoming year.

Application is made online, and the link is available through FACTS and under the Tuition Assistance tab.. Once all the necessary information is received, the application will be presented to the Tuition Assistance Committee for review. Awards are communicated to families. Parents must submit a new application annually.

Aid will be withdrawn due to lack of timely payment of balance, disciplinary issues, academic concerns or other situations that may arise.

Students receiving financial aid are required to maintain good attendance, conduct, and academic standing. There are other assistance available through the following: ACE <https://www.acescholarships.org/become-a-scholar/texas/> (Applications open February 2nd and close at 11:59pm on Tax Day in April (in the time zone in which the school the applicant is applying to resides)

Texas School Choice Vouchers

<https://comptroller.texas.gov/programs/education/esa/faq.php> (Applications for TEFA open the February 4th, 2026)

Northland is a community whose success depends on the intentional involvement of families who give of their time, talent, and resources. Families who receive discounts or tuition assistance are expected to play a part in our success story by dedicating a minimum of 20 hours of volunteer service for Northland. Examples of volunteer service might include serving on a PTO, Booster Club, or Fine Arts Society committee, selling snacks in the concession stand, serving popcorn at elementary spirit games, or soliciting auction donation items from community businesses. We ask that you prayerfully consider where you might serve using your time and talents.

Tuition Insurance

NCS provides tuition insurance through Dewar Tuition Refund Plan. This insurance helps protect the investment you are making in your child(ren) education. Under the terms of the enrollment contract, you are financially responsible for the full tuition and all associated fees, irrespective of your child's attendance. In the event of a covered loss, tuition insurance will cover a specified percentage of the semester's tuition, and you are obligated to pay any remaining balance in accordance with the enrollment agreement.

Please contact Beverly Diaz (bdiaz@northlandchristian.org) for additional information. If your student withdraws, the Tuition Refund Protection Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

The Plan provides substantial insurance protection at a modest cost of \$500.00 *we encourage every family to sign up for this plan including the paid in full not just payment plan families

- Withdrawal or absence for medical reasons
- Withdrawal for other than medical reasons
- Dismissal from the school
- Late-entering students

More information can be found through the Tuition page on NCS website.

9.7 Appendix H – Secondary Campus Map

